

Subject: Online Learning Information Package for Semester 2/2020

Dear B.E. students,

To achieve efficient online learning in Semester 2/2020, the BE office would like to provide information about: 1) BE online request form; 2) BE staff office hours; 3) Add&Drop policy; and 4) user manual about online resources accessible to B.E. students.

1. BE online requests for semester 2/2020

A general request PDF form may be downloaded from BE-Moodle, filled in, signed, and uploaded at the online request form portal (sign in to online request form with the email address format xxx@st.econ.tu.ac.th).

Short UR	QR code
https://forms.gle/mE5T2jMhzJhKrHb48	

2. BE staff office hours (until further notice)

Item	Name	Responsibility
1	Lanlida Vitayakaseat (P'Kaew)	Course registration, Add&Drop and curriculum
2	Raveewan Charoensilpchai	Exchange program (course equivalence transfer), career coaching and student activities
3	Thanathorn Puengmek (P'Toom)	International student admission, internship program and student discipline
4	Teeranan Klawtanong (P'Rim)	Online learning (BE-Moodle/Google and Classroom/email) and course evaluation
5	Wimonmas Niarasa (P'Praew)	Admission
6	Porntipa Wongkanthakorn (P'Lek)	Manager
7	Panart Phaetkul (P'Panart)	Financial officer
8	Sompit Siriprachai (P'Sompit)	Graduation requests
9	Suyanee Kangvanwong (P'Paew)	Teaching assistant and exam reconsideration requests
10	Patchree Srikanchanokrat (P'Muay)	General administration

BE staff office hours for BE Line@ calls



QR Code for BE Line@:

How to request a call on BE Line@:

1. Check B.E. staff office hours (see table below).
2. Go to BE Line@.
3. Send message to request a call.
4. Wait for a call button.
5. Return to your personal Line chat and click call button.

*You may not call by clicking the call button in Line@; an authorized call will be sent to your personal line.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am-10am	Lanlida (P'Kaew)	Lanlida (P'Kaew)	Lanlida (P'Kaew)	Lanlida (P'Kaew)	Lanlida (P'Kaew)
10am-11am	Teeranan (P'Rim)	Teeranan (P'Rim)	Teeranan (P'Rim)	Teeranan (P'Rim)	Teeranan (P'Rim)
11am-noon	Sompit (P'Sompit)	Suyanee (P'Paew)	Sompit (P'Sompit)	Suyanee (P'Paew)	Sompit (P'Sompit)
Noon-1pm	LUNCH				
1pm-2pm	Raveewan (P'Joy)	Panart (P'Panart)	Raveewan (P'Joy)	Panart (P'Panart)	Raveewan (P'Joy)
2pm-3pm	Lanlida (P'Kaew)	Lanlida (P'Kaew)	Lanlida (P'Kaew)	Lanlida (P'Kaew)	Lanlida (P'Kaew)
3pm-4pm	Thanathorn (P'Toom)	Thanathorn (P'Toom)	Thanathorn (P'Toom)	Thanathorn (P'Toom)	Thanathorn (P'Toom)
4pm-5pm	Teeranan (P'Rim)	Teeranan (P'Rim)	Teeranan (P'Rim)	Teeranan (P'Rim)	Teeranan (P'Rim)

BE staff office hours for BE office (026132437-8):

Time: 8:30am-4:30pm

Date: Weekdays

BE staff: Porntipa (P'Lek), Wimonmas (P'Praew), Patchree (P'Muay)

Students can also ask questions by sending an e-mail to be@econ.tu.ac.th or text message on Line@.

Ground Rules: Answers to all incoming text-based questions will be returned during regular working hours. Please expect a reasonable delay for replies. Contacts sent after regular

business hours may not be returned the same day. No correspondence questions will be answered on weekends.

3. Add&Drop and late registration policy

Item	Description	Contact method
Course quota	- Compulsory courses (EE211/EE212/EE311/EE312/EE320/EE325/ST216/MA216) → No additional quota will be opened. Quota will be set to the number provided during the pre-registration period. - TU122 / AC201 → Quota places will be maintained at 60, the same as during pre-registration. - For both EE and non-EE elective courses with total enrollment of under 50 places, the quota will be capped at 50 places. (No additional quota will be granted to EE300/EE200 and IS216/IS281.)	Starting Friday 15 January 2021, updates on course quotas may be checked at www.reg.tu.ac.th
Changing sections	- To switch a section with a classmate, please do the following: - Use the general request form; and - In the form, your signature and your classmate's signature are required on the same document. - Upload the document to the online request form. - To change to another section with unfilled places, send in the general request form. - Each request will be considered on a first come, first served basis (based on time stamp of submission). - Students with successful requests will be notified by email with the B.E. enrollment model key provided. Request forms may be sent in starting Friday, 15 January 2021 at 8am.	Upload the document to the online request form.
Regular Add&Drop	- Students planning to add a course during the add&drop period should contact P'Kaew on Line@ for an enrolment key, starting on Friday 15 January 2021 at 8am. - Students should then proceed to complete the online Add&Drop at www.reg.tu.ac.th during the Add&Drop period.	BE Line@

Item	Description	Contact method
	- The online system is open from 25 January to 29 January 2021 - Complete payment from 30 January until 2 February 2021. Note: Provision of an enrollment key is no guarantee of place availability. The service arranges class placement before the first class meeting. Students are responsible for completing all required online steps.	
Special Add&Drop requests	- Students who have not completes the registration process during the regular registration period should contact P' Kaew about late registration. - Students seeking to enroll in a fully occupied section should please contact P' Kaew. Note: All requests will be individually considered. Approvals and denials are the result of careful consideration.	BE Line@

4. Practical manual

Please click the following link to see the practical manual for online resources accessible to all B.E. students.

Short UR	QR code
https://ugou.in/Gexmh	

Issued on 12 January 2020