STUDENT'S GUIDELINE FOR COURSE SECTION CHANGING

BY RESPONSIBLE DEPARTMENT

HOW TO LOG IN

1. Students can access the system from the registration office website at

<u>http://www.reg.cmu.ac.th</u> For change the language, click the flag on top of the page. Then, click on **"Current Student"**

Home Current Students - Instructor	rs / Organizations * Admissions * Parents	- About Us	(=)
Undergraduate Students			
Graduate Students	ประกาศสำนักทะเบียนและประมว มหาวิทยาลัยเชี	ама	Academic Calendar
นักศึกษาที่ประสงค์จะขอร้	บอักษรลำดับขั้น I (การวัดผลยังไม่สิ่นสุด)	D 🗰	Activity Calendar
ตั้งแต่ภาคการศึกษ	มาที่ 1 ปีการศึกษา 2563 เป็นต้นไป	ade 🗁	Handbooks/Guideline
ให้ดำเนินการขอรับอักษรลำดับขั้น ผ่านระบบงาน	ม l ที่เว็บไซต์สำนักทะเบียนๆ www1.reg.cmu.ac.1 มทะเบียนการศึกษาเท่านั้น		Download
ผ่านระบบงาน (เกเว้นมี	มทะเบียนการศึกษาเท่านั้น กศึกษาที่ลงกะเบียนระบบชั่นปี		

2. Click "Login with CMU Account"

REG	Registration Office Chiang Mai University			
ne Current Students	* Instructors / Organizat	ions * Admissions * Parent	s + About Us + 🗧	
ome > Undergraduati	e Students			
Registration System	1 ⁵ Announcement / Exem	🗂 Academic Calendar / Activity	I≣ Handbooks / Guidelines	Download
Enrollment Servic	es			
Search for available Result/Academic Re Course Enrollment I through QR CODE),	course, Course Enrollmen cord, Leave of Absence ar for Grade " V ", Print out C Personal Information and o	t, Add, Drop, Enrollment for Un od Resignation, Course withdrav MR50 Form (course enrollment other services, Login to Registr	iversity Service, Enrollment val with grade " W " via onl form/receipt), Print out rec ation system by CMU accou	ine system, eipt (Pay i nt only

3. Logging in the system with CMU IT Account (@cmu.ac.th)

(<mark>СМИ IT</mark> / One account f	Account or all Services	
	Sign in to continue to	"Registration System"	
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4. 4. After logging in successfully, click on "Menu" then choose "Course addition and

Section Changing by Reponsible Departments"

Reg	gistration System stration Office, Chiang Mai University
MENU	Menu - 🖍 Satisfaction Survey 🛞 Download Request Forms
Change I	 » Personal information » CMU student ID Cards »
Cou Tuition Semes	 » Update Personal information » Message from Advisor, Department, Faculty » Timetable Mock Up » Academic Record (grade, GPA) » Reg-Clinic
 Semes Semes Tuition Acade 	 » Available courses for enrollment in the current semester » Course Enrollment » Enrollment for the University Service for Undergraduate Students » Course Addition and Section Changing by Responsible Departments
• Enro	 » Course withdrawal with grade W » Grade V (Visiting) » Request for a deferred evaluation with the grade I » Leave of absence
S Link (L	» Leave of absence

- 5. The window will be shown as follows,
 - 1) Add new course
 - 2) Section Changing Request
 - 3) Check Status
 - 4) Search all courses which open on that time.



6. 1) Read the instructions before changing the course section.

2) Select the course which you would like to change correctly.

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itemat.	057096	SPORT HEALTH KINESS	0:00	000		Advanced (Pre)	2 Apr 2022 (00.21.40)
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7. Select "Info" to see the course details.

Selected Course 208263 : ELEMENTARY STATISTICS (004-000
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8. Click "Select Section _"

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		Selected Course 208263 : ELEMENTARY STATISTICS (004-000)
Please select sect	tion that you want to move in	
001-000 JELEMENTARY ST	(ATISTICS)	With Solder?
002-000 (ELEMENTARY 5	TATISTICS)	Brits Celest
Detes Trave Rosen (Location) Instructur Dalback Exers (Michare) Dave (Trail)	Monday,Tuesday,Wednesday,Thursday,Friday 1509-12:30 100000 1000000	
003-000 (ELEMENTARY S	TATISTICS)	wite Sales
		*). Back to provide page

9. Re-check the section which you would like to change correctly before clicking "Confirm"



10. Fill out the reason for requesting to change section in the box and click "Confirm".



11. The system will be shown **Section Changing Request Summary**, If students have checked all of information, click **"Confirm"** or if you would like to edit click **"Back to previous page"**

	208263	ELEMENTARY	STATISTICS
	Current (004-000)		New Section (002-000)
Mees Innes (Location Innes (Location Innes (Location Innes (Michaeris Innes (Michaeris Innes (Firsel)	Monday, Tuesday, Wednesday, Thursday, Friday 13.00-14.30 © Delive LAMMIG SABACIAN Replie Them power 2022 (2010-100)	39	Dates Monday,Tuesday,Wednesday,Thursday,Friday Times 11:00-12:30 Room (Jucation) 50/700 Retroduce Manual Kowalicina Delete/Date online 2005 East (Mitter) Regular East East (Mitter) 30 MAP 2022 (2):00-15:00

12. Click "Confirm" to affirm the course section changing.



- 13. Then the system will show Section changing request status page
 - Green Table, Course successfully change
 - <u>Blue Table</u>, Waiting for approval
 - Red Table, Course unsuccessfully change

Course Addition & Section moving Request status

2nd Semester, Academic Year 2021

Moved I	Moved : 1 request	:(s)						
Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dates	Times	Room (Location)) Instructor	
703351	HOTEL MANAGEMENT	002-000	001-000	MTh	0800 - 0930	- 0	ORAPIN SANTIDHIRAKUL	
Course no	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dotes	Times	Room (Location)	Instructor	
Course no	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dates	Times	Room (Location)	Instructor	
Course no 001310	Course title ORAL EXPRESSION 2	Section [old] (lec-lab) 008-000	Section (moved) (lec-lab) 002-000	Dates MTh	Times 1430 - 1600	Room (Location) RB5306	Instructor TRISTAN RENAUD TREMBLA	AY
Course no 001310	Course title ORAL EXPRESSION 2	Section [old] (lec-lab) 008-000	Section (moved) (lec-lab) 002-000	Dates MTh	Times 1430 - 1600	Room (Location) RB5306 1	Instructor TRISTAN RENAUD TREMBLA	AY
Course no 001310	Course title ORAL EXPRESSION 2 Reject : 1 request(Section [old] (lec-lab) 008-000 s)	Section [moved] (lec-lab) 002-000	Dates MTh	Times 1430 - 1600	Room (Location) RB5306 1	Instructor	AY
Course no 001310 + X Reject Course no	Course title ORAL EXPRESSION 2 Reject : 1 request(Course title	Section [old] (lec-lab) 008-000 s) Section [c (lec-lab	Section [moved] (lec-lab) 002-000 ald] Section [mc) (lec-lab	Dates MTh oved]	Times 1430 - 1600 Date reque	Room (Location) RB5306 1	Instructor TRISTAN RENAUD TREMBL/ Reason from Departmen /REG System	AY 1

14. When the request is completed, the notification will be sent to the **CMU mail**'s students (@cmu.ac.th) and the responsible department as follows:

- Students will be notified "Course section changing is waiting for approval from the responsible department"

- The responsible department will be informed that "Student's request to change a course section is waiting for your approval

- 15. When the responsible department makes an approval, an e-mail notification will be sent to the students on the next day.
- 16. At the end of course section changing by responsible department period, the students who have not been changed the course section will be notified "The course section changing is not successful".
- 17. All courses changing by responsible departments will be processed again by the registration office at the end of course adding/section changing period. Student are encouraged to check the summary of your enrollment before making tuition payment.