

## Registration Schedule & Registration Instructions

**MUST READ CAREFULLY. For any questions, please contact the B.E. program  
in person or at [lanlida@econ.tu.ac.th](mailto:lanlida@econ.tu.ac.th)**

### Registration and Semester 2/2021 Schedule

|                                                                                                       | Activities                                       | Time Period                                                                                |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>BE Portal</b><br>( <a href="http://be-portal.econ.tu.ac.th/">http://be-portal.econ.tu.ac.th/</a> ) | Pre- Registration period<br>(Non-EE Courses)     | November 15 – 18, 2021                                                                     |
| <b>Reg TU (Registration)<br/>&amp;<br/>TU Greats App<br/>(Payment)</b>                                | Registration period (ID.61-64)                   | December 1 – 4, 2021                                                                       |
|                                                                                                       | Tuition Fee Payment Period                       | December 7 – 9, 2021<br><i>(9 AM - 10.30 PM)</i>                                           |
|                                                                                                       | First day of class for Semester<br>2/2021        | January 10, 2022                                                                           |
|                                                                                                       | Add-drop period                                  | January 17 – 20, 2022<br><i>(from 9.00 AM of January 17 to<br/>10.30 PM of January 20)</i> |
|                                                                                                       | Tuition Fee Payment Period                       | January 21 – 23, 2022<br><i>(9 AM - 10.30 PM)</i>                                          |
| <b>Key Activities<br/>Calendar</b>                                                                    | Mid-term Examination Period                      | February 28 - March 5, 2022                                                                |
|                                                                                                       | Withdrawal period with “W” on<br>record (Reg TU) | March 14 - April 25, 2022<br><i>(from 9.00 AM of March 14 to 10.30<br/>PM of April 25)</i> |
|                                                                                                       | Last day of class for Semester<br>2/2021         | May 7, 2022                                                                                |
|                                                                                                       | Final exam period                                | May 9 – 12, 17 – 25, 2022                                                                  |

### Schedule for BE portal (non-EE), assigned by date and time.

| BE- Portal<br>( <a href="http://be-portal.econ.tu.ac.th/">http://be-portal.econ.tu.ac.th/</a> ) | Date / Time                                                     |                                                                                                                                                                                                                                                                            |                     |                                                |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------|
|                                                                                                 |                                                                 | 09.00-11.00                                                                                                                                                                                                                                                                | 12.00-14.00         | 15.00-17.00                                    |
| Regular pre-registration<br>(Non – EE)                                                          |                                                                 |                                                                                                                                                                                                                                                                            |                     |                                                |
|                                                                                                 | Nov 15 <sup>th</sup> (ID61)                                     | FN&MK (ID61)                                                                                                                                                                                                                                                               | Free-cluster (ID61) | all (ID61)                                     |
|                                                                                                 | Nov 16 <sup>th</sup> (ID62)                                     | FN&MK (ID62)                                                                                                                                                                                                                                                               | Free-cluster (ID62) | all (ID62)                                     |
|                                                                                                 | Nov 17 <sup>th</sup> (ID63) +<br>Unspecified<br>minor; all IDs) | FN&MK (ID63)                                                                                                                                                                                                                                                               | Free-cluster (ID63) | all (ID63) +<br>Unspecified<br>minor; all IDs) |
|                                                                                                 | Nov 18 <sup>th</sup> (ID64)                                     | 09.00 – 17.00                                                                                                                                                                                                                                                              |                     |                                                |
| Waiting list request<br>(Non – EE)                                                              | Nov 19 <sup>th</sup> (All IDs)                                  | 09.00 AM – 12.00 PM                                                                                                                                                                                                                                                        |                     |                                                |
|                                                                                                 |                                                                 | <ul style="list-style-type: none"> <li>- Up to 2 subjects</li> <li>- Approval is based on the following criteria: year, minor, and proper incoming timestamp.</li> <li>- Request is editable after your submission, but the incoming timestamp will be changed.</li> </ul> |                     |                                                |
| Confirm your approved<br>waiting list (Non – EE)                                                | Nov 22 <sup>nd</sup><br>(All IDs)                               | 09.00 AM – 12.00 PM                                                                                                                                                                                                                                                        |                     |                                                |
|                                                                                                 |                                                                 | <ul style="list-style-type: none"> <li>- Confirmation of your approved waiting list is required; failure to confirm is deemed to release the course.</li> </ul>                                                                                                            |                     |                                                |
| Add & Drop all courses<br>(EE and non-EE)                                                       | Nov 23 <sup>rd</sup><br>(All IDs)                               | 13.00 PM – 17.00 PM                                                                                                                                                                                                                                                        |                     |                                                |
|                                                                                                 |                                                                 | <ul style="list-style-type: none"> <li>- Final round of pre-registration; you can drop and add any courses, <b>both EE and non-EE.</b></li> <li>- If you miss the regular pre-registration, you can do it now.</li> </ul>                                                  |                     |                                                |

### Registration (Reg TU) and Fee Payment Schedule

| Student ID | Registration (Reg TU)                          | Fee Payment                                                 |
|------------|------------------------------------------------|-------------------------------------------------------------|
| 61xx       | Wednesday, December 1, 2021<br>5 PM – 10.30 PM | December 7 – 9, 2021 via TU Greats App<br>(9 AM - 10.30 PM) |
| 62xx       | Thursday, December 2, 2021<br>5 PM – 10.30 PM  |                                                             |
| 63xx       | Friday, December 3, 2021<br>5 PM – 10.30 PM    |                                                             |
| 64xx       | Saturday, December 4, 2021<br>9 AM – 10.30 PM  |                                                             |

## Registration (Reg TU) Instructions

1. Students must carefully check their intend-to-register courses, time tables as well as the relevant examination dates which are all provided in the 'INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 2/2021' in BE-Moodle.

2. The online registration via university website ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) will be officially accessible from 09.00am to 10.30pm

3. Students must complete all prerequisites required for the courses.

4. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.

5. Payment can be made via TU Greats Application.

6. Students are allowed to register only on the date corresponding to those announced by the office. The confirmation of their registration is final, hence, cannot be revised or edited. Any changes are possible again during the Add-Drop period.

7. Any students fail to make the payment in time specified by the office are subject to the cancellation of all courses registered. The students will need to register again during the Add-Drop period and are subject to a fine of THB45 per day for not being able to register in time.

8. We strongly suggest that you take the time to read the Online Registration Manual carefully.

## Cautions (MUST READ)

1. In each semester, students MUST register EE-titled courses and/or General Education courses section 1-2/ TU-titled courses/ compulsory courses more than a half of the courses in each semester.

**\*\*\* Exception:** Under special circumstances, fourth year students can request for approval of the violation of this restriction. The following documents must be submitted to B.E. office:

- General Request Form in which descriptive reasons and supervisor's approval are necessary
- Request for of Degree Conferring and and Transcript.

2. Students are not allowed to register **EE211, EE212, EE311 and EE312** simultaneously. Students must register only one of these courses in each semester.

### Add-Drop Process

1. Add-Drop period is on January 17 – 20, 2022 (from 9.00am of January 17 to 10.30pm of January 20).
2. Students can edit the list of courses registered during the add-drop period (as long as the courses are available). If the students already confirm the change, any further editing cannot be proceeded unless the payment had been made.
3. If students had already added and confirm the change but wish to withdraw the added courses, students must pay the relevant fees to be able to withdraw the course.
4. Students who wish to change the section (for example from EE311 section/group 1 to section/group 2) MUST SUBMIT the request form to the office during the Add-Drop period. DO NOT CHANGE SECTION BY YOURSELF. Note that the change can be done only when there is/are seat(s) available.

### Withdrawal (Drop W)

The B.E. academic calendar defines the Drop-W period for semester 2/2021 as between March 14 - April 25, 2022. (from 9.00am of March 14 to 10.30pm of April 25). During this time, students may drop courses through the Reg-TU online system ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) no printed request form or instructor approval is required any longer.

Note: The deadline on April 25 is final. Students who miss the deadline will be required to sit for the final exam.

No special withdrawal (Drop W) request can be considered.

### Submitting Forms for Degree Conferral

\* Students who are going to graduate in semester 2/2021, please submit the degree conferring form by January 10 – 23, 2022

\*For any questions about registration, please contact K'Lanlida, B.E. Academic Coordinator at [lanlida@econ.tu.ac.th](mailto:lanlida@econ.tu.ac.th)

\*For any questions about the curriculum, the degree conferring, please contact K'Kanchanok, B.E. Academic Coordinator at [kanchanok@econ.tu.ac.th](mailto:kanchanok@econ.tu.ac.th)



**B.E. International Program**