

Procedure of Request of Special Late Course Section Changing

1. Direct your browser to <https://www.reg.cmu.ac.th>

Select menu “Undergraduate Students” or “Graduate Students”.

The screenshot shows the REG Registration Office Chiang Mai University website. The navigation menu includes Home, Current Students, Instructors / Organizations, Admissions, Parents, and About Us. The 'Undergraduate Students' menu item is highlighted with a red box. The main banner features Thai text 'ให้บริการเอกสารดิจิทัล' and English text 'OPEN NOW! DIGITAL DOCUMENT'. Below the banner, there are icons for Transcript, CMU-eGrad Certificate, and Course Description Certificate. A laptop displays 'Digital Document'. The sidebar on the right contains links for Academic Calendar, Activity Calendar, Handbooks/Guidelines, and Download.

2. Click “Login with CMU Account”.

The screenshot shows the REG Registration Office Chiang Mai University website, specifically the 'Undergraduate Students' page. The navigation bar includes Home, Current Students, Instructors / Organizations, Admissions, Parents, and About Us. The breadcrumb trail shows Home > Undergraduate Students. The 'Registration System' link is circled in red. Below the navigation bar, there is a section for 'Enrollment Services' with a 'Login with CMU Account' button highlighted by a red box. The page also features a footer with the REG logo, the text 'Registration Office Chiang Mai University', and a section for 'IMPORTANT DATES' with a 'Login with CMU Account' button.

3. Enter username and password (CMU Account) to login.

4. Click “Menu” tab, then choose “Request of special late enrollment” menu.

Registration System
Registration Office, Chiang Mai University

HOME **Menu** Satisfaction Survey Download Request Forms

- » Consultation booking system (Reg-Clinic)
- » Credit transfer / Equivalent credit transfer system
- » Request for educational documents system (Transcript, Certificate of status, etc.)
- » Registration for graduation system (Last semester that students expecting to graduate)
- » Personal information
- » Request for Student Identify Card
- » Update personal information (Thai citizen)
- » Message from Advisor, Department, Faculty
- » Leave of absence
- » Resignation
- » Academic results (Grade GPA GPAX)
- » Class and Exam timetable
- » Search for available courses
- » Course enrollment / Course withdrawal (without receiving grade W)
- » Enrollment for the University Service
- » **Request of special late enrollment**
- » Course withdrawal (receiving grade W)
- » Request for grade V (Visiting)
- » Request for grade I (Incomplete)

5. Two menus will be shown as below, click “Special Late Section Changing”.

 Registration Office CMU

ลงทะเบียนหลังกำหนด เป็นกรณีพิเศษ Special Late Enrollment

เพิ่มกระบวนวิชาหลังกำหนด เป็นกรณีพิเศษ
Special Late Course adding

เปลี่ยนตอนกระบวนวิชาหลังกำหนด เป็นกรณีพิเศษ
Special Late Section Changing



ดาวน์โหลด หนังสือรับรองเข้าชั้นเรียน TH EN

6. Click “Create new item”.

มีรายการเพิ่มกระบวนวิชาหลังกำหนดแล้วทั้งหมด/Added total 0

เพิ่มรายการใหม่ / Create new item

7. Click the course that student would like to change section. (1 document per 1 subject)

No.	CourseNo	Section		
1	001101 - LISTENING AND SPEAKING IN ENGL	004-000	เลือกกระบวนวิชา/Click	Lab Section 002
2	356102 - ORNAMENTAL AQUATIC ANIMALS	001-000	เลือกกระบวนวิชา/Click	
3	801100 - ARCHITECTURE IN EVERYDAY LIFE	002-000	เลือกกระบวนวิชา/Click	

8. Choose new lecture section (-Seclec-) and lab section (-Seclab-).

ลำดับ/No.	กระบวนวิชา/CourseNo	Old Section	New Section	
1	001101 - LISTENING AND SPEAKING IN ENGL	004-000	-Seclec-	-Seclab-

9. Please check all of information is correct. Then click “I hereby certify that it is correct” and click “Submit”.

ลำดับ/No.	กระบวนวิชา/CourseNo	Old Section	New Section
1	001101 - LISTENING AND SPEAKING IN ENGL	004-000	010

การเปลี่ยนแปลงกระบวนวิชาสามารถทำได้ครั้งละ 1 กระบวนวิชาเท่านั้น
Request form for section change per 1 course

ข้าพเจ้าได้ตรวจสอบกระบวนวิชาที่เลือกเรียบร้อยแล้ว / I hereby certify that it is correct.

ยืนยันการเปลี่ยนแปลงกระบวนวิชา/Submit

10. After submitted, print out “Request form for Late Section Change” and seek approval from 1) responsible department offering the class and 2) dean of responsible faculty offering the class. (1 document per 1 subject)

Request Form for Late Section Change
(Refer to the University calendar for period/deadline)

May 3, 2025

Topic: Request a section change after the established deadline of semester 3/2565

To: Dean of the Faculty Humanities

I Student ID.....

Faculty Major Advisor's name.....

Contact Address..... Telephone..... Registered for semester 3/2565

and I ensure that the tuition fees for the indicated semester have been paid.

Request for changing section of the same class as follows:

Course number..... 001102..... From (old) section..... Instructor's signature.....

To (new) section..... Instructor's signature.....

Please indicate the reason you did not switch the sections for this class by the deadline

.....

.....

Please consider the request

Student's signature.....

Approval of department offering the class:

Approval Denied Remarks:.....

Department head's signature.....
(.....)

Approval of Faculty offering the class:

Approval Denied Remarks:.....

Dean's signature.....
(.....)

Electronic signature is permitted.

11. After received all approval from 1) responsible department offering the class and 2) dean of responsible faculty offering the class. Students have to submit documents to the student's responsible faculty for request the approval of special late section changing as follows:

- 1) Request form for Late Section Change (print out from item 10) (1 document per 1 subject)
- 2) General request form
- 3) Certificate of class attendance (1 document per 1 subject)
- 4) Letter of explanation from student
- 5) Supporting documents (if any)

12. After submitted the documents to student's responsible faculty, wait for the email or responsible faculty to notify the results of the approval from the university.



Then, login to the system again and check the results of the approval in step2. There will be shown the message “The request has been approved”.



13. After the request has been approved, wait for the registration office's staff verify the information. If the information is correct, there will be shown the message “**Section Changing is complete.**” in step 4 and students will be notified by email.



14. Students can check their status by logging in to the system and clicking “**RefNo...**” to see.

