

# ENROLLMENT

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## I. ENROLLMENT FOR FULL-TIME STUDENTS

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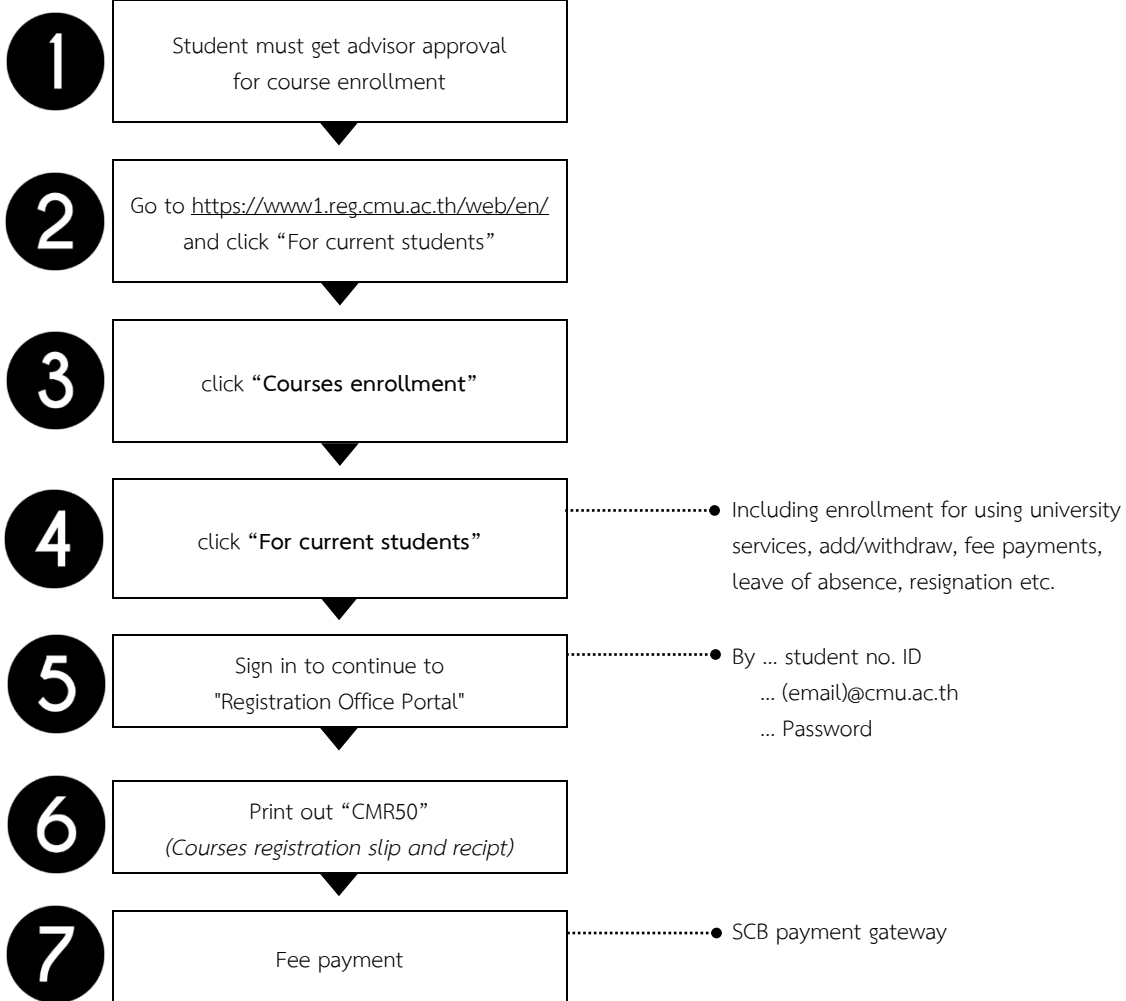
- **Enrollment for graduate diploma, higher graduate diploma and, master's degree levels.** A general advisor will be assigned to each student for recommending, advising, and guiding students to comply with the education plan.
- **Enrollment for doctoral degree level.** A dissertation advisor will be assigned to each student for planning, recommending, controlling the study, and doing dissertation.
- **Courses enrollment.** Normally, students must enroll in a regular course and not carry more than 15 credits. Courses enrollment in a special session shall not be more than 6 credits. In the case of a student expecting graduation in a regular semester, the student may enroll more than 15 credits, or in a special session the student may enroll for more than 6 credits, with the approval of the Dean that the student is affiliated to.
- **Thesis enrollment.** Once your thesis has been approved, a student may proceed to work on thesis/dissertation in this semester or during the next 2 regular semesters.
- **Enrollment for using university services.** A student who enrolled for the use of university facilities without coursework must pay the enrollment fee as directed by the university.
- **Enrollment for Grade V.** A student may enroll in a course as a “visitor” to augment his/her knowledge and receive a “V” for the course. A student may request an evaluation to obtain another letter grade, in this case the student has to submit the request as directed by the university.
- **Failure condition of enrollment.** Any enrollment that fails to satisfy these conditions shall be deemed void. The enrolled courses that fail to meet these conditions shall be granted a study status letter of W.
- **Re-enrollment.** If a student has been granted at least a grade of B, they shall not be able to reenroll for the same course. Any enrollment failing to this condition shall be deemed void except for some specified courses that allowed re-enrollment.

### Important

See more information about enrollment at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th)

## 2. ONLINE PROCEDURES FOR COURSE ENROLLMENT

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### 3. TYPES OF ENROLLMENT

Enrollment is divided into 3 types as follows:

1. Pre-enrollment, one month prior to the first day of semester/classes
2. Regular enrollment, within a due date announced by the University.
3. Late-enrollment, can be done under the following conditions:

These causes are not FORCE MAJEURE* This means reasons that permitted late-enrollment.	
Reasons	Actions
Not registered/not paid tuition fee within a due date announced by the university, due to student does not know or check the academic calendar	Not an excuse. Student must follow the academic calendar via the internet within dates and times.
Not registered within a due date announced by the university, due to student has passed thesis/IS defense exam without enrolling before the day of exam	Not an excuse. Student must know the rules before requesting for thesis/IS defense exam.
Registration is not completed according to the course structure	Not an excuse. Student must know the rules and course structure before classes begin.
Course code was incorrectly or chosen when signing up for a course	It is personal mistake, but it is not excusable.
Student did not check the registration results (CMR50) and a misunderstanding and thinks that can be registered, but are not.	It is personal mistake, but it is not excusable.

These financial causes are FORCE MAJEURE* that will be permit late-enrollment	
Reasons	Actions
Financial problems	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information provided by student is accurate and appropriate</li> </ul>
Waiting for approval the student loan fund	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information provided by student is accurate and appropriate</li> </ul>
Transferring/payment error due to the system	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information provided by student is accurate and appropriate</li> </ul>

**\*FORCE MAJEURE : An unexpected event such as a war, crime, or an earthquake which prevents someone from something.**

**These are causes that are FORCE MAJEURE\* that will permit late re-enrollment**

Reasons	Actions
System/or human error	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> <li>- Proposed investigation and prevention measures have been undertaken and a finding has been made.</li> </ul>
Health problem/or accident of student	<ul style="list-style-type: none"> <li>- Must have a request form/certificate from accredited hospital</li> <li>- The information is accurate and appropriate</li> </ul>
Disasters	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>
Health problem/or accident of student's parents	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>
Training, Cooperative Education, or working outside/or student lives abroad.	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>
Foreign students who are unable to arrive in Thailand on schedule.	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>
Have been waiting for approval to transfer plan study/or the admission after the deadline/or the study extension.	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>
Misconception about courses due to course structure under consideration.	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>
Courses/enrollment exceeds the registration rules.	<ul style="list-style-type: none"> <li>- Must have a recommendation letter from parents or related person</li> <li>- The information is accurate and appropriate</li> </ul>

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Any other reasons, after achieving the approval of the The Director of Registration Office, but only for particularly special cases. Procedures for enrollment/Academic calendar may change, so the student should regularly review [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th)