1. The system is at <u>www.reg.cmu.ac.th</u> . Select menu "Go to Registration System"

| Chiang Mai University Registration | on | |
|---|--|---|
| ลงทะเบียนเรียนล่วงหน้า 1/2563 วันที่ 25 - 31 พฤษภาคม 2563 Go to Enrollment 1/2563 | ระบบงานทะเบียนการศึกษา Go to Registration System | เข้าสู่เว็บไซด์ส่านักทะเบียน Go to Website REG CMU |
| สำนัก | ทะเบียนและประมวลผล มหาวิทยาลัยเชี Copyright © Registration Office Chiang Mai University | ยงใหม่ ′ |

2. Choose "For Current Student"

| | Registration System Registration Office Chiang Mai University | | | | | | | | | | | | |
|---|--|--|---|--|--|--|--|--|--|--|--|--|--|
| For Instructor | For Faculty | For Department | For Current Studen: | | | | | | | | | | |
| Search for courses offering, academic advisee, online grades submission | Search for instructors and students information, download and statistics | Courses and exams management, search for instructors and students information, download and statistics | Courses enrollment (including add/withdraw), Fee payments, Leave of absence, Resignation etc. | | | | | | | | | | |

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.

| IENU | | | | _ | | | | | | | | | | | |
|-----------|---------------------------|--------------|--|---|--|------------|-------------------|-----|--------------------|----------|--------------------------|--------|-----|------------|---|
| | | | | SCI CON | BIO BAS | I ED CUR 3 | | | | | | | | | |
| Q Search | Courses to Enroll | | | | | Course | s Info. | | | | | | | | |
| Search by | Course Search by Cour | se, Day-Time | Day-Time Sci con bio basi ed cur 3 Courseno: 064303 Section: 001000 (SecLee: 001, SecLab: 000) Cral er 3 00 Crel ab: 0.00 | | | | | | | | | | | | 9 |
| Courseno | Title | SecLab | CreLec: 3.00, CreLab: 0.00 Style: InRoom and Online Schedule Day: TuF (Tuesday Friday.) Time: 1300 - 1430 | | | | | | Room | Lecturer | Seat | Enroll | Add | Add Course | |
| 054205 | Sci con bio basi ed cur 1 | 001 | 000 | Room: EB4 | Schedule Day: TuF (Tuesday,Friday), Time: 1300 - 1430 Room: EB4406 Lecturer: Ladapa Ladachart (อภาลา ออาชาวอี้) | | | | | EB4201 | Sutthikan Tipayakesom | 30 | 0 | 1 | ≡ |
| 064207 | Sci con bio basi ed cur 2 | 001 | 000 | Seat: 30, Enroll: 0, Add: 10, Drop: 0, Move In: 0, Move Out: 0 Exam: - | | | | | 430 - 1730 | EB4201 | Ladapa Ladachart | 30 | 0 | 0 | ≡ |
| 064251 | Sci con bio basi ed cur 1 | 001 | 000 | Condition: | | | | | 300 - 1430 | EB4202 | Sutthikan Tipayakesom | 30 | 0 | 8 | ≔ |
| 064252 | Sci con bio basi ed cur 2 | 001 | 000 | | | Course D | escription | | 500 - 1 430 | EB0000 | Ladapa Ladachart | 30 | 0 | 10 | ≔ |
| 064303 | Sci con bio basi ed cur 3 | 001 | 000 | | | | | | 300 - 1430 | EB4406 | Ledapa Ladachert | 30 | 0 | 50 | ≡ |
| 064412 | Teach sci strand bio cont | 001 | 000 | _ | _ | _ | | | 00 - 1230 | EB4202 | Sutthikan Tipayakesom | 25 | 0 | | ≡ |
| 171861 | Biodiver & sluse & nm | 801 | 000 | 2.00 | 1.00 | Special | InRoom | TBA | 0000 - 0000 | 0000 | Staff | 5 | 0 | 0 | ≔ |
| 202100 | Biology in everyday life | 001 | 000 | 3.00 | 0.00 | No | InRoom | MTh | 1100 - 1230 | BB1100 | Thaneeya Chetiyanukomkul | 200 | 0 | -44 | = |
| 202101 | Basic biology 1 | 001 | 000 | 3.00 | 0.00 | No | InRoom and Online | MTh | 0930 - 1100 | P82100 | Usawadee Chanasut | 300 | 0 | 2 | I |

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

| 270701 | | | | | | | | 0 |
|----------|--------------------------|---|-------------------------------|------------------------|------|--------|-----|-----|
| Courseno | Title | \sim | Room | Lecturer | Seat | Enroll | Add | Adi |
| 270701 | Data managem big data | \checkmark | พ้องประชุมชั้น 3 อาคาร RTT | Sumalee Sangmuang | 15 | 0 | 0 | := |
| 270701 | Data managem big data | Done! | ห้องประชุมขั้น 3 อาคาร RTT | Juggapong Natwichai | 30 | 0 | 0 | = |
| | | Add courseno to "Waiting List" is done! | | | | | | |
| | | ок | | | | | | |
| | | | | | | | | |

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

| | | | | ENGINEERING MATERIALS × | | | | | | | |
|-------------|-----------------------|---------------|-------|--|--------|---------|----------------------|------|--------|-----|------------|
| | | | | Courses Info | | | | | | | |
| Search by (| Jourse Search by Cou | rse, Day-Time | | Title: Engineering materials Courseno: 259103 | | | | | | | |
| 59103 | | | | Section: 001000 (SecLec: 001, SecLab: 000) CreLec: 3.00, CreLab: 0.00 | | | | | | | ۹. |
| Courseno | Title | SecLec | Secto | Style: InRoom Schedule Day: TuF (Tuesday,Friday.), Time: 1430 - 1600 | ime | Room | Lecturer | Seat | Enroll | Add | Add Course |
| 259103 | Engineering materials | 001 | 000 | Room: Slope Lecturer: Nirand Pisutha-arnond (นิรันตร์ พิสุทธอานนท์) | - 1600 | Slope | Nirand Pisutha-amond | 70 | 0 | 6 | = |
| 259103 | Engineering materials | 002 | 000 | Seat: 70, Enroll: 0, Add: 6, Drop: 0, Move In: 0, Move Out: 0 Exam: | - 1600 | 310+311 | Anirut Chalaruwarich | 80 | o | 69 | = |
| 259103 | Engineering materials | 003 | 000 | 1) Time: 08:00-11:00 Thu 12 Nov 2020 08:00-11:00 (Final) Condition: | - 1600 | Slope | Narong Petcharee | 70 | D | 65 | = |
| 259103 | Engineering materials | 004 | 000 | Level: Jfrgg195, Faculty: Engineering, Major: Mechanical Engineering , YearID: 62 Only Level: Jfrgg195, Faculty: Engineering, Major: Industrial Engineering | - 1600 | 310+311 | Worapod Sereerat | 80 | o | 44 | = |
| 259103 | Engineering materials | 005 | 000 | YearID: 63 Only | - 1600 | 210+212 | Wasawat Nakkiew | 55 | D | 34 | ≡ |
| 259103 | Engineering materials | 701 | 000 | Course Description | - 1230 | 310 | Staff | 20 | Ð | ō | = |
| 259103 | Engineering materials | 801 | 000 | | - 1930 | 210+212 | Worapod Sereerat | 55 | 0 | 27 | = |
| 259103 | Engineering materials | 802 | 00 | Condition: Not in the enrollment period Iose | - 1930 | 310+311 | Nirand Pisutha-amond | 80 | 0 | 9 | = |

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.)

| | | | | | 1 st 9 | Onlir Seme | ne Er ester | rollm Acac | ent Syste Iemic Yea | m r 20 | 20 | | | 1 | |
|-----------------------------|-------------------|-------------|-----------------------------|---------------|------------|---------------|----------------|---------------|------------------------|-----------|-------------|--------|---------------------|-----|--------|
| My List | () Waiting | List (Cours | e add/drop/move to wa | ait for the n | ext round | of proc | essing) | | | | | | | | |
| Q Search Courses for Adding | Priority No. | Courseno | Title | SecLec | SecLab | Type | CreLec | CreLab | Style | Day | Time | Room | Lecturer | Lab | Cancel |
| University Service | 1 | 001330 | English syntax | 002 | 000 | (Add | 3.00 | 0.00 | InRoom and Online | MTh | 0930 - 1100 | H87506 | Katbandit Wongsi | No | × |
| S Estimated tuition fees | 1 2 | 001362 | Engl lit for young people | 001 | 000 | Add | 3.00 | 0.00 | InRoom and Online | MTh | 1100 - 1230 | RB3310 | Isarapom Pissa-ard | No | × |
| Activity Log | 13 | 011257 | Ethics | 001 | 000 | A41 | 3.00 | 0.00 | InRoom | TUF | 0930 - 1100 | HB6240 | Parud Boonsriton | No | × |
| LogOut Enrollment | 1 4 | 001418 | Research meth in engl & lit | 002 | 000 | A 41 | 3.00 | 0.00 | InRoom and Online | MTh | 0800 - 0930 | HB7302 | Isaraporn Pissa-ard | No | × |
| | ↑ s | 001230 | Introduction to language | 004 | 000 | A 40 | 3.00 | 0.00 | InRoom and Online | MTh | 1300 - 1430 | HB4202 | Junyawan Suwannarat | No | × |
| | Save Priority No. | | Credit: 15/2 | 2 (Now/Fu | Il Credit) | | | | | | | | | | |

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

| H EN | | | | | | | | | | | | | + Add Course | | |
|------|-------------|--------------------------------|-----------------|-------------|-------------|---------------------------|--------|--------|-------------|--------------|-----------------------------|-----|--------------|--|--|
| | | | | | Onlir | ne En | rollm | ent S | System | | | | | | |
| | | | | | | | | | | | | | | | |
| w 🕑 | aiting List | (Course add/drop/move | to wait for the | e next roui | nd of proce | essing) _{Cre} | Lec | CreLab | Style | Day Time | Room Lecturer | Lab | Cancel | | |
| | | Consta | 21/22 /// | | | | | | | | | | | | |
| | | 95.45 % | 21/22 (Now/ | Full Cred | | | | | | | | | | | |
| о г. | welled Cev | uno (n) | _ | | | | | | | _ | | | | | |
| # | Courseno | Title | SecLec | SecLab | CreLec | CreLab | Style | Day | Time | Room | Lecturer | Lab | Move/Drop | | |
| 1 | 001293 | English for tourism business | 801 | 000 | 3.00 | 0.00 | InRoom | Sa | 0800 - 1200 | тва | Staff | No | = | | |
| 2 | 008232 | Tour resource & thai heritage | 802 | 000 | 3.00 | 0.00 | InRoom | Su | 0900 - 1200 | НВ | Nantawan Muangyai | No | = | | |
| 3 | 008303 | Logistics for tourism | 801 | 000 | 3.00 | 0.00 | InRoom | Th | 1630 - 1930 | HB 7304 | Manisa Piuchan | No | = | | |
| 4 | 008324 | Housekeeping management | 801 | 000 | 2.00 | 1.00 | InRoom | Tu | 1630 - 1930 | H87306 | Naphatsanan Vinijvorakijkul | No | = | | |
| 5 | 008411 | Tourist behavior | 801 | 000 | 3.00 | 0.00 | InRoom | Мо | 1630 - 1930 | HB7402 | Somyot Ongkhluap | No | = | | |
| 6 | 008422 | Stra mgmt for tour & hotel ind | 801 | 000 | 3.00 | 0.00 | InRoom | Fr | 1630 - 1930 | HB7305 | Boosaraporn Kobkitpanichpol | No | = | | |
| 7 | 515101 | Radiation in everyday life | 801 | 000 | 3.00 | 0.00 | InRoom | Th | 1300 - 1600 | ห้องบรรยาย 1 | Chatchanok Udomtanakonchai | No | = | | |

12. If students would like to change the section, click on " \Box " button. The section will appear in a popup. Then, click \blacksquare to change the section.

| | | | Move Sect | ion | | | | | | | | | | | | | | |
|-----|--|---|------------------------------|--------|-----------------------------|----------------------|--------------------------------|------------------------|---------------------------|-----------------------|----------|---|---------------------------|-------------------------|--------------------------------------|-------------------------|-----------------|-------------------|
| | | | SecLec | SecLab | Condition | Day | Time | Room | Lecturer | Seat | Enroll | Add | Move | | | | | -+ Add Louris |
| | | | 001 | 000 | Condition | MTh | 0930 - 1100 | RB5310 | Staff | 15 | 0 | 35 | | | | | | |
| | | | 002 | 000 | Condition | MTh | 0930 - 1100 | HB6440 | Staff | 15 | 0 | 10 | | | | | | |
|) M | /aiting List ((| Course add/ | 003 | 000 | No | MTh | 0930 - 1100 | TBA | Staff | 25 | 0 | 11 | [⊞] | There | | | | |
| | chang the | Conjuno | 802 | 000 | Condition | Sa | 0900 - 1200 | TBA | Staff | 20 | 0 | 20 | | | | | Cato | Carrole |
| | | | | | | | | | | | | | | | | | | |
| | | - | | | | | | | | | | | Close | | | | | |
| Er | nrolled Cours | se(s) | Itie | | SecLec | SecLab | CreLec | CreLab | Style | Day | 8 | Time | Close | oom | Lectu | Jee State | Lab | Move/Drop |
| Er | nrolled Cours Coursenc | se(s) T | itie | | SecLec 801 | SecLab | CreLec 3.00 | CreLab | Style | Day Sa | 3 | Time)800 - 120 | Close | oom) BA | Lectu | urer IT | Lab | Move/Drop |
| Er | Courseno Courseno CO1283 COE232 | Se(s) T English for tourism 2 Tour resource & thai | itie Suciness hentage | | Seclec 801 802 | SecLab 000 | CreLec 3.00 3.00 | CreLab 0.00 | Style InRoom InRoom | Day Sa Su | 3 2 (| Time)800 - 120 | Close Ri 0 T | oom BA | Lecta Sta Nantawan | urer If Muangyai | Lab No No | Move/Drop |
| Er | Courseno Courseno 001293 006232 008303 | SE(S) Tour resource & the Logistics for tourism | itie Jusiness heritage | | Seclec 801 802 801 | SecLab 000 000 | CreLec 3.00 3.00 3.00 | CreLab 0.00 0.00 | Style InRoom InRoom | Day Sa Su Th |) | Time 1800 - 120 1900 - 120 1630 - 193 | Close R 0 T 0 HB | 50m 8A 45 7304 | Lects Sta Nantawan Manisa 6 | arer Iff Muangyal | Lab No No | Move/Drop st 1 |

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.)

| := ur.w | | | | | | | | | |
|---------|--------|--------|--|-----|--------|----------|--|--|--|
| | | | ENGLISH FOR TOURISM BUSINESS | | | | | | |
| | SecLec | SecLab | Courses Info. | | Add | Add Move | | | |
| | 001 | 000 | Title: English for tourism business Courses: 001293 | | 35 | | | | |
| | 002 | 000 | Section: 802000 (seclec: 802, seclab: 000) Credit Lec: 3.00, Credit Lab: 0.00 Schedule Day: Sa (Saturday 1 Time: 0900 - 1200 | | 10 | | | | |
| | 003 | 000 | Room: TBA Lecturer: Staff (คณาจารย์) | | 11 | | | | |
| | 802 | 000 | (!) | | 20 | Close | | | |
| | | | Move Section: (801, 000) | | | | | | |
| | | | to Section: (802, 000) ? | | ng i | | | | |
| | | | | | \$200 | | | | |
| | | | Yes, Move it! No | | 1200 | | | | |
| | | | 1801). (dob. (3100). (0.00) (alkisas) TA. | 163 | 0%1930 | | | | |

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.)

