



B.E. International Program

Faculty of Economics, Thammasat University



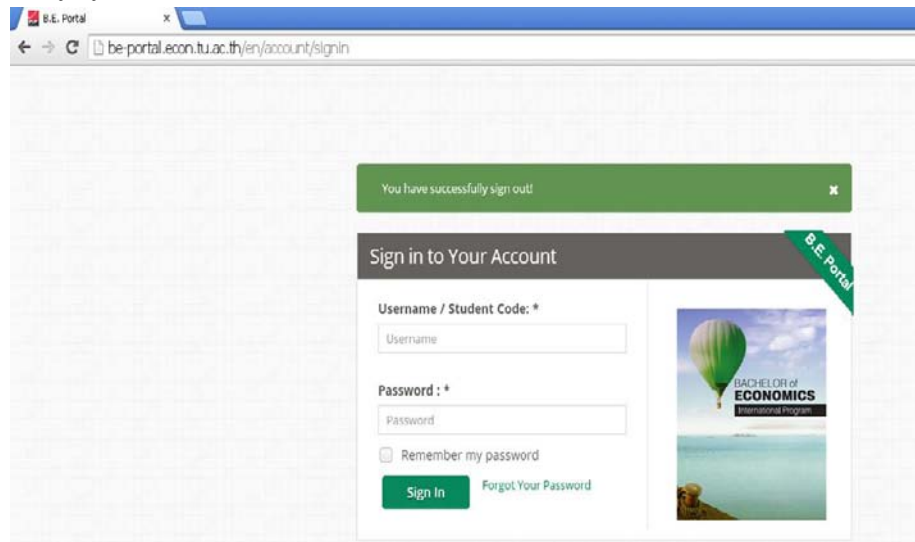
Instructions for Pre – Registration (BE Portal)

Please read carefully. For any questions, please contact the B.E. program in person or at patcharapim@econ.tu.ac.th

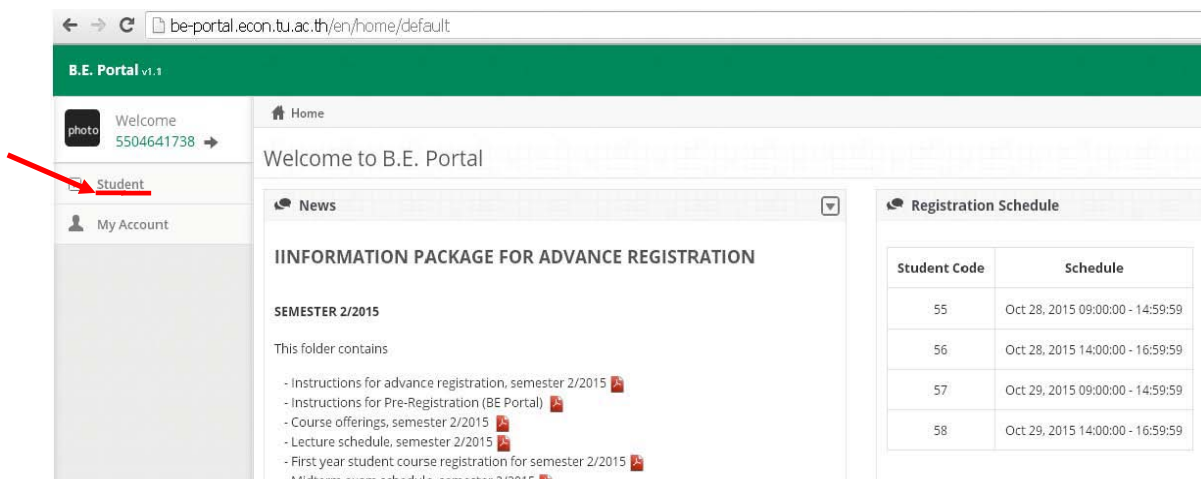
1. Login to BE-Portal

Go to <http://be-portal.econ.tu.ac.th> Then, login with your given username and password.

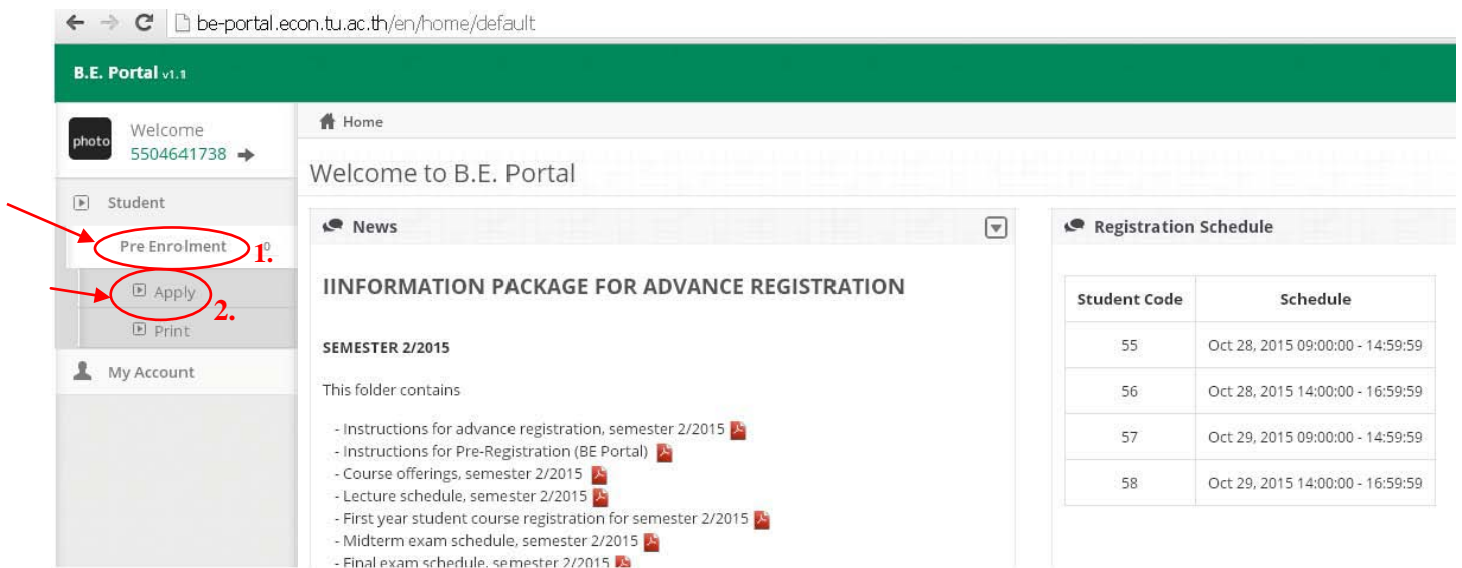
Note : Username and password are given by the BE Office. Students are required to collect their username and password at BE office from 29 Oct - 4 November 2015. Collecting password on behalf of others is not allowed.



2. After successfully login, click “Students” on the left.

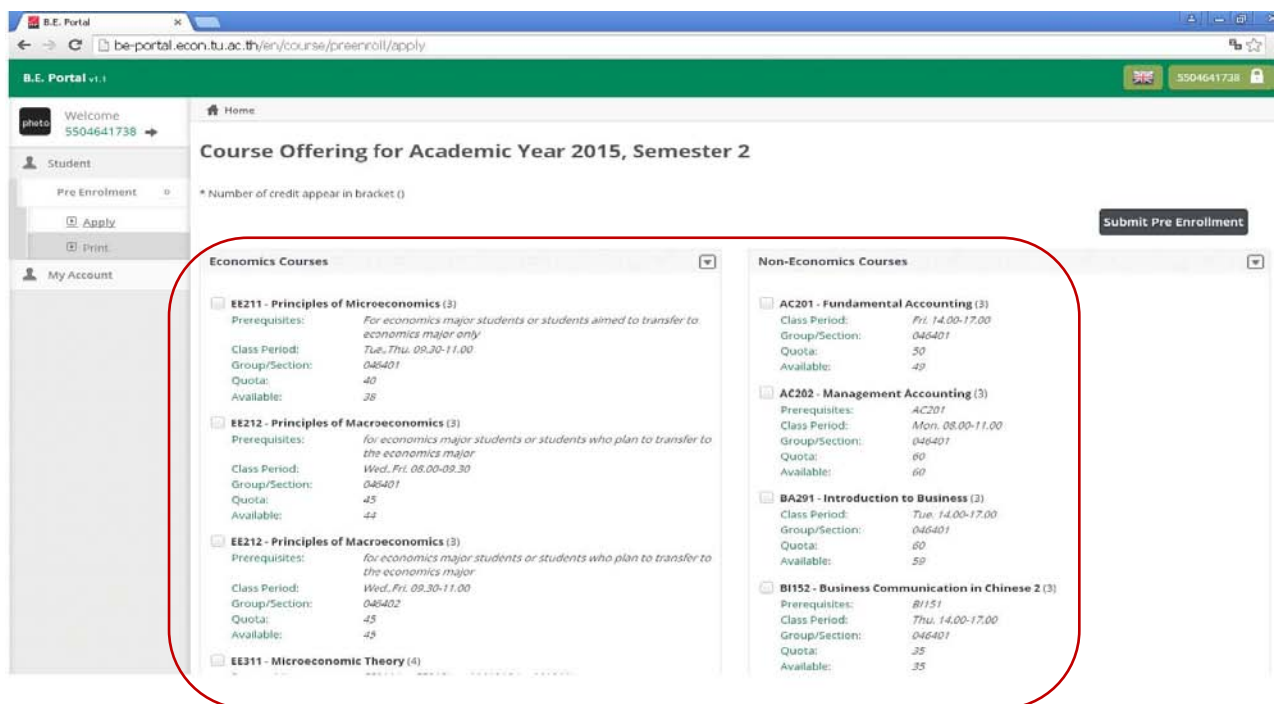


3. Click 1. **“Pre Enrollment”** 2 **“Apply”** on the top left. Lists of courses offerings will be displayed on the next page.



4. On lists of courses offering page, select the courses students intend to register by checking mark in the box.

Note that students must carefully check the prerequisites and overlapped exam schedules of courses. If the students have not completed the prerequisites or have overlapped schedule, the system will automatically cancel their pre-registration for that course.



Quota: 35
Available: 35

EE363 - Gender Economics (3)
Prerequisites: a) EE 210 or b) EE 211 and EE 212 or c) EE 213 and EE 214
Class Period: Wed., Fri. 09.30-11.00
Group/Section: 046401
Quota: 60
Available: 60

EE390 - Economics of Agricultural and Rural Development (3)
Prerequisites: EE210 or EE211 (or EE213) and EE212 (or EE214)
Class Period: Tue., Thu. 11.00-12.30
Group/Section: 046401
Quota: 60
Available: 60

EE401 - Political Economics (3)
Prerequisites: a) EE210 or b) EE211 and EE212 or c) EE213 and EE214 or d) by lecturer's consent
Class Period: Wed., Fri. 14.00-15.30
Group/Section: 046401
Quota: 60
Available: 60

EE409 - Seminar in Political Economy and Economic History (3)
Prerequisites: Completion at least two 400 level courses in the Political Economics and Economic History field
Class Period: Wed. 11.00-14.00
Group/Section: 046401
Quota: 60
Available: 60

EE412 - Macroeconomic Analysis (3)
Prerequisites: EE312 and EE320 (or EE421)
Class Period: Wed., Fri. 09.30-11.00
Group/Section: 046401
Quota: 60
Available: 60

EE421 - Mathematical Economics 1 (3)
Prerequisites: MA217 (or MA212) and have completed or currently taking EE311

MA216 - Calculus for Social Science 1 (3)
Class Period: Tue., Thu. 08.00-09.30
Group/Section: 046401
Quota: 40
Available: 39

MK311 - Consumer Behavior (3)
Prerequisites: MK201 or MK202
Class Period: Tue. 14.00-17.00
Group/Section: 046401
Quota: 60
Available: 60

MK311 - Consumer Behavior (3)
Prerequisites: MK201 or MK202
Class Period: Tue. 14.00-17.00
Group/Section: 046402
Quota: 60
Available: 60

MK331 - Integrated Marketing Communications (3)
Prerequisites: MK311
Class Period: Mon. 08.00-11.00
Group/Section: 046401
Quota: 60
Available: 60

MK361 - International Marketing (3)
Prerequisites: MK202
Class Period: Thu. 14.00-17.00
Group/Section: 046401
Quota: 60
Available: 60

ST216 - Statistics for Social Science 1 (3)
Class Period: Wed., Fri. 08.00-09.30
Group/Section: 046401
Quota: 45
Available: 45

ST216 - Statistics for Social Science 1 (3)
Class Period: Wed., Fri. 09.30-11.00

5. Click “Submit Pre Enrollment” on the top right.

Course Offering for Academic Year 2015, Semester 2

* Number of credit appear in bracket ()

Economics Courses

EE211 - Principles of Microeconomics (3)
Prerequisites: For economics major students or students aimed to transfer to economics major only
Class Period: Tue., Thu. 09.30-11.00
Group/Section: 046401
Quota: 40
Available: 39

EE212 - Principles of Macroeconomics (3)
Prerequisites: for economics major students or students who plan to transfer to the economics major
Class Period: Wed., Fri. 08.00-09.30
Group/Section: 046401
Quota: 4
Available: 3

EE212 - Principles of Macroeconomics (3)
Prerequisites: for economics major students or students who plan to transfer to the economics major
Class Period: Wed., Fri. 09.30-11.00
Group/Section: 046402
Quota: 4
Available: 4

EE311 - Microeconomic Theory (4)
Prerequisites: EE211 (or EE213) and MA216 (or MA211)
Class Period: Wed., Fri. 11.00-13.00
Group/Section: 046401
Quota: 5
Available: 5

Non-Economics Courses

AC201 - Fundamental Accounting (3)
Class Period: Fri. 14.00-17.00
Group/Section: 046401
Quota: 50
Available: 50

AC202 - Management Accounting (3)
Prerequisites: AC201
Class Period: Mon. 08.00-11.00
Group/Section: 046401
Quota: 60
Available: 60

BA291 - Introduction to Business (3)
Class Period: Tue. 14.00-17.00
Group/Section: 046401
Quota: 60
Available: 60

BI152 - Business Communication in Chinese 2 (3)
Prerequisites: BI151
Class Period: Thu. 14.00-17.00
Group/Section: 046401
Quota: 35
Available: 35

FN201 - Business Finance (3)
Prerequisites: AC201
Class Period: Sat. 13.00-16.00
Group/Section: 046401

Submit Pre Enrollment

6. Lists of courses students have selected will be displayed on the next page. Students are encouraged to carefully check if their selected courses and sections are correct. If they are correct, click “Confirm Enrollment” and “OK” to confirm their pre-registration. (If students want to change any of their selected courses, they are allowed to do so only at this stage by clicking “Apply” on the top left to go back to Lists of offerings courses page again and Redo the process in number 4.)

The screenshot shows the B.E. Portal interface. A confirmation dialog box is open, asking to confirm pre-enrollment. The 'OK' button in this dialog is circled in red and labeled '2.'. Below the dialog, the 'Confirm Enrollment' button is circled in red and labeled '1.'. A table of selected courses is displayed below the buttons.

Code	Group	Title	Credit	Group Section	Class Period Section	Status
EE311	Economics Courses	Microeconomic Theory	4	046401	Wed.,Fri. 11.00-13.00	Apply
BA291	Non-Economics Courses	Introduction to Business	3	046401	Tue. 14.00-17.00	Apply
BI152	Non-Economics Courses	Business Communication in Chinese 2	3	046401	Thu. 14.00-17.00	Apply

7. The system will show “Please note, you have already submit final enrollment.” on the next page if you have successfully pre-registered. Students can click “Print” on the top left in order to save their pre-registration records.

The screenshot shows the B.E. Portal interface after successful pre-registration. A message at the top of the page reads "Please note, you have already submit final enrollment." with a red arrow pointing to it. The 'Print' button in the left sidebar is highlighted with a red box.

Code	Group	Title	Credit	Group Section	Class Period Section	Status
EE311	Economics Courses	Microeconomic Theory	4	046401	Wed.,Fri. 11.00-13.00	Apply
BA291	Non-Economics Courses	Introduction to Business	3	046401	Tue. 14.00-17.00	Apply
BI152	Non-Economics Courses	Business Communication in Chinese 2	3	046401	Thu. 14.00-17.00	Apply

Understand “Pre-registration” and “Registration”

- Student registration will be considered a “complete” registration only if the students have successfully pre-registered via BE Portal and registered via reg.tu.ac.th on the date corresponding to those announced by the program.
- Pre-registration must be proceeded the same process with the registration on reg.tu.ac.th. All students are required to (1.) pre-register via BE Portal in order to reserve quotas for the particular courses during 9-12 November 2015 (55XXX on Nov 9th, 56XXX on Nov 10th, 57XXX on Nov 11th, 58XXX on Nov 12th.) and (2.) register via reg.tu.ac.th to confirm their registration and make payment during 1-4 December 2015 (55XXX on Dec 1st, 56XXX on Dec 2nd, 57XXX on Dec 3th, 58XXX on Dec 4th).
- Student who have successfully pre-registered via BE Portal will be reserved quotas for the particular courses on reg.tu.ac.th. And on the registration day, students must repeat the whole process again on reg.tu.ac.th to print the payment bills. Note that all payments must be proceeded **before December 8, 2015**

Pre-registration Instruction

- Students must carefully check their intended to registered courses, time tables as well as the relevant examination dates, the prerequisites for courses which are all provided in the ‘INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 2/2015’ in BE-Moodle.

- Students who fail to pre-register via BE-Portal during their assigned pre-registration periods (During 9-12 November 2015) will not be able to register on reg.tu.ac.th until Add-Drop period. Also, 45 baht/day late registration fee will be applied on registration during Add-Drop period. Note that courses that can be registered are only those with available seats left, the program will not be responsible if the intended to registered courses are full.

- Student in special cases including (1.) outbound exchange students whose exchange study’s transcripts have not been updated in reg.tu.ac.th before the pre-registration period, (2.) students who want to Audit courses and (3.) students who need instructor’s consents to enroll the courses, must also successfully proceed the pre-registration to reserve seats and need to submit request forms to BE office. All request forms must be submitted at BE office not later than **Friday, November 20, 2015**. The forms can be downloaded from ‘DOWNLOADABLE FORMS’ link in BE-Moodle. Lists of documents needed to be submitted for each case are as followed:

- Outbound exchange students whose exchange study’s transcripts have not been updated in reg.tu.ac.th (or have not submitted Credit Transfer Form to BE office before the pre-registration period) must submit (i.) General request form (with advisor’s approval), (ii.) Credit Transfer Form and (iii.) Transcript (printed from reg.tu.ac.th).
- Students who want to Audit any courses must submit (i.) General request forms (with advisor’s and instructor’s approval) and (ii.) Transcripts (printed from reg.tu.ac.th)

- Students who would like to register courses that require instructor's consent must submit (i.) General Request Form (with advisor's and instructor's approval) and (ii.) Transcript (printed from reg.tu.ac.th)
- Students who have any registering problems, for example financial shortage, overlapped schedules, full courses, or any failure to register any courses and wish to be specifically considered must submit the following documents (i.) General Request Form (with advisor's approval) and (ii.) Transcript (printed from reg.tu.ac.th) **before Friday, November 20, 2015. **The program will not be responsible for any delays or requests that fail to attach the required documents.****
- Students whose requests are approved will be automatically reserved quotas on reg.tu.ac.th. On the registration date, the students must register all pre-registered courses (same courses as they pre-registered via BE Portal) and add the approved courses on the registration date.
- Students are not allowed to register any other courses other than their pre-registered courses since the program will reserve quotas for only courses the students have successfully pre-registered.
- We strongly suggest that you take the time to read the Online Pre-Registration (BE Portal) Manual carefully.