



B.E. International Program

Faculty of Economics, Thammasat University



Registration Schedule & Registration Instructions

MUST READ CAREFULLY. For any questions, please contact the B.E. program in person or at patcharapim@econ.tu.ac.th

Registration and Semester 1/2017 Schedule

Activities	Time Period
Pre- Registration period (Via BE Portal)	June 21 – 23, 2017
Registration period (Via Reg TU)	July 4 – 7, 2017
Tuition payment period	July 4 – 12, 2017
First day of class for Semester 1/2017	August 15, 2017
Add-drop period	August 15 - 28, 2017
Tuition payment period	August 15 - 29, 2017
Mid-term Examination Period	October 2 – 7, 2017
Withdrawal period with “W” on record	October 18 - 24, 2017
Last day of class for Semester 1/2017	December 9, 2017
Final exam period	December 12 - 24, 2017

Pre – Registration (via BE-Portal), Registration (via Reg TU) and

Fee Payment Schedule for Semester 1/2017

Student ID	Pre – Registration (BE-Portal)	Registration (Reg TU)	Fee Payment
56xx-57xx	Wednesday, June 21, 2017 9 AM – 11.59 PM	Tuesday, July 4, 2017 9 AM – 11.59 PM	July 4 – 12, 2017 At any Kasikorn Bank’s service counter. <i>(Only students I.D. 60xx not need paying fees)</i>
58xx	Thursday, June 22, 2017 9 AM – 11.59 PM	Wednesday, July 5, 2017 9 AM – 11.59 PM	
59xx	Friday, June 23, 2017 9 AM – 11.59 PM	Thursday, July 6, 2017 9 AM – 11.59 PM	
60xx		Friday, July 7, 2017 9 AM – 11.59 PM	

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 way with 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 21 – 23 June, 2017 and (2.) register via reg.tu.ac.th to confirm their registration during 4 - 7 July, 2017 and make payment during 4 - 12 July, 2017
- 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.

Pre - Registration (BE Portal) Instructions

1. The online pre - registration via BE portal website (<http://be-portal.econ.tu.ac.th/>) will be officially accessible from 9.00am of June 21 to 23.59pm of June 23.

2. Students must carefully check for course codes, time tables, as well as the examination dates provided in the “INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 1/2017” in BE-Moodle.

3. Students must carefully check the prerequisites for courses. If the students have not completed the prerequisites the system will automatically cancel your registration.

4. Pre-Register (BE-Portal) IS NOT a confirmation for course registration. Students have to register again on office of registrar system (www.reg.tu.ac.th)

5. Plan carefully before register via BE-Portal. Check carefully before confirming your registration online.

6. DO-NOT register for classes that you do not intend to register.

7. Students who fail to pre-register via BE-Portal during their assigned pre-registration periods will not be able to register on reg.tu.ac.th until Add-Drop period. Also, 45 baht late registration fee will be applied on registration during Add-Drop period.

8. 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 via Google form on BE-Moodle. All request forms must be submitted on BE Moodle not later than **Monday, June 26, 2017**.

9. Students who have any registering problems other than aforementioned, for example financial shortage, overlapped schedule or any failure to register any courses and wish to be specifically considered must submit the request form via Google form on BE-Moodle not later than **Monday, June 26, 2017**

**The program will not be responsible for any delays or requests that fail to attach the required documents. **

- Procedure of consideration
The requests will be individually considered. Any declines or approvals are based on the meticulous consideration. The program will be announcing those names who have been approved on BE-Moodle.
- 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.

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

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 1/2017' in BE-Moodle.

2. The online registration via university website (www.reg.tu.ac.th) will be officially accessible from 9.00am to 23.59pm

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 in cash by submitting an invoice with barcode at any Kasikorn Bank service counter. Kasikorn Bank will report your payment to the B.E. office. Students don't have to deliver the transfer slip to the B.E. office.

6. Students are allowed to register only on the date corresponding to those announced by the office. The confirmation of their registration are 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 i.e. AC201, FN201, ST216, ST217, MA216, MA217 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 normally the first two weeks of each semester (from 9.00am of August 15 to 23.59pm of August 28).

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 EE211 section/group 1 to section/group 2) MUST SUBMIT the request form on BE - Moodle 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)

1. For the course that announces the midterm exam score before October 24, 2017, students can *withdraw* (Drop W) from the courses via Office of Registrar system (www.reg.tu.ac.th) during October 18 – 24, 2017.

Cautions!!! Important for *withdrawal* (Drop W) via Office of Registrar system (www.reg.tu.ac.th)

- 1) Students need to click “confirm” **twice!!!!** to withdraw from any course; otherwise student would still be listed in the course and likely to get **F** unwittingly.
- 2) After the process is completed, follow the steps below;
 - I. Log off from the system and log on again to verify the *withdrawal* (Drop W) result in the page “Registration Result”
 - II. Print out the withdrawal result (Drop W) from the page “Registration Result” and keep it as evidence.

2. For the courses that announce the midterm exam score after October 24, 2017, if students would like to ask for *late withdraw* (Drop W), students have to make a request to B.E. Office with the following documents.

- 1) ***Request Form for Course Withdrawal***; available for download on BE-Moodle in the folder “Downloadable Forms This form must be approved by students’ academic advisor. The date of midterm score announcement and the score in every course must be specified in the form.
- 2) ***Academic Record*** (printed from Office of Registrar system www.reg.tu.ac.th)

Note: After the add-drop period and after drop-W period, students must re-check their registered courses to make sure that you are listed on all classes you intend to take the final exam. If you find any mistake, contact B.E. office immediately.

Submitting Forms for Degree Conferral
--

Students who plan to graduate should submit request forms at the B.E. office within the first two weeks of the regular semester or the first week of summer session.

For any questions about registration, please contact Miss Patcharapim Vitayakaseat, B.E. Academic Coordinator at patcharapim@econ.tu.ac.th

B.E International Program