



**Announcement of the Registration Office  
Subject Course and University Service Enrollments  
for Undergraduate and Certificate Program Students  
Second Semester of the 2023 Academic Year**

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In accordance with the procedures established by Chiang Mai University for enrollment in courses and the University's services via the Internet at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) using **the University email username and password (CMU ACCOUNT @cmu.ac.th)** and payment of tuition fees as announced in the Academic Calendar for the 2023 Academic Year, the Registration Office hereby announces the procedures and schedule for enrollment for the Second semester of the 2023 Academic Year for undergraduate and certificate program students as follows:

**1. Course Enrollment** through the registration system

**1.1 Student with code precedent to 65...**

- 1) Study courses you wish to enroll in based on the acquired grades, and degree program. Check class schedules, examination schedules, class sections, prerequisites and conditions, and procedures for course enrollment and course adding/withdrawal via the Internet
- 2) Meet with your academic advisor for advice and course enrollment approval.
- 3) Enroll courses through the registration system **between September 25, 2023 (09.00 a.m.) and October 1, 2023 (11.59 p.m.)**

**1.2 Student with code 66...**

- 1) Check the CMR 32 form ( Program Package Registration Form) through courses enrollment of undergraduate students ( Through the registration system). Meet with your academic advisor for advice and course enrollment approval.
- 2) Add/ drop and change section through the registration system **between September 25, 2023 (09.00 a.m.) and October 1, 2023 (11.59 p.m.)** as explained in details in the Registration Handbook, at <https://cmu.to/course-enrollment-enpdf>

**2. Course Enrollment and Enrollment Changing (Course Addition, Section Changing and Course Withdrawal) through the registration system**

**2.1. Course Enrollment** students who have not completed pre-enrollment as described in item 1 above may enroll in courses

- 1) Through the registration system **between November 11 and November 19, 2023 \*** or
- 2) Through affiliated departments
  - **For students: between November 20 and November 23, 2023**
  - **For departments: between November 20 and November 24, 2023 or**
- 3) Late enrollment with fine **between November 27 and December 8, 2023**

**2.2. Course Addition and Section Changing** can be completed

- 1) Through the registration system **between November 11 and November 19, 2023 \*** or
- 2) Through the responsible departments
  - **For students: between November 20 and November 23, 2023**
  - **For departments: between November 20 and November 24, 2023 or**
- 3) Late enrollment **between November 27 and December 8, 2023**

**2.3. Course Withdrawal**

- 1) Withdrawal from a course without receiving a grade of W must occur **between November 11 and November 24, 2023**. Students must review enrollment results and immediately withdraw from courses they do not wish to take.
- 2) Withdrawals from courses with a grade of W must be made **between November 27, 2023 and February 9, 2024**. Students must review and follow the advisor's approval within 5 business days from the date the request is submitted in the system.

**3. Enrollment for the University Services (For students who do not wish to enroll the courses) through the registration system**

**3.1.** Meet your advisor for advice and approval.

**3.2.** Enroll for University Services through the registration system **between November 11 and November 24, 2023 \***.

**3.3.** Students who wish to use University Services but have not enrolled in University Services between November 11 and November 24, 2023 may request a late enrollment for University Services with fine through the registration system **between November 27 and December 8, 2023**.

**4. Announcement of course enrollment through the registration system**

**4.1** **October 10, 2023** Announcement of pre-enrollment

**4.2** **November 10, 2023** Announcement of non-prerequisite enrollment

Students must review whether the enrolled courses have been withdrawn for failure to meet prerequisites.

\* The system will be opened on November 6, 2023 and processing will begin on November 11, 2023.

#### **4.3 November 26, 2023 Final announcement of course enrollment**

Students may check enrollment results from **CMR 50 (course enrollment form/ receipt)**. The CMR 50 form can be printed from the registration system beginning **November 27, 2023**. **The CMR 50 form will be completed when payment has been made successfully as item 5 below.**

#### **5. Payment of Tuition Fees (During November 27 – December 1, 2023)**

**5.1. Pay via QR CODE** through the registration system (Payment is due by 11.00 p.m. on the last day)

##### **5.2. Pay with cash**

Students can print the CMR 50 form from the registration system and pay tuition fees at the counter of Bangkok Bank, Krung Thai Bank, Kasikorn Bank, Siam Commercial Bank (SCB) or Government Savings Bank, at all branches throughout Thailand **with an additional service fee**. Do not scan Barcode on the CMR 50 form. (The last day to pay is based on the bank's business hours.)

**5.3. Pay with credit card** at Finance Division, Chiang Mai University Office **with an additional service fee**. (Payment is due by 4.30 p.m. on the last day)

**5.4. Pay via credit card online payment** through the registration system **with an additional service fee**. (Payment is due by 11.00 p.m. on the last day)

**5.5.** Fine for late course enrollment and late university service enrollment will apply according to the University Announcement.

#### **6. Cancellation and Invalidation of Course Enrollment**

If the student fails to pay the tuition fee by the specified deadline, **all registration information will be cancelled on December 12, 2023.**

#### **7. Review the Final Course Enrollment Results**

Students can verify the accuracy of course enrollment through the registration system beginning **December 12, 2023**.

Signed Phrut Sakulchangsatjatai  
(Assoc. Prof. Dr. Phrut Sakulchangsatjatai)  
Director of the Registration Office  
September 18, 2023.