Student's Guideline for Online Course Enrollment

1. Direct your browser to <u>https://www1.reg.cmu.ac.th</u>

Select "Current Students" and click "Undergraduate Students" or "Graduate Students".

	REG Registration Office Chiang Mai University	
Home	Current Students Instructors / Organizations Admissions Parents About U	s - =
	Undergraduate Students	
	Graduate Students	Academic Calendar
	Academic Result	Activity Calendar
	Transcript	Handbooks/Guidelines
(CMU-eGrad Certificate Course Description Certificate Hius:uuaaulaŭ đivudŭaŭludulu Request for digital document at www.reg.cmu.ac.th/reg-document	Download

2. Choose "Login with CMU Account"

REG Registration Office Chiang Mai University		
me Current Students * Instructors / Organizations	- Admissions - Parent	ts - About Us - E
ome > Undergraduate Students		
Registration System	Academic Calendar / Activity	I Handbooks / Guidelines I Download
Login with CMU Account		
Enrollment Services Search for available course, Course Enrollment, Ad Result/Academic Record, Leave of Absence and Re Course Enrollment for Grade " V ", Print out CMR5 through QR CODE), Personal Information and other	ld, Drop, Enrollment for Ur esignation, Course withdra 0 Form (course enrollment r services, Login to Regist	niversity Service, Enrollment wal with grade " W " via online system, form/receipt), Print out receipt (Pay ration system by CMU account only
	RTANT DA	ATES https://www.reg.cmu.ac.th Registration System So Login with CMU Account

3. Enter username and password (CMU Account) to login.

On	CMU Ao e account fo	ccount or all Services	
Sigi	n in to continue to "	Registration System"	
	Email address	@cmu.ac.th	
	Password	in	
	Forgot pa	ssword?	

4. After logging in completely, click on the "Menu" and choose "Course enrollment/Course withdrawal (without receiving grade W)".

Reg	ristration System stration Office, Chiang Mai University
HOME	🖆 Menu 🗸 💉 Satisfaction Survey 🛞 Download Request Forms
Change la	 » Consultation booking system (Reg-Clinic) » Credit transfer / Equivalent credit transfer system
💬 ກຣະດາ	 » Request for educational documents system (Transcript, Certificate of status, etc.) » Registration for graduation system (Last semester that students expecting to graduate)
@ Infor	» Personal information » Request for Sudent Identify Card
ชื่อ นามส _{Name}	» Update personal information (Thai citizen) » Message from Advisor, Department, Faculty
รหัสประว่ Student ID	» Leave of absence » Resignation
คณะ Faculty	» Academic results (Grade GPA GPAX) » Class and Exam timetable
🕑 Enr <mark>o</mark>	 » Search for available courses » Course enrollment / Course withdrawal (without receiving grade W)
สถานะการลง	 » Enrollment for the University Service » Request of special late enrollment
ลงทะเ	» Course withdrawal (receiving grade W)

5. Choose "Add Courses" to add a course.



6. Fill in the **Course number** to which students would like to add and click **a** to select the section.

Q Search Cours	es to Er	nroll -													
Search by Course	Search	by Course, Day	y-Time												
001201 Courseno	Title	SecLec	SecLab	CreLec	CreLab	Condition	Style	Day	Time	Room	Lecturer	Seat	Enroll	Add	Q Add Course

7. After selecting the section, course information will appear in a popup. Then, click the blue button "+Add" to add the course.

	CRIT READ AND EFFEC WRITE X	-
	Courses Info.	
e, Day-Time	Title: Crit read and effec write Courseno: 001201 Section: 001000 (SecLec: 001, SecLab: 000) CreLec: 3.00, CreLab: 0.00	
SecLec	Style: On site Schedule Day: MTh (Monday.Thursday). Time: 0800 - 0930	Time
001	Room: RB5302 Lecturer: Staff (คณาจารย์)	0800 - 0930
002	Seat: 42, Enroll: 44, Add: 0, Drop: 0, Move In: 0, Move Out: 0 Exam:	0800 - 0930
005	1) 2) Condition:	0800 - 0930
006	Course Description	1100 - 1230
007	Course Description	0800 - 0930
008	+ Add Close	1100 - 1230
009		0800 - 0930

8. Click "OK" to confirm the request for course addition.



9. If students cannot enroll in the course, the restriction will be shown on the yellow bar.

-	FUNDAMENTAL ENGLISH 2	×	
	Courses Info.		
e, Day-Time	Title: Fundamental english 2 Courseno: 001102 Section: 001000 (SecLec: 001, SecLab: 000) CreLec: 3.00, CreLab: 0.00		
SecLec	Style: On site Schedule Day: MTh (Monday,Thursday), Time: 0800 - 0930		Time
001	Room: RB3207 Lecturer: Staff (คณาจารย์)		0800 - 0930
003	Seat: 38, Enroll: 36, Add: 0, Drop: 0, Move In: 0, Move Out: 0 Exam:		0800 - 0930
004	1) 2) Condition:		0800 - 0930
005	fet Course Description		0800 - 0930
008	Course Description		1300 - 1430
009	• Condition: Register again and over again. Ever get I, P, V, S or more B. Clo	se	1430 - 1600

The chosen course will appear on the waiting list for the next round of processing. If students would like to cancel the course before the processing, students can click X in red button under "Cancel". (Daily processing periods are 9 a.m.-10 a.m. and 3 p.m.-4 p.m.)

	🙆 Enrollment System	i≡ MENU														
		TH EN														+ Add Course
						Onlir	ne En	rollme	e <mark>nt S</mark> y	stem	ı					
4	💼 Dashboard				1 9	Semes	ster A	Acade	mic Ye	ear						
	🖳 My List	(Waiting Li	st (Course a	dd/drop/move to wait for	the next rou	ind of proc	essing)									
Т	Curriculum structure	Priority No.	Courseno	Title	SecLec	SecLab	Туре	CreLec	CreLab	Style	Day	Time	Room	Lecturer	Lab	Cancel
	+ Add Courses	1	001201	Crit read and effec write	001	000	Add	3.00	0.00		MTh	0800 - 0930	RB5302	Staff	No	\mathbf{x}
	\$ Estimated tuition fees	<u></u>		C 111-12/22 /5-		- 141	C	V	Consultan)	_	_					
	🛕 Activity Log			13.64 %	nrolled & VV	aiting List	Credits/		Credits)							
	Ecodback (Vertice 2.9.7)															

11. If the request is completed, the course will be shown on "Enrolled Course(s)" for the next round of processing.

Priority No.	Courseno T	tle SecLec	SecLab	Type	Cre	Lec	CreLab	Style	Day	Time	Room	Lecturer	Lab	Cancel
	Crec 13.64	it(s)3/22 (Enro *	olled & Wa	iting List (Credits/I	Maximum	Credits)							
l Enrolled Course(s) 3 Courseno Title Seclec Seclab Crelec Crelab Regist Type Style Day Time Room														
Courseno	Title		SecLec	SecLab	CreLec	CreLab	Regist Type	Style	Day	Time	Room	Lecturer	Lab	Move/Drop

12. If students would like to change the section, click on 🖻 button. The section will appear in a popup. Then, click 🔳 to change the section.

i≡ menu																
15.00	Move Sec	tion														
EN EN	SecLec	SecLab	Condition	Day	Time	Room	Lecturer	Seat	Enroll	Add	Move					+ Add Course
	002	000	No	MTh	0800 - 0930	RB5207	Staff	42	0	6	∷≡					
	005	000	No	MTh	0800 - 0930	RB5209	Staff	42	0	1	Ξ					_
VVarting List (Course add Priority No. Courseno	006	000	No	MTh	1100 - 1230	RB3308	Staff	38	0	2	E	Time	Room	Lecturer	Lab	Cancel
	007	000	No	MTh	0800 - 0930	RB5210	Staff	42	0	2	E					
	008	000	No	MTh	1100 - 1230	RB3410	Staff	42	0	0	ï≡					
Enrolled Course(s)	009	000	No	MTh	0800 - 0930	RB5306	Staff	42	0	1	E					
# Courseno	010	000	No	MTh	0800 - 0930	RB5307	Staff	42	0	1	:=	Time	Room	Lecturer	Lab	Move/Drop
1 001201 Crit read and eff	011	000	No	MTh	0800 - 0930	RB3406	Staff	42	0	3	:=			Staff	No	=

13. Click "Move" to confirm changing the course.



14. Click "Yes, Move it!" to confirm changing the course and wait for the next round of processing.(Daily processing periods are 9 a.m. - 10 a.m. and 3 p.m. - 4 p.m.)





15. If students would like to cancel the enrolled course, click on the red bin button.

<mark>0</mark> W	Waiting List (Course add/drop/move to wait for the next round of processing)															
Ρ	riority No.	Courseno	Title	SecLec	SecLab	Туре	CreL	.ec	CreLab	Style	Day	Time	Room	Lecturer	Lab	Cancel
S En	rolled Cou	irse(s)	Credit(s)3	i/22 (Enroll	ed & Wait	ing List C	Credits/№	1aximur	n Credits)							
#	Courseno		Title		SecLec	SecLab	CreLec	CreLab	Regist Type	Style	Day	Time	Room	Lecturer	Lab	Move/Drop
1	001201	Crit read and effec w	rite esent of the department		001	000	3.00	0.00	Ľ	-	MTh	0800 - 0930	RB5302	Staff	No	

16. Then, students should click "Yes, Drop it!" to confirm the course cancellation and wait for the next round of processing. (Daily processing periods are 9 a.m. - 10 a.m. and 3 p.m. - 4 p.m.)

