

Registration for courses with schedules examination conflict

Student must conduct all the following steps of the procedure within the first 10 days of the semester.

Procedure :

1. Student can request for register for courses with overlapped final examination schedules form (T.17) at Registration Office, The Center of Educational Services in Classroom Building Complex 2 or print the form out at <http://reg.sut.ac.th>, select “Download forms”, then go to Form for Students section.
2. Complete and sign the form. Also, clearly state the courses with schedules examination conflict, then present to advisor and professors from the courses for consideration and signatures.

*****In case of wanting to register courses with conflicted examination schedules but study group is full, please proceed the procedures through professor of the course**

3. Registration Office will record the registered courses after gaining approval from professors of both courses.

Remarks :

Requirements for those who can register courses with schedules examination conflict :

- 1) Must be Third Year student verified with student’s ID number
- 2) Only 2 courses with conflicted examination schedules in the same day and cannot be more than 3 courses with conflicted examination schedules during mid-term and more than 2 courses during final. Registration office will not prepare extra room for the student to take examination.
- 3) Courses with schedules examination conflict listed below will not be available to register under such terms :
 - 3.1 Courses that take place in laboratory
 - 3.2 English courses (due to the use of speakers which can disturb other students who take another examination in the same room)
 - 3.3 Courses that use computers as mean to take examinations
- 4) If the office later found the registration error concerning schedules examination conflict, students have to drop the course without receiving full refund