

## PRACTICES IN REGISTRATION AND REQUEST FORMS

### Register on Website

<http://reg.sut.ac.th>

Students must register on the announced registration dates of each semester. This can be found under “Calendar” option.

#### Course Registration procedure:

1. **Login: please select the “Login”** option then, enter student ID number and default password that is given by Registration Office. After you have entered your student ID number and the password, please select “Verify”
2. **Course Registration** : After you have done logging in, select “Register” option on the left hand-side of the screen (This option will only be available when it is registration period only and will disappear when you have successfully registered the courses). There are two register options to choose:
  - 2.1 Normal registration : enter desired course code and study group, then select “Record/submit”
  - 2.2 Special registration : to accumulate preferred number of course credits such as Thesis or Dissertation courses. Special registration can be done by enter course code and study group, and number of course credits. Then, choose the grading system according to each course.
3. **Confirm the registered courses: There will be no action taken if student has not confirmed the registration.** To confirm, please select “Confirm the registration” on the left hand-side of the screen, then the system will show the registered courses and final examination schedule. After you check all the information, then select “Confirm the registration”. You cannot change any information after the confirmation.

If there is any confirming error for example course does not meet conditions, course schedule, or schedules examination conflict etc. Please check the notification on the screen and edit the registration until you can make the confirmation.

4. **Registration verification** : students can verify the result of registration through “Registration Result” option which will be shown on the left hand-side of the screen. The system will show all the registered courses and all the registering history.
5. **Late registration, add-drop courses, or study group changing** :
  - 5.1 Late registration : “Late registration” option will appear after the registration period. It will replace the “Registration” option. Students may follow the same procedure as normal registration.
  - 5.2 Add-drop courses and group changing : The “add-drop courses and group changing” will appear when it is add-drop period. (This option will not appear for those who have not registered for any courses)
  - 5.3 Course Withdrawal : when it is course withdrawal period, please follow this procedure:
    - 5.3.1 Students can request for the course withdrawal form at Registration office, The Center for Educational Services in Classroom Building Complex 2 or print out the form from <http://reg.sut.ac.th> by selecting “Download forms” then choose ‘Request Form for Withdrawal from courses (T.8)’ under Form for Students
    - 5.3.2 After you have completed the course withdrawal form and signed, present it to your advisor and course professor for their signatures.
    - 5.3.3 Return the completed form to Registration office to record the change.
    - 5.3.4 Students can check the course withdrawal on “Registration results” option
  - 5.4 Reduce course credits : can only be applied to Thesis and Dissertation courses, for example, registered for 9 course credits but you want it to be 3 course credits, then put in the number of reducing credits, in this case is 6 course credits.

**Instructions for solving registration errors**

1. Unstated problems : please contact Registration Office, The Center for Educational Services in Classroom Building Complex 2 (Tel. 044-223016 – 7) for solutions
2. Notified errors : When students have checked the notified errors which show on the screen, for example, course does not meet the conditions, schedules examination conflict, course is full or the registration is locked by finance (due to unpaid tuition

fees), advisor, or office of student affairs etc. In this case, students should solve the stated problems until you are able to register (Successful registration will only be met when you have selected “Confirm the registration”)

3. Other unknown problems : please contact Registration Office

**Remarks :**

- 1) Students can add more courses within the first 10 days of the semester.
- 2) Students can drop courses within first 5 weeks of the semester. If you drop the course within the first 5 days of the semester (week-end days included) university will give full refund.
- 3) Course withdrawal can only be done after the first 5 weeks but should not proceed later than 10<sup>th</sup> week of the semester. Please note that students will receive **W** grade which will be shown on transcript.