

## **\*\*Important\*\***

### **Course Registration Semester 1/2017**

Bachelor of Arts Program in Journalism (Mass Media Studies):

B.J.M. Program

#### **Registration Process**

1. Access through website <http://www.reg3.tu.ac.th/registrar/home.asp> during August 1 - 4, 2017
2. Change language into English, then click "Login" on the menu on the left hand side (please choose the first Login below Home)
3. Enter username and password
4. Read through the regulations for registration carefully, then click "enroll"
5. Search for your desired courses to enroll, the courses for semester 1/2017
6. Click "confirm enrollment". In case it appears "To help protect your security, Internet Explorer blocked this from downloading files to your computer. Click here for options, please click "Download file."
7. Then print out your "fee statement," and pay fee at SCB all branches during August 1-4, 2017.

**\*\* Students who have confirmed course enrollment but have not paid the tuition fee yet, the system will automatically cancel the enrollment. In case, students have to re-enroll during adding-withdrawing period on August 22-26, 2016.**

8. Please pick up your tuition fee receipt at BJM Office on August 21, 2017 onwards at 9.00-16.00 hrs.

#### **Payment**

- Take the fee statement to pay at the Siam Commercial Bank counter, all branches during August 1-4, 2017. Please keep the payment receipt.

#### **Late Enrollment**

- Period of late enrollment: August 22-25, 2017
- Take the fee statement to pay at the Siam Commercial Bank counter, all branches during August 22-25, 2017.
- Fine of late enrollment: Fine starts on August 22, 2017 onwards. Students pay 45 Thai Baht fine for each day late (excluding Saturday and Sunday). Please also follow the same course enrollment process as mentioned above.

## **Late Enrollment: As a Special Case**

1. Students fill in the inquiry form during August 28, 2017 onward. Students pay 45 Thai Baht fine for each day late starting on August 22, 2017 until the date that the inquiry form is submitted.
2. **Students must finish enrollment within September 8, 2017.** If students could not enroll, they have to excuse the semester and pay the fee to remain student status for Semester 1/2017. Students must also fill in inquiry form at the B.J.M. Office, otherwise, **he/she will be dismissed from student registration system.**

## **Late Payment: As a Special Case**

If students are not able to pay tuition fee within the deadline, please follow this instruction;

1. Students must fill in the inquiry form during September 1, 2017 onwards. Students pay 45 Thai Baht for each day late starting on August 22, 2017 until the date that students pay tuition fee.
2. Students must pay tuition fee **within September 29, 2017.** If students are not able to pay the fee within the deadline, they need to excuse the semester and pay the fee to remain student status for semester 1/2017. Students must also fill in inquiry form at the B.J.M. office, otherwise, **he/she will be dismissed from student registration system.**

## **Adding-Withdrawal**

3. Adding-withdrawal period: August 22-25, 2017.
4. In case of withdrawal, students shall request the return of tuition fee and a half of study equipment fee.
5. If the period of withdrawal has already ended, students shall not require for the return of tuition fee and study equipment fee

## **Payment Receipt**

- Students pick up the payment receipt at B.J.M. Office at 9.00-16.00 hrs from August 21, 2017 onward.