



# REG

Registration Office  
Chiang Mai University

# Student's Guideline for

## Online Course Enrollment

MAY 2, 2025.

CURRENT STUDENTS

## Select the option



### Course Enrollment



CLICK



### Changing Course Section



CLICK



### Course Withdrawal (without receiving grade W)



CLICK

## Q&A

### EXAMPLE Enrolled Course(s)



CLICK

### Enrollment Processing Period



CLICK

### Course Enrollment Unavailable

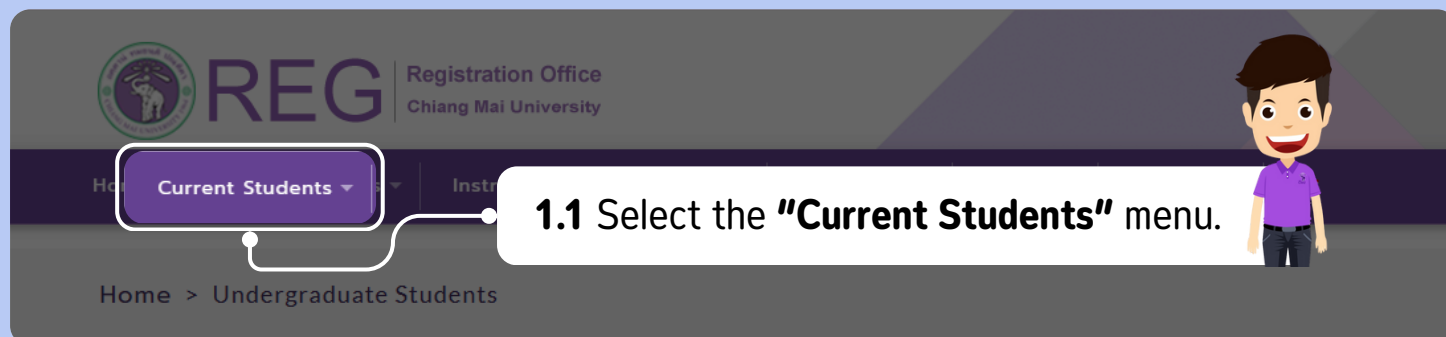


CLICK

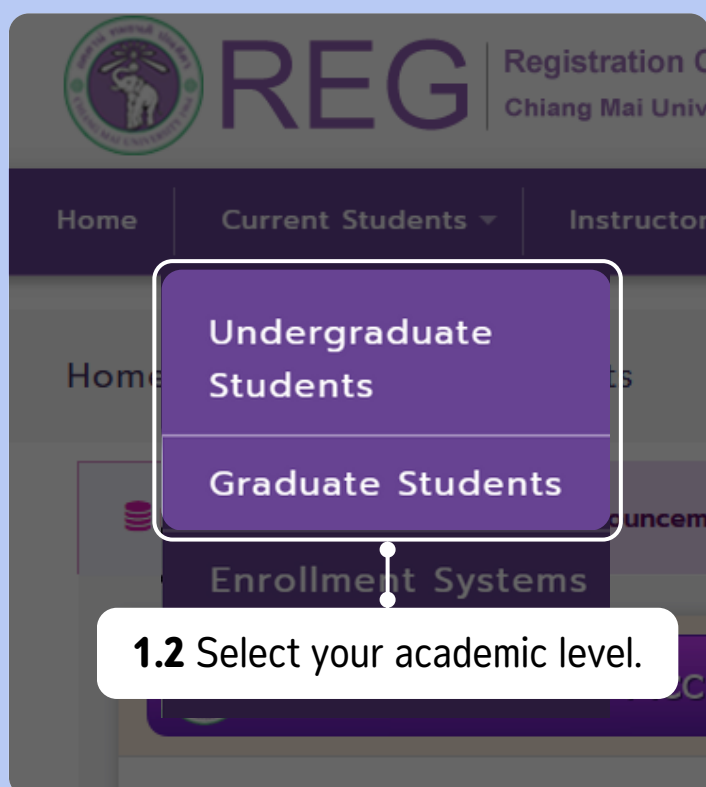




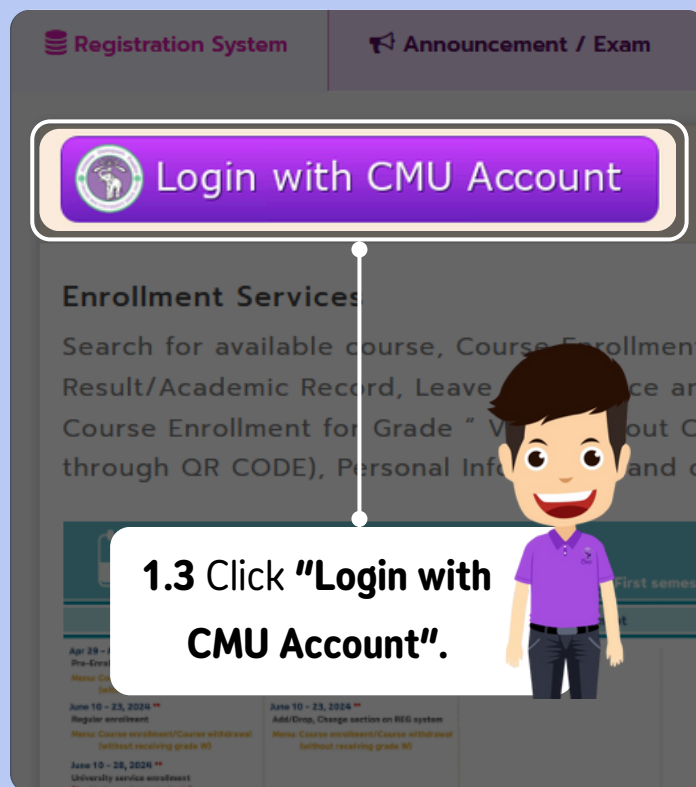
# 01 ACCESSING THE SYSTEM



1.1 Select the **"Current Students"** menu.



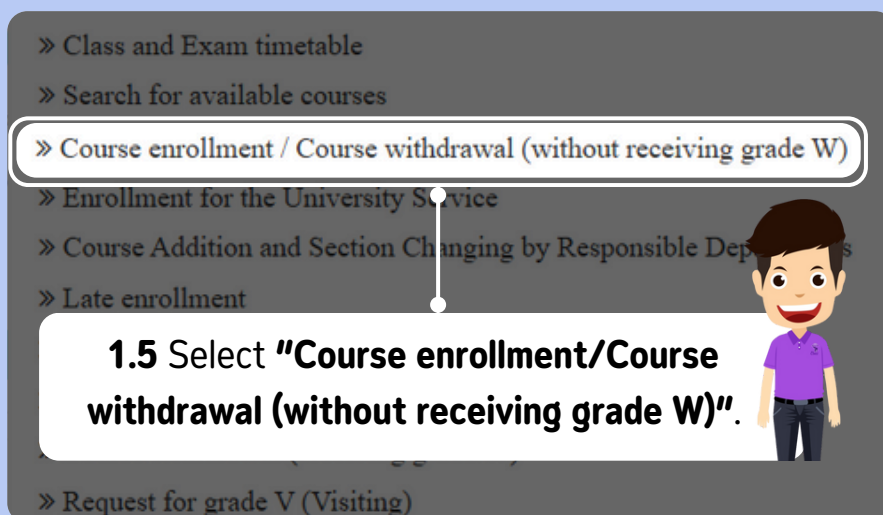
1.2 Select your academic level.



1.3 Click **"Login with CMU Account"**.



1.4 Click on the **"Menu"**.



1.5 Select **"Course enrollment/Course withdrawal (without receiving grade W)"**.



# 02 COURSE ENROLLMENT

Enrollment System

Student ID

Dashboard

+ Add Courses

University Services

Estimated tuition fees

Activity Log

Sign out

Online Enrollment System  
Semester Academic Year

+ Add Course

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

Priority No. Course No. Title SecLec SecLab CreLec CreLab Day Time Room Lecturer Lab Cancel

Enrolled Course(s)

2.1 Select **"Add Courses"** or **"+ Add Course"**.

Enrollment System

Student ID

Dashboard

My List

+ Add Courses

University Services

Estimated tuition fees

Activity Log

Sign out

Search Courses to Enroll

Search

Course No. Title SecLec SecLab CreLec CreLab Condition Day Time Room Lecturer Seat Enroll Add Add Course

2.2 Fill in the **course number** to which students would like to add and click **Search**.

Course No.	Title	SecLec	SecLab	CreLec
751101	Principles of economics 1	001	000	3.00
751101	Principles of economics 1	002	000	3.00

2.3 Select the course and section.

Seat	Enroll	Add	Add Course
50	17	4	[Blue Button]
60	12	6	[Blue Button]

2.4 Click the **blue button** on the right of the course to select it.

Principles of Economics 1

Courses Info

Title : Principles of economics 1  
Course No : 751101  
Section : 001000 (SecLec : 001, SecLab : 000)  
CreLec : 3.00, CreLab : 0.00  
Set of 10 Principles of Economics 1 (10000 - 11000)

• Move Out: 0

Exam :  
• 12:00-15:00 Sat 11 Jan 2025 (nterm)  
• 08:00-11:00 Tue 18 Mar 2025 (nal)

Condition :

+ Add

2.5 Click **"Add"** to add the course.

Done!

Add course to "Waiting List" is done!

OK

2.6 Click **"OK"** to confirm.

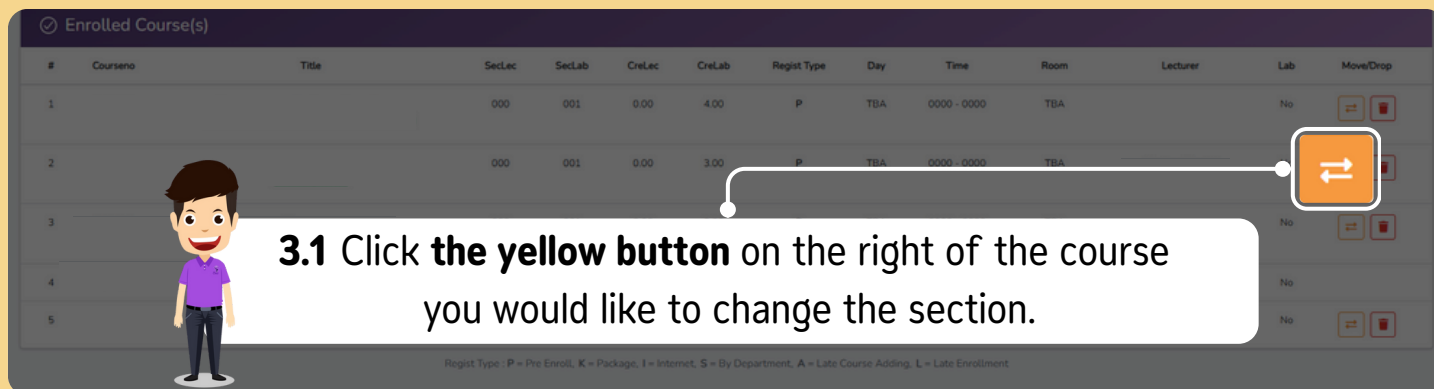
Type

Add

2.7 The course will display **"Add"**.

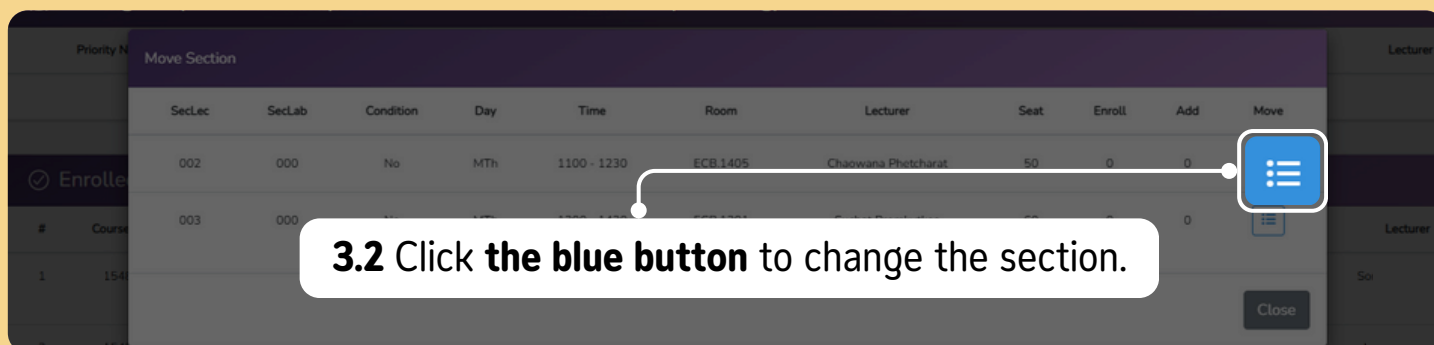
## 03 CHANGING COURSE SECTION

Students can change the section of the enrolled course only.

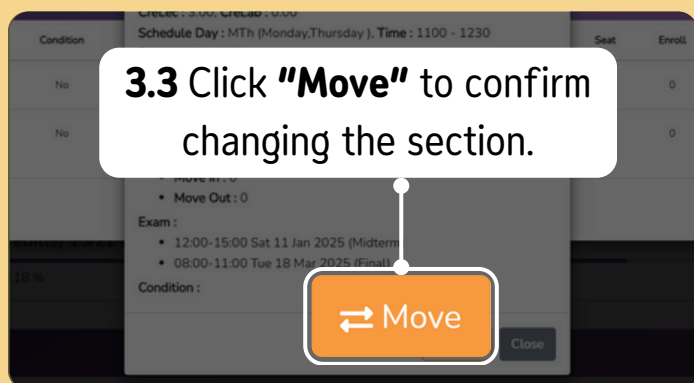


3.1 Click the **yellow button** on the right of the course you would like to change the section.

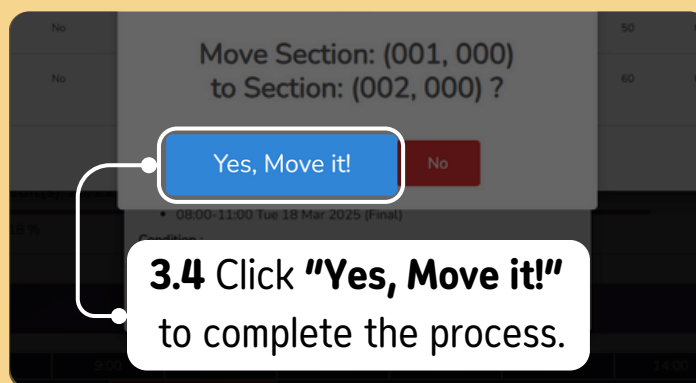
Regist Type : P = Pre Enroll, K = Package, I = Internet, S = By Department, A = Late Course Adding, L = Late Enrollment



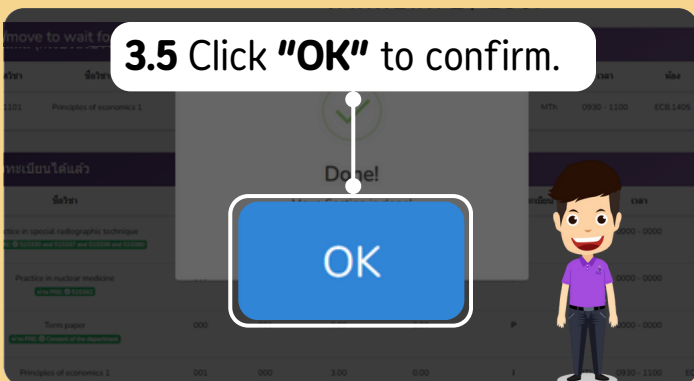
3.2 Click the **blue button** to change the section.



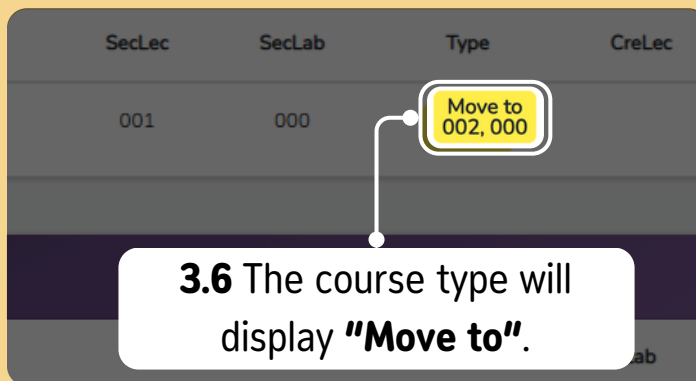
3.3 Click **"Move"** to confirm changing the section.



3.4 Click **"Yes, Move it!"** to complete the process.



3.5 Click **"OK"** to confirm.



3.6 The course type will display **"Move to"**.



## 04 COURSE WITHDRAWAL (WITHOUT RECEIVING GRADE W)

### The course on the waiting list

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

5.1 Click the **red cross button** of the course you would like to cancel.

5.2 Click **"Yes, Cancel it!"** to complete the process.

5.3 Click **"OK"** to confirm.

### The course on the enrolled course(s)

Enrolled Course(s)

5.4 Click the **red bin button** of the course you would like to cancel.

5.5 Click **"Yes, Drop it!"** to complete the process.

5.6 Click **"OK"** to confirm.

5.7 The course type will display **"Drop"**.

## 05 ENROLLED COURSE(S)

Online Enrollment System  
Semester Academic Year

Enrolled Course(s)

#	Course No.	Title	Sec Lec	Sec Lab	Cre Lec	Cre Lab	Regist Type	Day	Time	Room	Lecturer	Lab	Move/Drop
1			000	001	0.00	4.00	P	TBA	0000 - 0000	TBA		No	
2			000	001	0.00	3.00	P	TBA	0000 - 0000	TBA		No	
3			000	001	0.00	2.00	P	TBA	0000 - 0000	TBA		No	
4			001	000	3.00	0.00	I	MTh	0930 - 1100	ECB 1405		No	
5			001	000	3.00	0.00	I	TuF	0930 - 1100	ECB 1405		No	

Regist Type : P = Pre Enroll, K = Package, I = Internet, S = By Department, A = Late Course Adding, L = Late Enrollment



### ENROLLED COURSE(S):

Once processing is complete, enrolled courses will appear in **Enrolled Course(s)** as shown in the image.



# 06 COURSE ENROLLMENT PROCESSING PERIOD

**Pending system processing according to the academic calendar.**

Online Enrollment System

**! Pause system for processing**

Waiting List (Course add/drop/move) will be displayed during processing.

Priority No.	Courseno	Title	SecLec	SecLab	Type	CreLec	CreLab	Day	Time	Room	Lecturer	Lab	Cancel
1			000	001	0.00	4.00		TBA	0000 - 0000	TBA			
2			000	001	0.00	3.00	P	TBA	0000 - 0000	TBA	No	On processing.. (อยู่ระหว่างการประมวลผล)	
3			000	001	0.00	2.00	P	TBA	0000 - 0000	TBA	No	On processing.. (อยู่ระหว่างการประมวลผล)	

During processing, the online registration system will display the shown status.

**! On processing.. (อยู่ระหว่างการประมวลผล)**



## PRE-ENROLLMENT:

Announcement of pre-enrollment results according to the academic calendar.



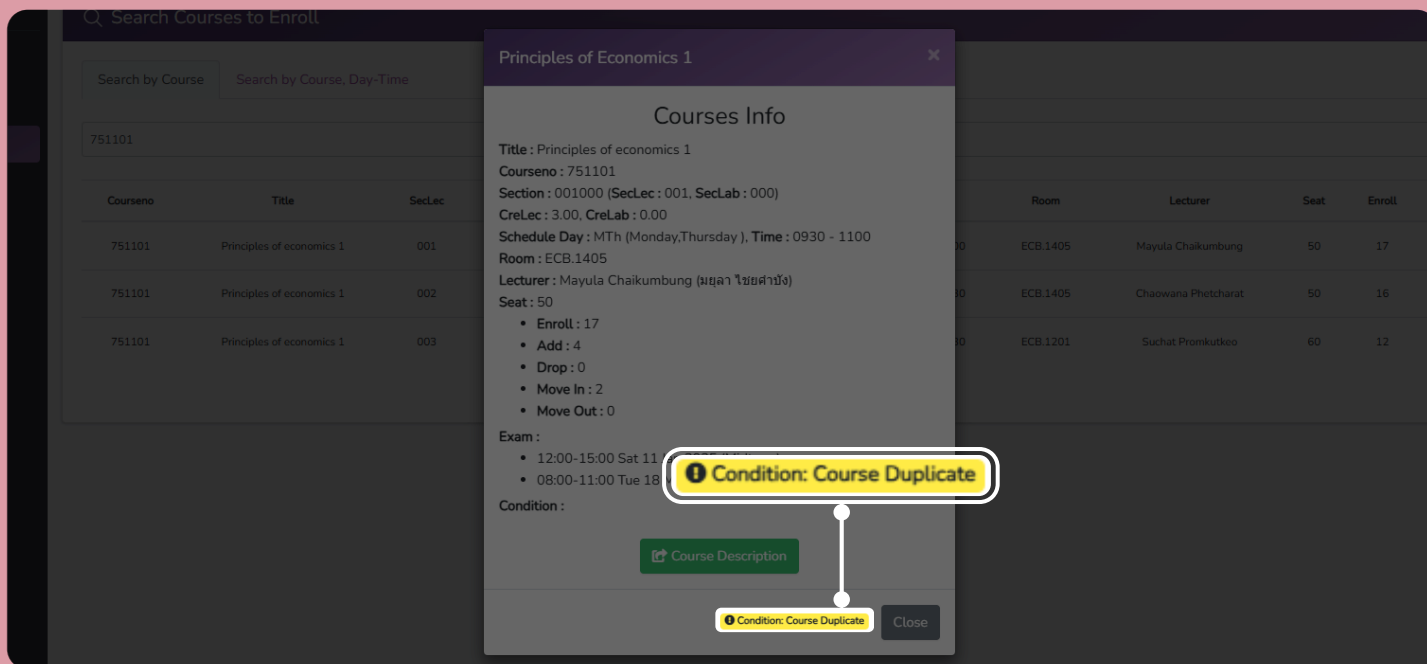
## REGULAR ENROLLMENT ADD/DROP/CHANGE SECTION:

Daily processing periods are from 9 a.m. to 10 a.m. and from 3 p.m. to 4 p.m., following the dates specified in the academic calendar.





# 07 COURSE ENROLLMENT UNAVAILABLE



## COURSE ENROLLMENT UNAVAILABLE:

If students are unable to enroll in the course, the restriction will appear on **THE YELLOW BAR** at the bottom of the course information pop-up.

