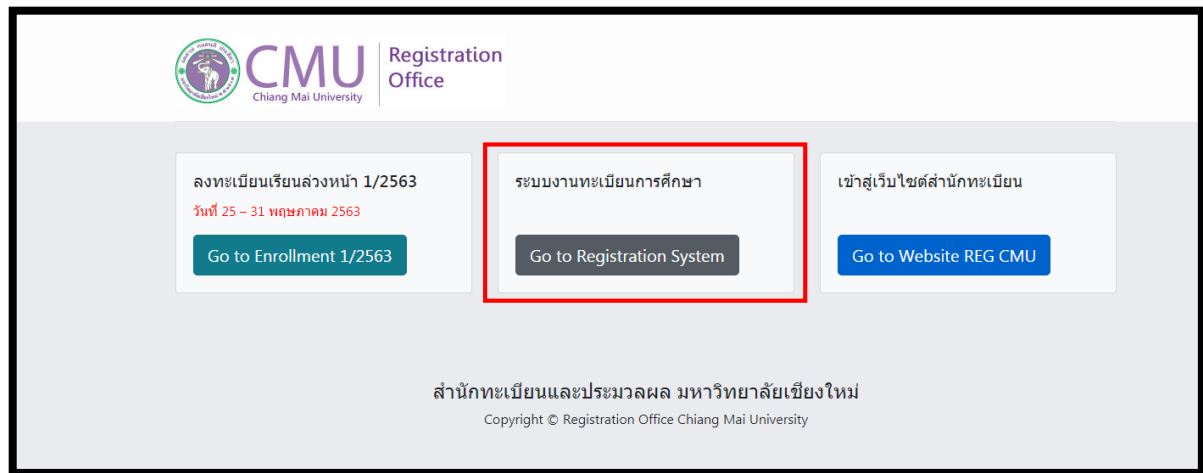


Student's Guideline for Online Course Enrollment

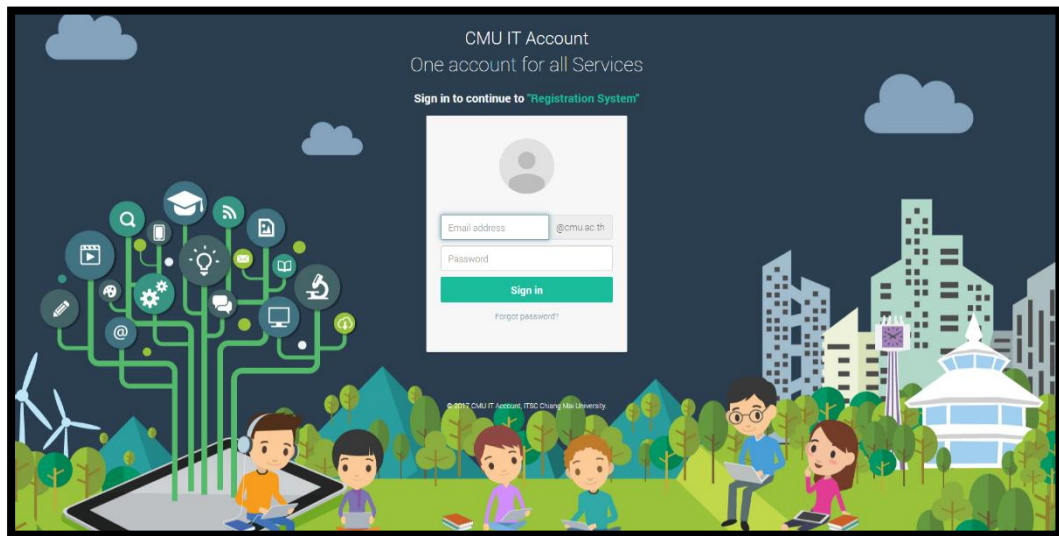
1. The system is at www.reg.cmu.ac.th . Select menu “Go to Registration System”



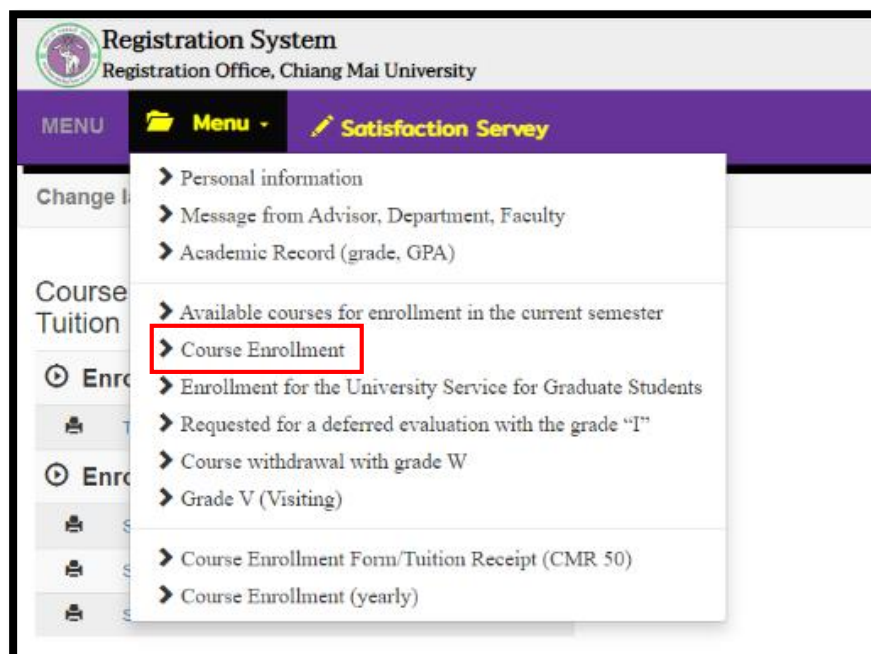
2. Choose “For Current Student”



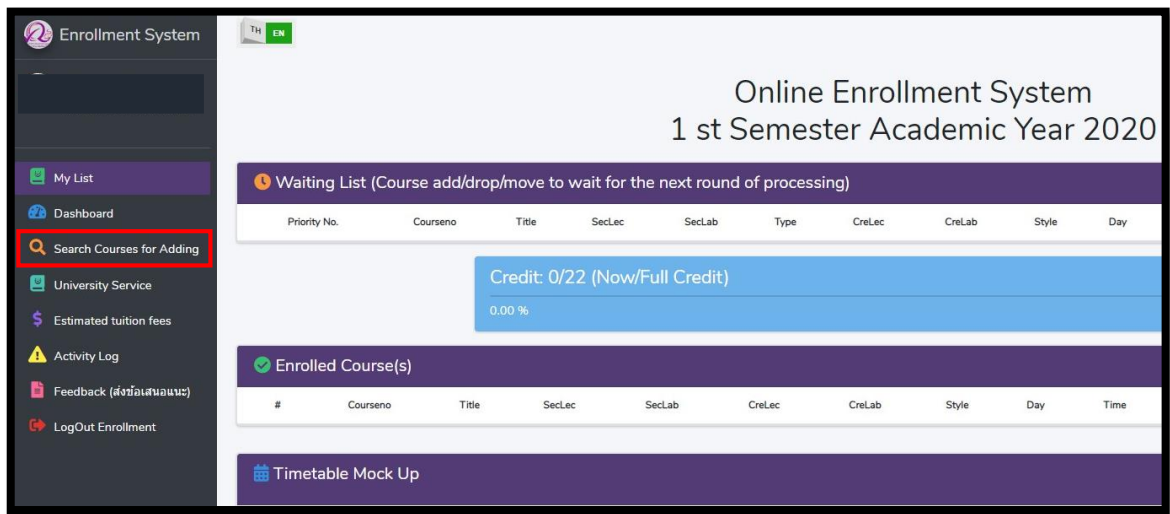
3. Login to registration system by using username and password of university
IT ACCOUNT@cmu.ac.th




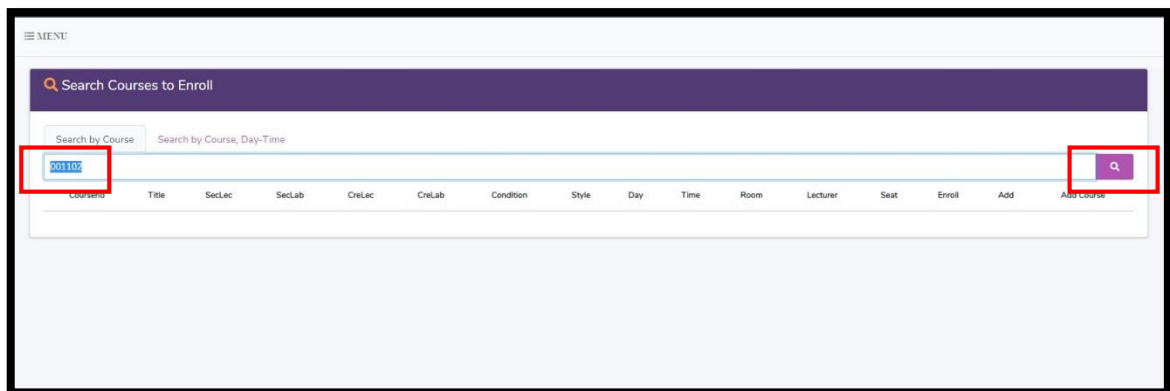
4. After logging in completely, click on the “Menu” and choose “Course Enrollment”.



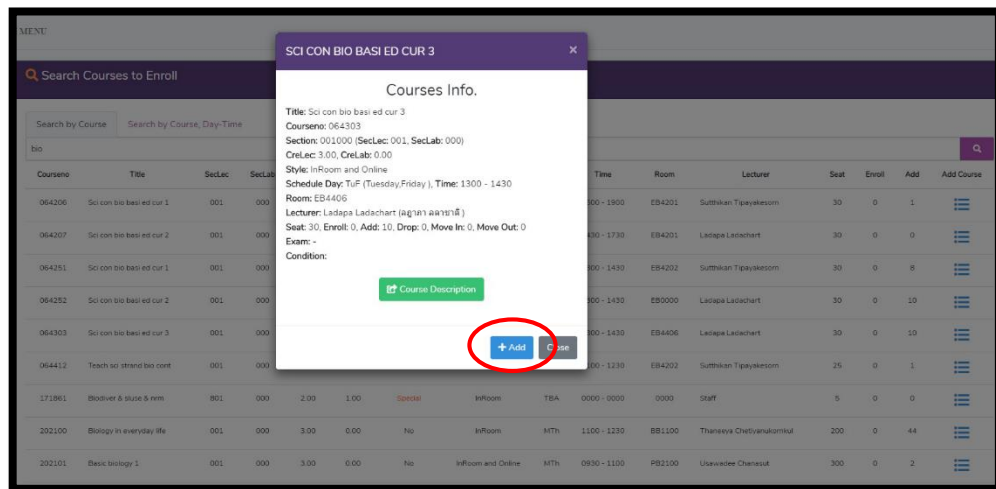
5. Choose “Search Courses for Adding” to add a course.



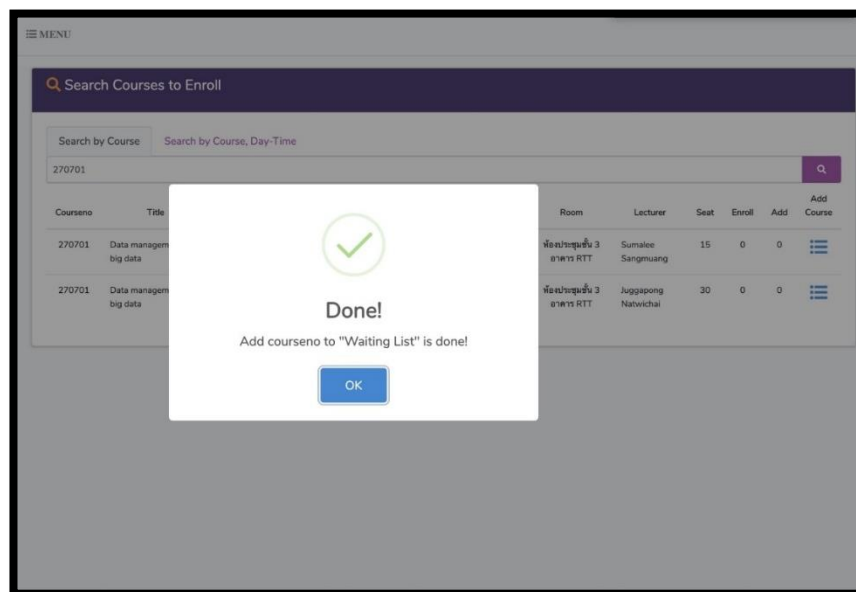
6. Fill in the **Course number** to which students would like to add and click  to select the section.



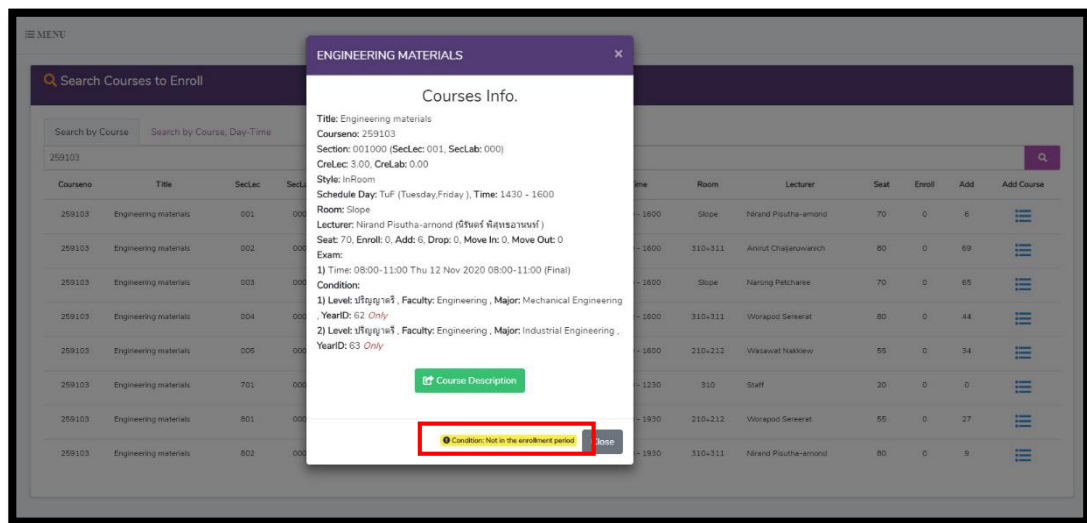
- After selecting the section, course information will appear in a popup. Then, click the blue button “+Add” to add the course.



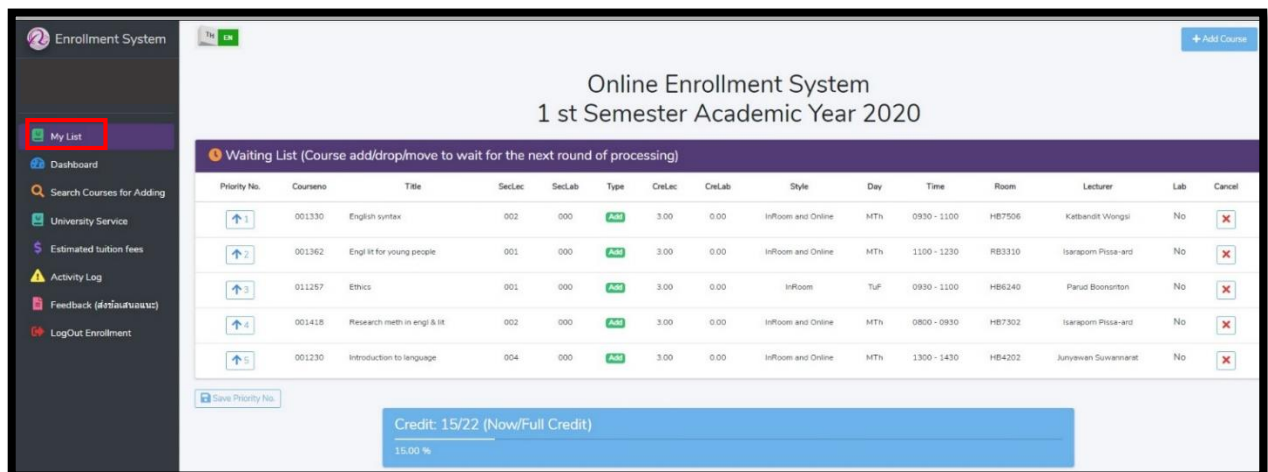
- Click “OK” to confirm the request for course addition.



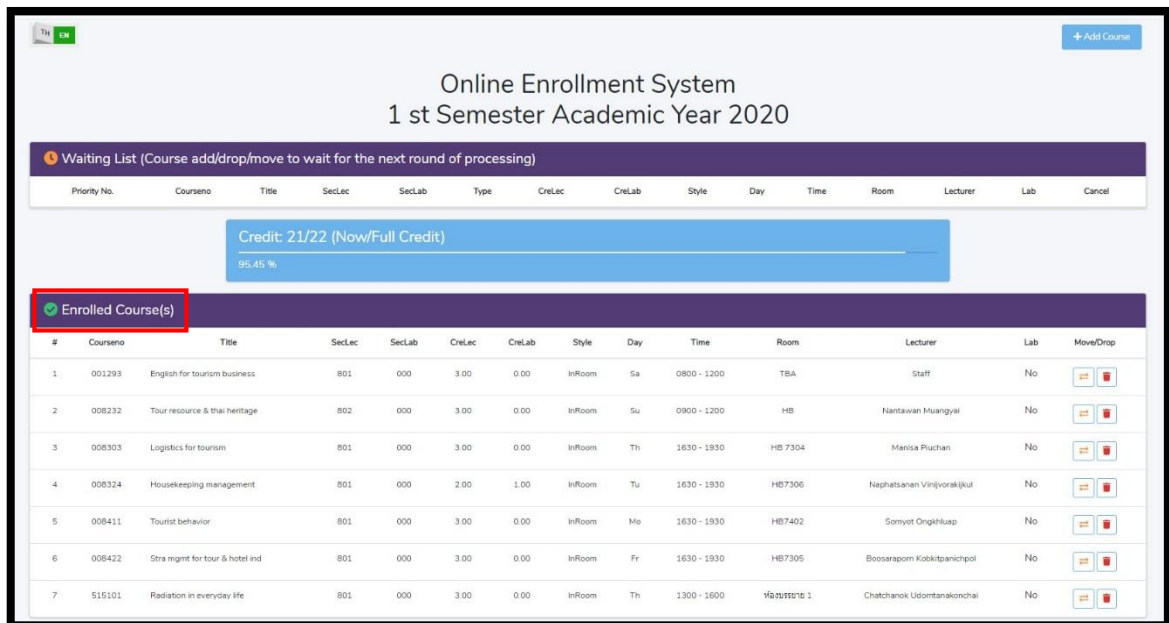
9. If students cannot enroll in the course, the restriction will be shown on the yellow bar.

















10. 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.)





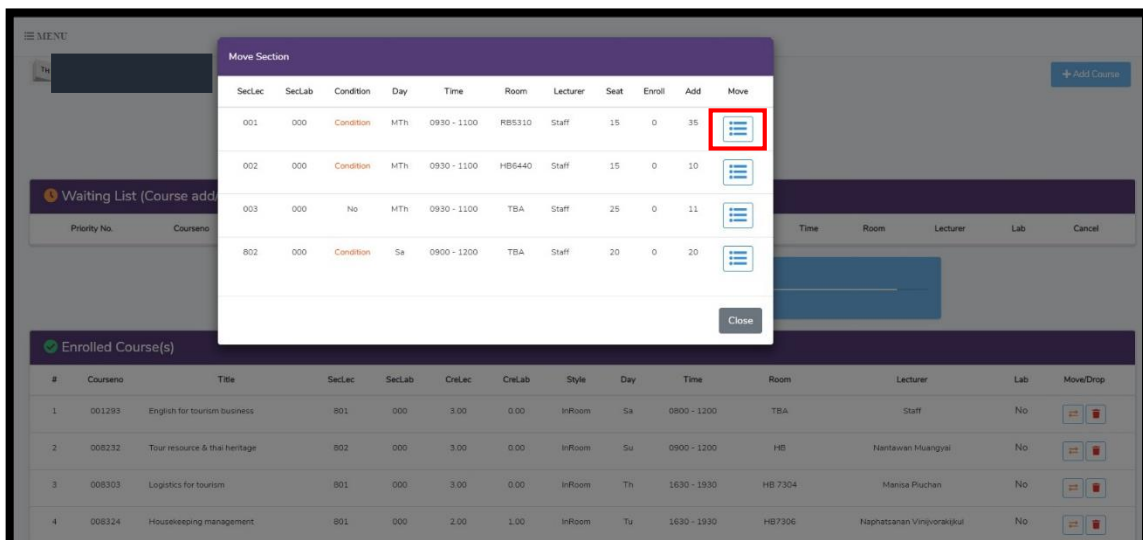
11. If the request is completed, the course will be shown on “Enrolled Course(s)” for the next round of processing.







The screenshot shows the 'Online Enrollment System 1st Semester Academic Year 2020' interface. A progress bar indicates 'Credit: 21/22 (Now/Full Credit)' at 95.45%. The 'Enrolled Course(s)' section is highlighted with a red box. Below it, a table lists enrolled courses with columns for #, CourseNo, Title, SecLec, SecLab, CrdLec, CrdLab, Style, Day, Time, Room, Lecturer, Lab, and Move/Drop.

#	CourseNo	Title	SecLec	SecLab	CrdLec	CrdLab	Style	Day	Time	Room	Lecturer	Lab	Move/Drop
1	001293	English for tourism business	801	000	3.00	0.00	InRoom	Sa	0800 - 1200	TBA	Staff	No	 
2	008232	Tour resource & thai heritage	802	000	3.00	0.00	InRoom	Su	0900 - 1200	HB	Nantawan Muangyai	No	 
3	008303	Logistics for tourism	801	000	3.00	0.00	InRoom	Th	1630 - 1930	HB 7304	Manisa Puchan	No	 
4	008324	Housekeeping management	801	000	2.00	1.00	InRoom	Tu	1630 - 1930	HB7306	Naphatsanan Vinijvorakijkul	No	 
5	008411	Tourist behavior	801	000	3.00	0.00	InRoom	Mo	1630 - 1930	HB7402	Somyot Ongkhiup	No	 
6	008422	Strat mgmt for tour & hotel ind	801	000	3.00	0.00	InRoom	Fr	1630 - 1930	HB7305	Boosarporn Kobkitpanichpol	No	 
7	515101	Radiation in everyday life	801	000	3.00	0.00	InRoom	Th	1300 - 1600	HB7305.1	Chatchanon Udomtanakonchai	No	 

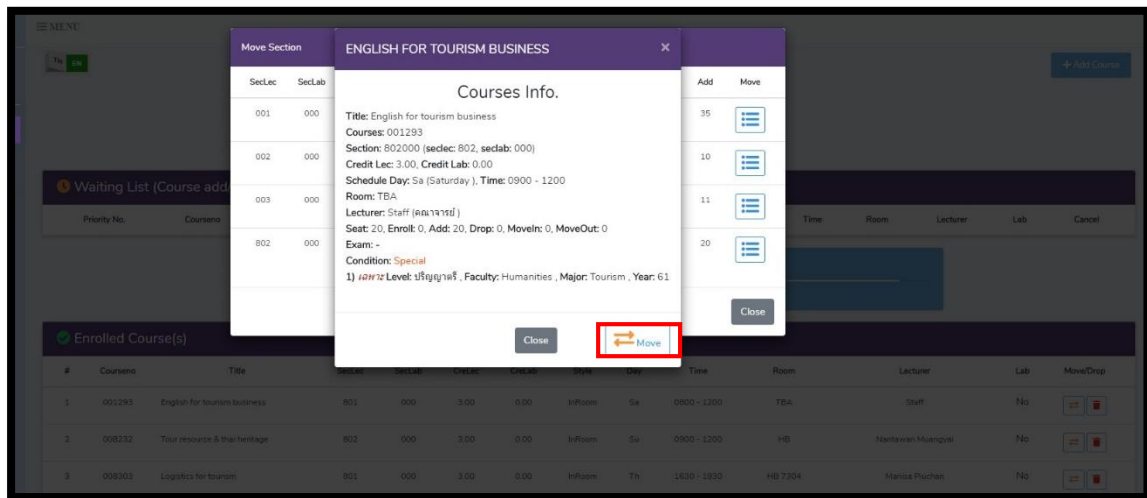
12. If students would like to change the section, click on “” button. The section will appear in a popup. Then, click  to change the section.



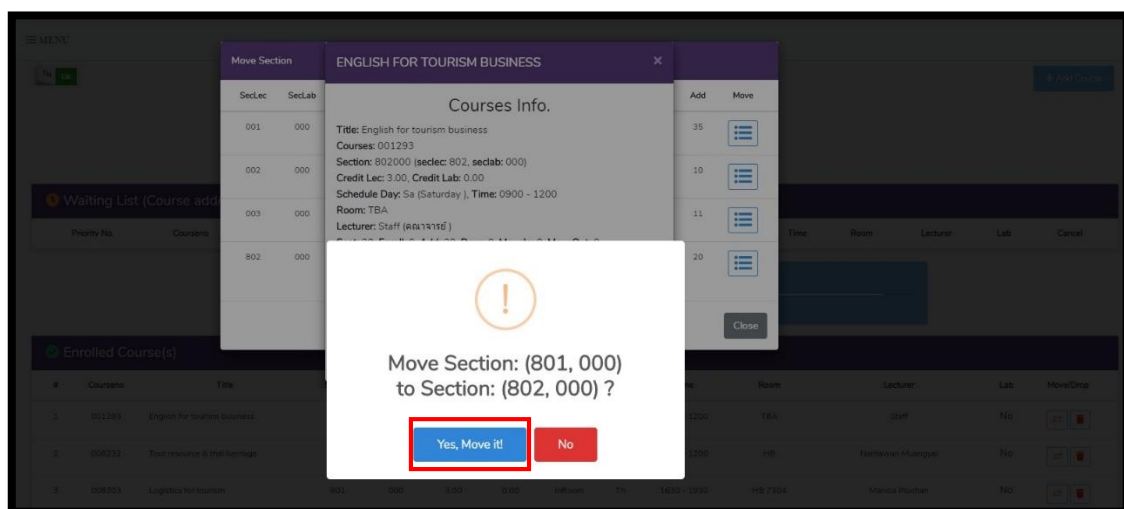
The screenshot shows a 'Move Section' popup window. It contains a table with columns: SecLec, SecLab, Condition, Day, Time, Room, Lecturer, Seat, Enroll, Add, and Move. The 'Move' column contains icons for moving sections. A red box highlights the 'Move' icon for the first row (SecLec 001, SecLab 000).

SecLec	SecLab	Condition	Day	Time	Room	Lecturer	Seat	Enroll	Add	Move
001	000	Condition	MTh	0930 - 1100	RB5310	Staff	15	0	35	
002	000	Condition	MTh	0930 - 1100	HB6440	Staff	15	0	10	
003	000	No	MTh	0930 - 1100	TBA	Staff	25	0	11	
802	000	Condition	Sa	0900 - 1200	TBA	Staff	20	0	20	

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. 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.)

