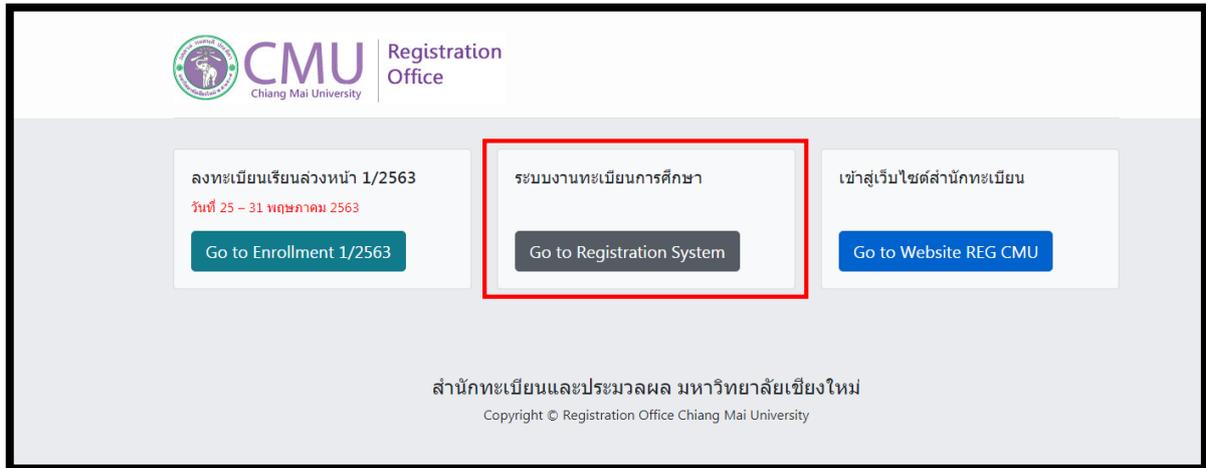
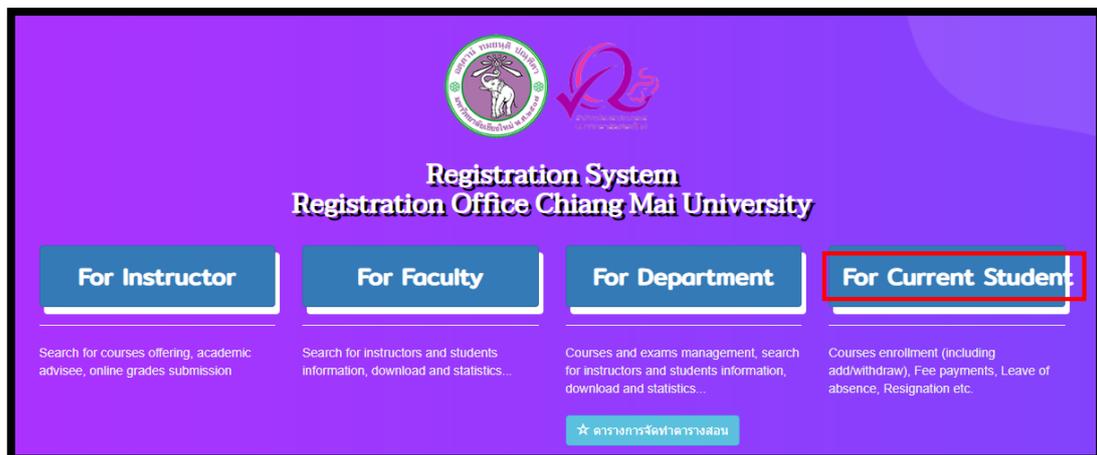


## Student's Guideline for Online Course Enrollment

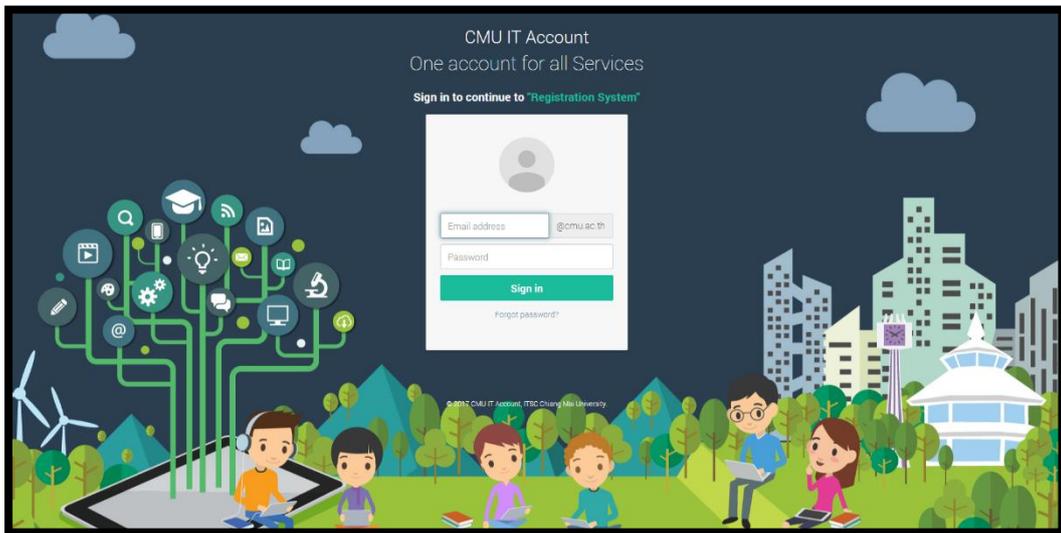
1. The system is at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) . Select menu “Go to Registration System”



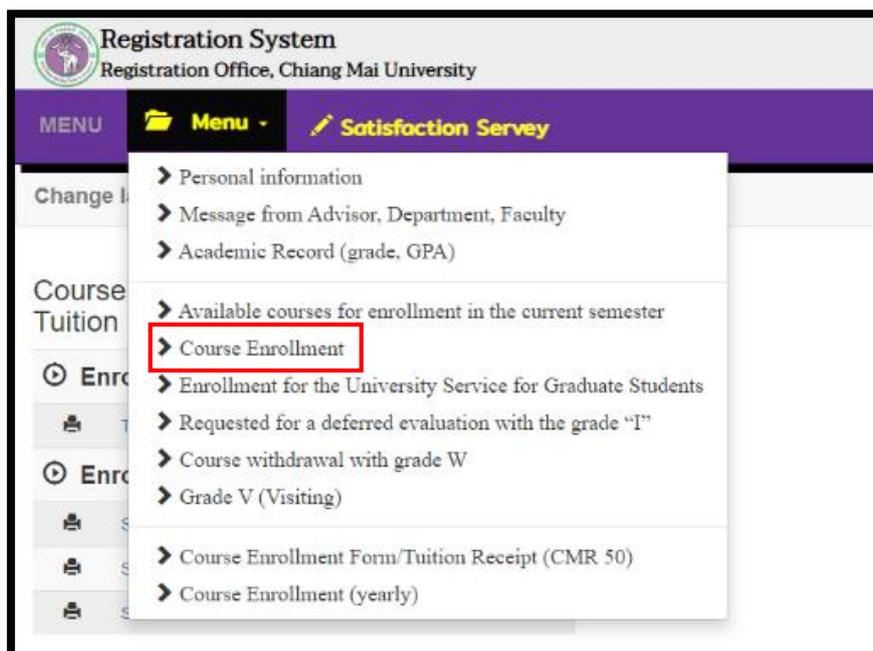
2. Choose “For Current Student”



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.

Enrollment System

Online Enrollment System  
1 st Semester Academic Year 2020

Waiting List (Course add/drop/move to wait for the next round of processing)

Priority No.	Courseno	Title	SecLec	SecLab	Type	CreLec	CreLab	Style	Day
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Credit: 0/22 (Now/Full Credit)  
0.00 %

Enrolled Course(s)

#	Courseno	Title	SecLec	SecLab	CreLec	CreLab	Style	Day	Time
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Timetable Mock Up

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

MENU

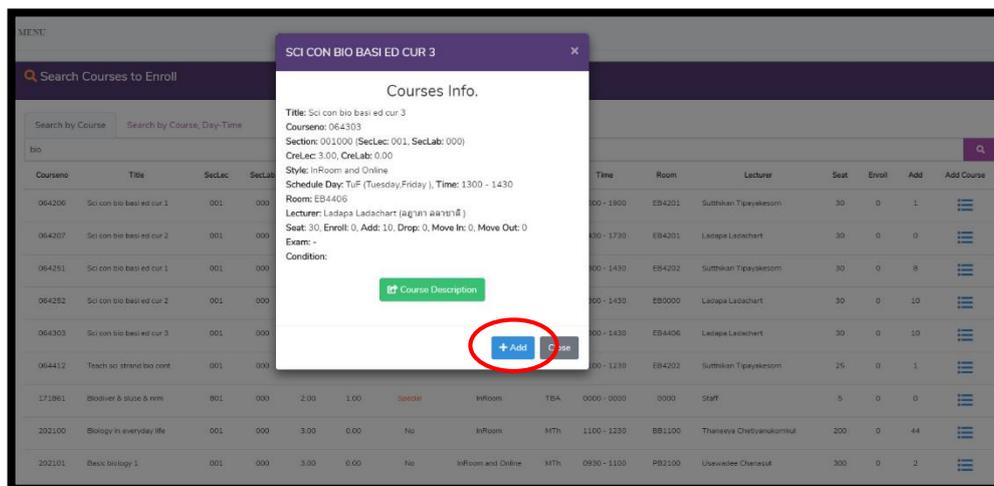
Search Courses to Enroll

Search by Course Search by Course, Day-Time

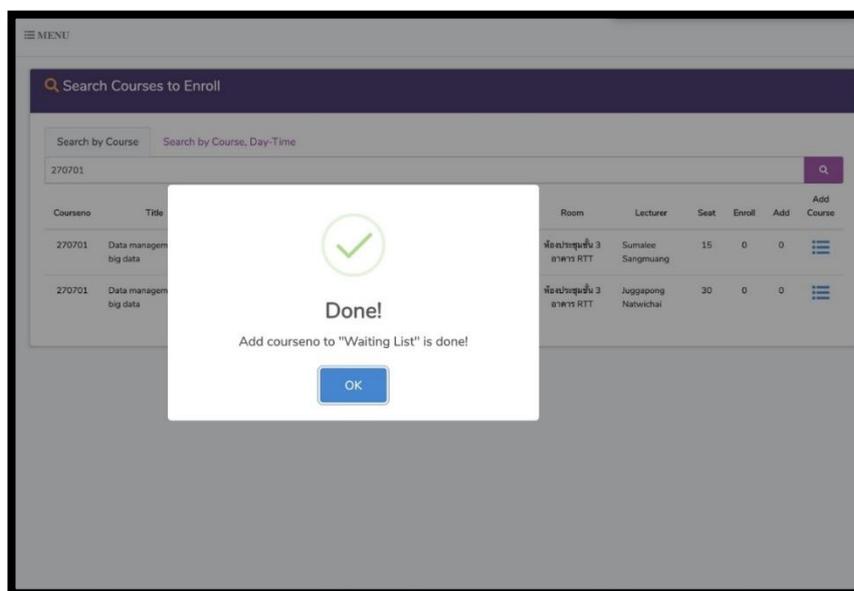
001102

Course	Title	SecLec	SecLab	CreLec	CreLab	Condition	Style	Day	Time	Room	Lecturer	Seat	Enroll	Add	Add course
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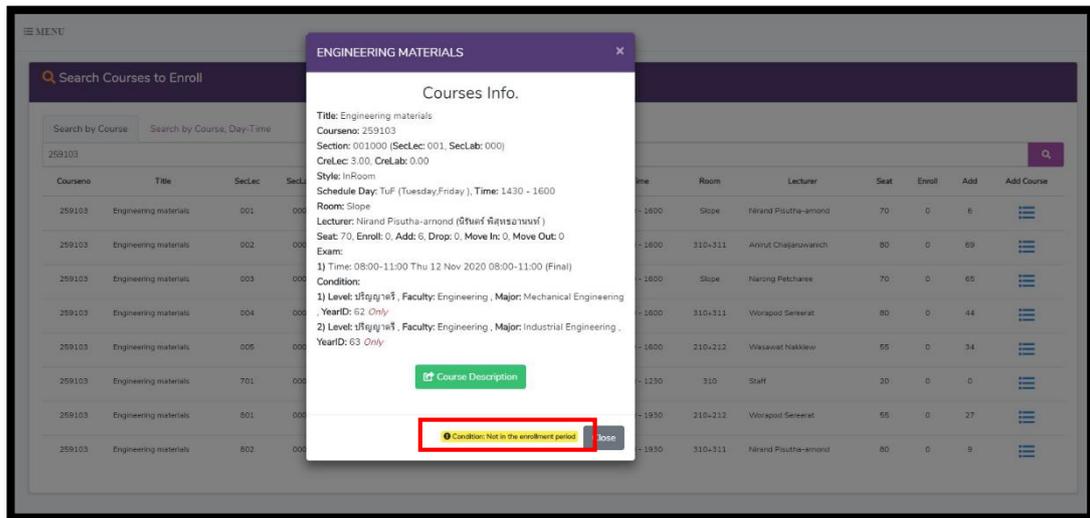
- After selecting the section, course information will appear in a popup. Then, click the blue button “+Add” to add the course.



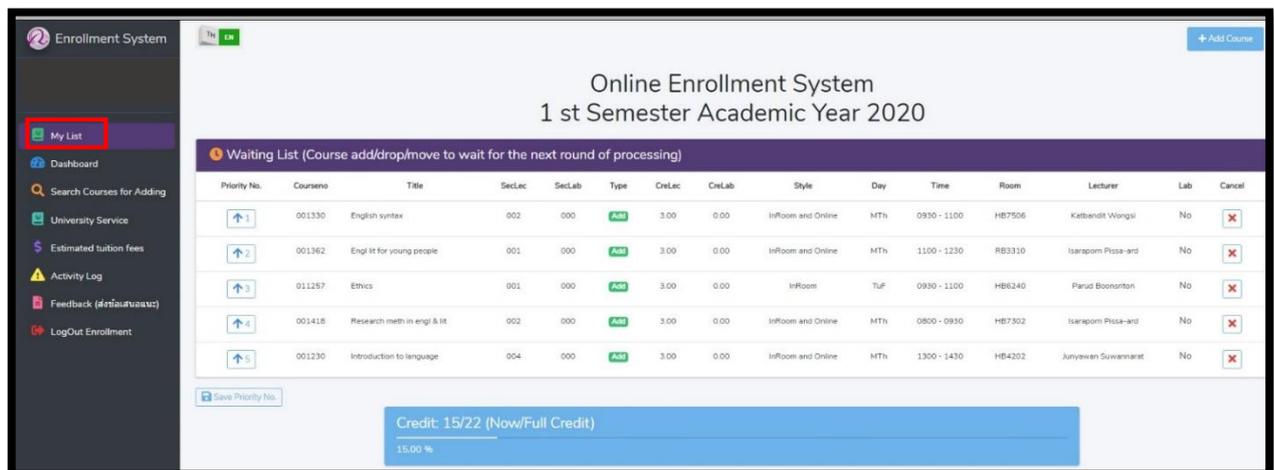
- Click “OK” to confirm the request for course addition.



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 displays the 'Online Enrollment System' for the '1st Semester Academic Year 2020'. It features a 'Waiting List' section at the top with a progress bar indicating 'Credit: 21/22 (Now/Full Credit)' and '95.45 %'. Below this, the 'Enrolled Course(s)' section is highlighted with a red box. It contains a table with the following columns: #, CourseNo, Title, SecLec, SecLab, CreLec, CreLab, Style, Day, Time, Room, Lecturer, Lab, and Move/Drop. The table lists seven courses with their respective details.

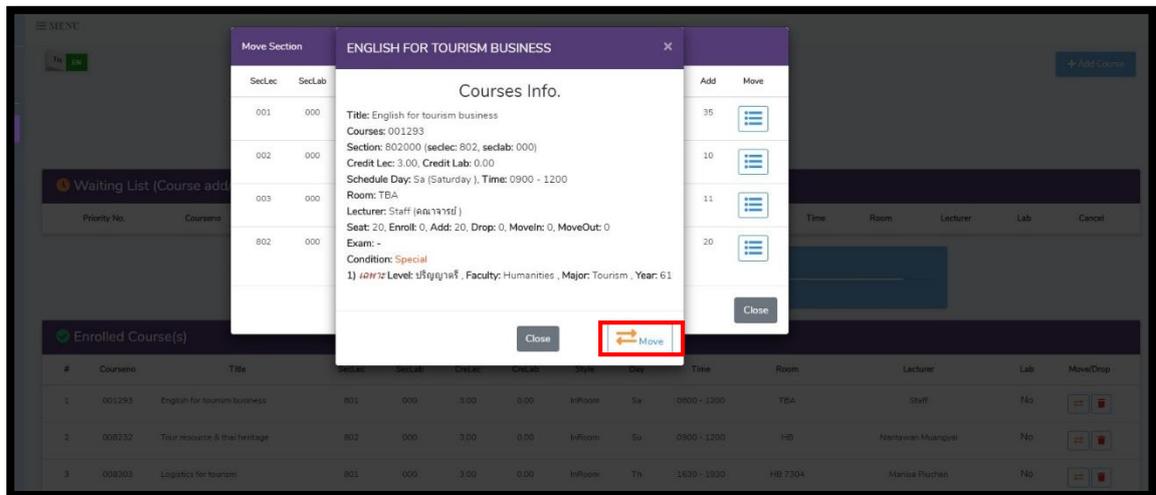
#	CourseNo	Title	SecLec	SecLab	CreLec	CreLab	Style	Day	Time	Room	Lecturer	Lab	Move/Drop
1	001293	English for tourism business	801	000	3.00	0.00	InRoom	Sa	0800 - 1200	TBA	Staff	No	[+][x]
2	008232	Tour resource & thai heritage	802	000	3.00	0.00	InRoom	Su	0900 - 1200	HB	Nantawan Muangyai	No	[+][x]
3	008303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

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.

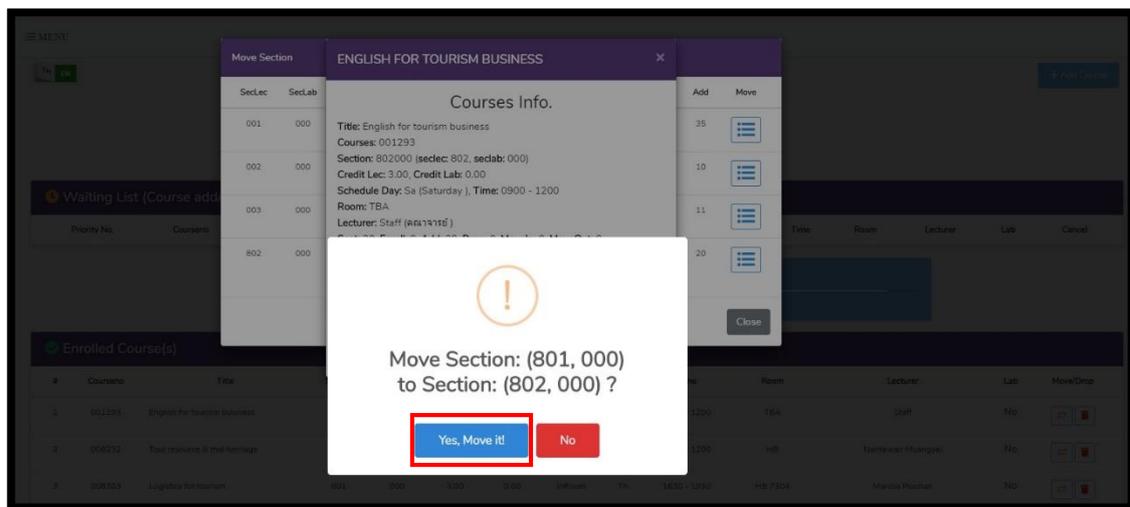
The screenshot shows a 'Move Section' popup window overlaid on the main interface. The popup contains a table with columns: SecLec, SecLab, Condition, Day, Time, Room, Lecturer, Seat, Enroll, Add, and Move. The 'Move' column contains icons for moving sections. The first row is highlighted with a red box around the 'Move' icon.

SecLec	SecLab	Condition	Day	Time	Room	Lecturer	Seat	Enroll	Add	Move
001	000	Condition	MTh	0930 - 1100	RBS310	Staff	15	0	35	[List Icon]
002	000	Condition	MTh	0930 - 1100	HB6440	Staff	15	0	10	[List Icon]
003	000	No	MTh	0930 - 1100	TBA	Staff	25	0	11	[List Icon]
802	000	Condition	Sa	0900 - 1200	TBA	Staff	20	0	20	[List Icon]

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.)

The screenshot displays the 'Online Enrollment System 1st Semester Academic Year 2020' interface. A modal dialog box is centered on the screen, asking for confirmation to drop a course. The dialog contains the following text:

Drop this course registered, Are you sure?  
ต้องการลบวิชาที่ลงทะเบียนแล้วนี้?

Below the text are two buttons: a blue button labeled 'Yes, Drop it!' and a red button labeled 'No'. The 'Yes, Drop it!' button is highlighted with a red rectangle. In the background, a table of enrolled courses is visible, with columns for #, Course No., Title, SecLec, SecLab, Type, CrdLec, CrdLab, Style, Day, Time, Room, Lecturer, Lab, and Move/Drop. The table lists seven courses, including 'English for tourism business', 'Tour resource & Thai heritage', 'Logistics for tourism', 'Housekeeping management', 'Tourist behavior', 'Strategic for tour & hotel ind', and 'Relaxation in everyday life'.