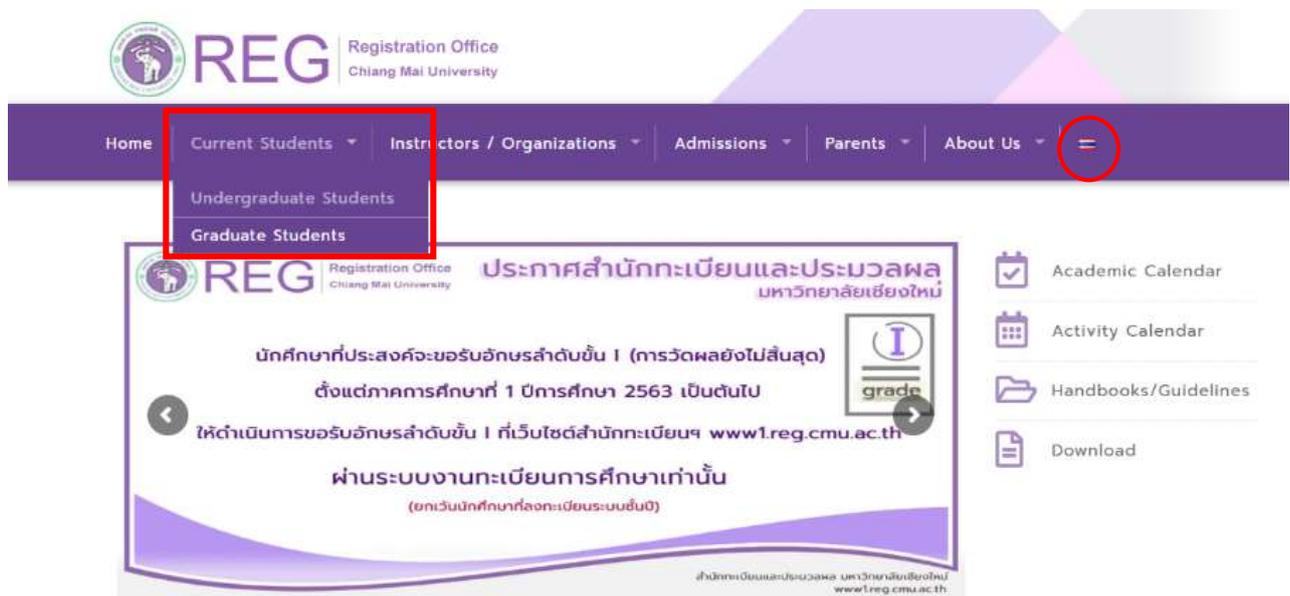


STUDENT'S GUIDELINE FOR COURSE SECTION CHANGING

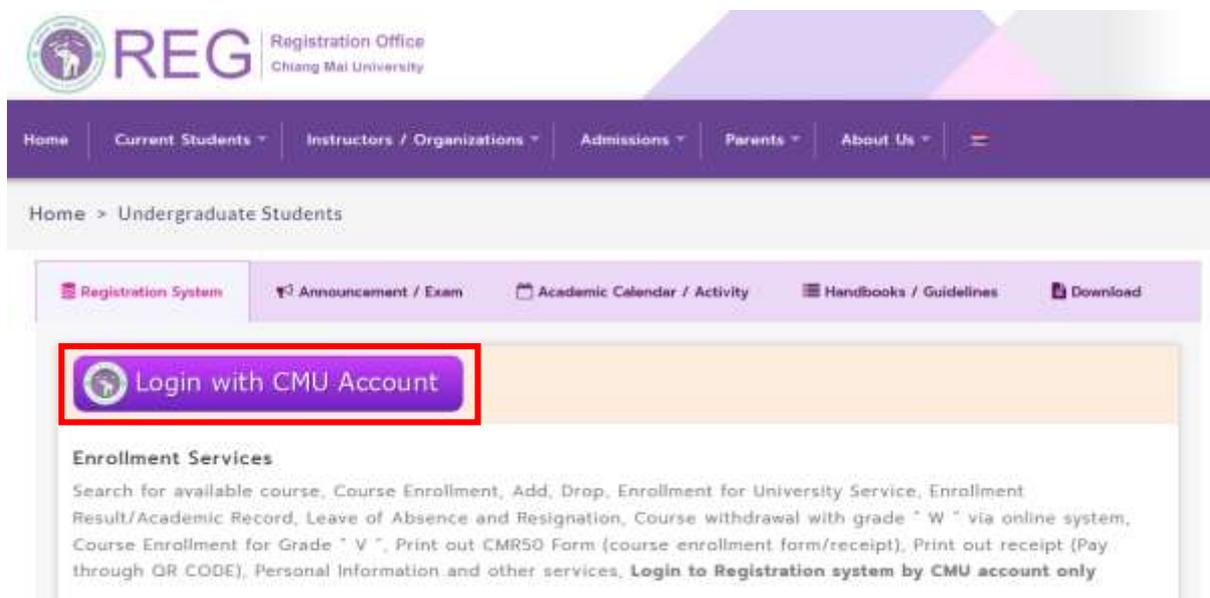
BY RESPONSIBLE DEPARTMENT

HOW TO LOG IN

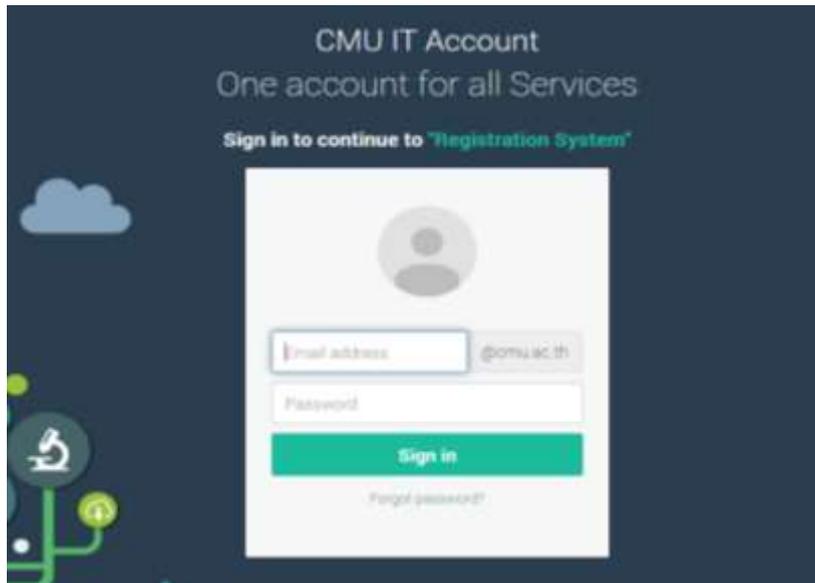
1. Students can access the system from the registration office website at <http://www.reg.cmu.ac.th> For change the language, click the flag on top of the page. Then, click on “Current Student”



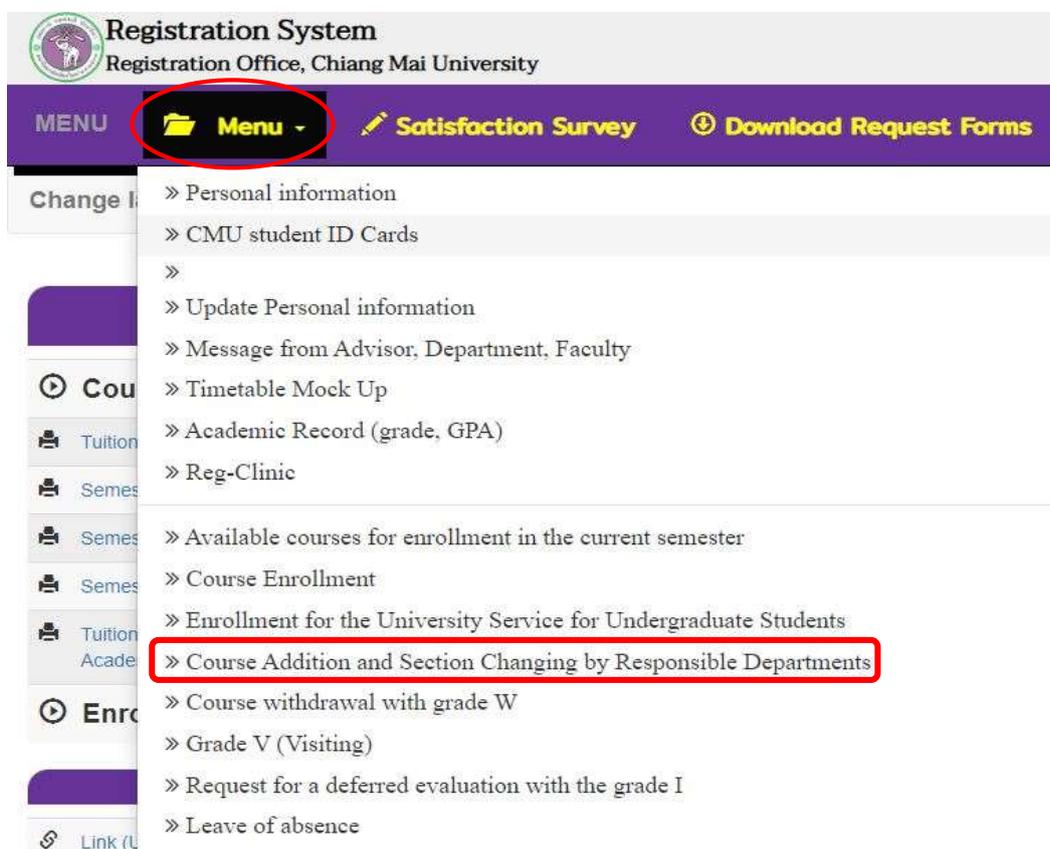
2. Click “Login with CMU Account”



3. Logging in the system with CMU IT Account (@cmu.ac.th)

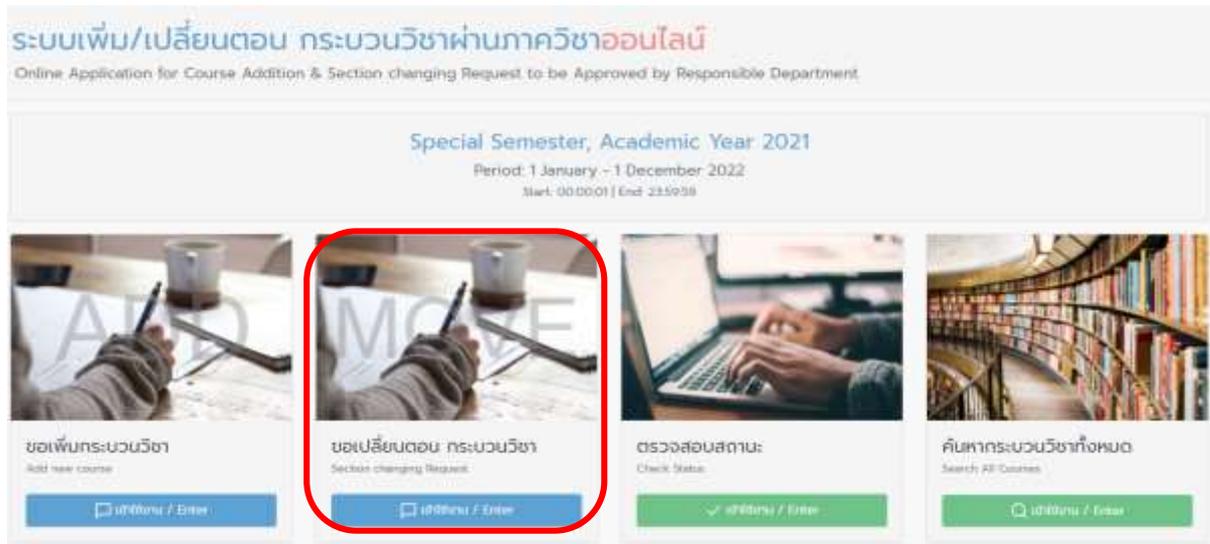


4. After logging in successfully, click on “Menu” then choose “Course addition and Section Changing by Responsible Departments”

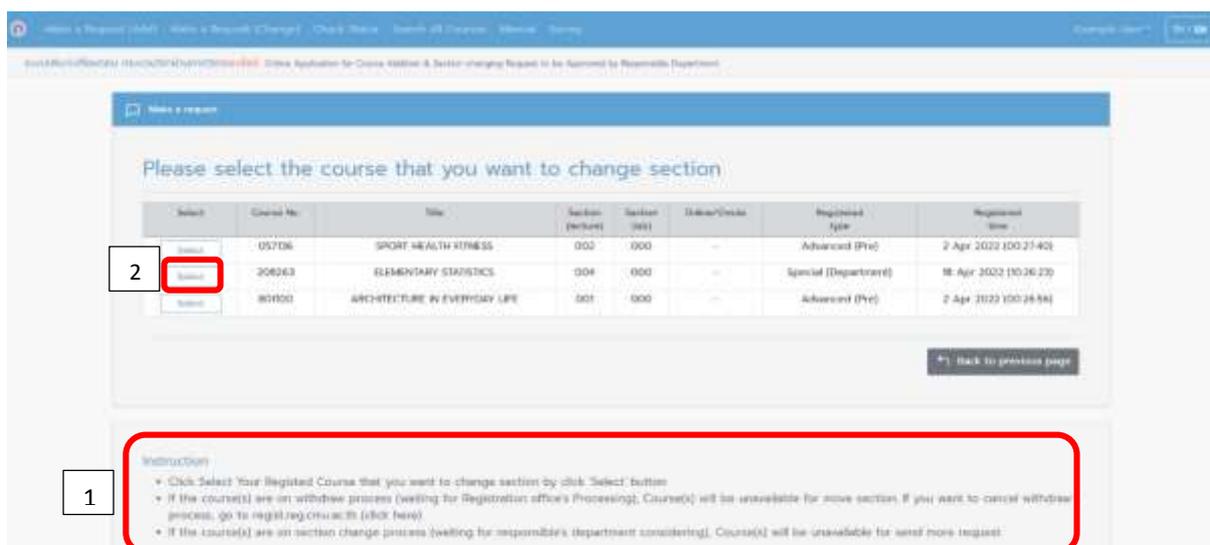


5. The window will be shown as follows,

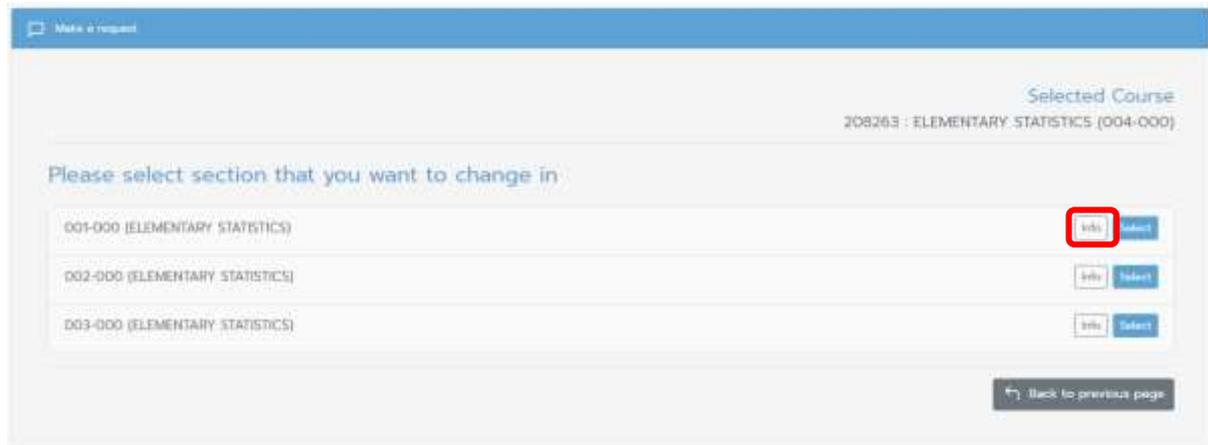
- 1) Add new course
- 2) Section Changing Request
- 3) Check Status
- 4) Search all courses which open on that time.



6. 1) Read the instructions before changing the course section.
- 2) Select the course which you would like to change correctly.



7. Select “Info” to see the course details.



Make a request

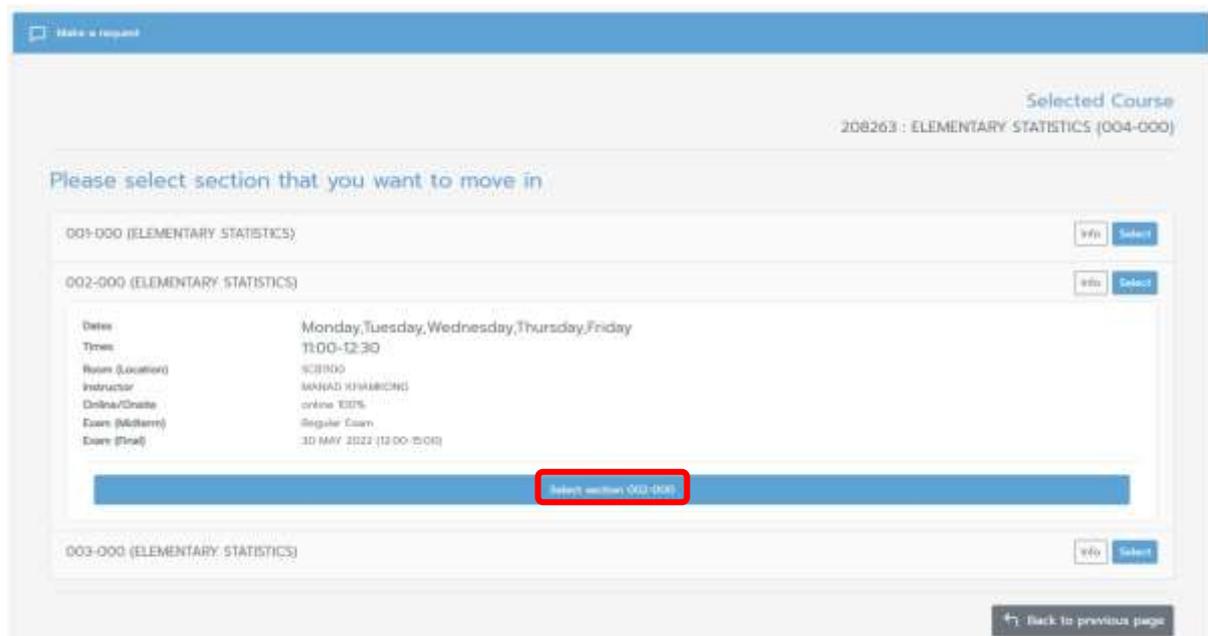
Selected Course
208263 : ELEMENTARY STATISTICS (004-000)

Please select section that you want to change in

001-000 (ELEMENTARY STATISTICS)	Info	Select
002-000 (ELEMENTARY STATISTICS)	Info	Select
003-000 (ELEMENTARY STATISTICS)	Info	Select

Back to previous page

8. Click “Select Section _”



Make a request

Selected Course
208263 : ELEMENTARY STATISTICS (004-000)

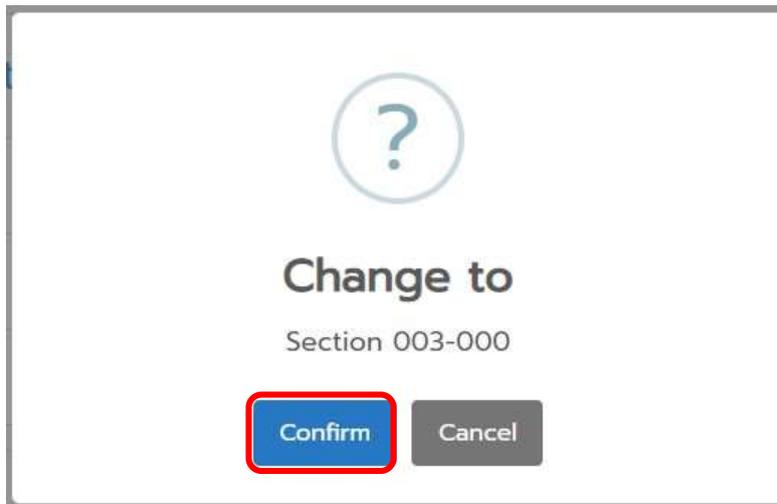
Please select section that you want to move in

001-000 (ELEMENTARY STATISTICS)	Info	Select														
002-000 (ELEMENTARY STATISTICS)	Info	Select														
<table><tr><td>Date</td><td>Monday, Tuesday, Wednesday, Thursday, Friday</td></tr><tr><td>Time</td><td>11:00-12:30</td></tr><tr><td>Room (Location)</td><td>SCB100</td></tr><tr><td>Instructor</td><td>MANAD KHABIBONE</td></tr><tr><td>Online/Onsite</td><td>online E205</td></tr><tr><td>Exam (Midterm)</td><td>Regular Exam</td></tr><tr><td>Exam (Final)</td><td>30 MAY 2022 (12:00-5:00)</td></tr></table>			Date	Monday, Tuesday, Wednesday, Thursday, Friday	Time	11:00-12:30	Room (Location)	SCB100	Instructor	MANAD KHABIBONE	Online/Onsite	online E205	Exam (Midterm)	Regular Exam	Exam (Final)	30 MAY 2022 (12:00-5:00)
Date	Monday, Tuesday, Wednesday, Thursday, Friday															
Time	11:00-12:30															
Room (Location)	SCB100															
Instructor	MANAD KHABIBONE															
Online/Onsite	online E205															
Exam (Midterm)	Regular Exam															
Exam (Final)	30 MAY 2022 (12:00-5:00)															
003-000 (ELEMENTARY STATISTICS)	Info	Select														

Select section 002-000

Back to previous page

9. Re-check the section which you would like to change correctly before clicking “Confirm”



A confirmation dialog box with a white background and a gray border. At the top center is a light blue circle containing a question mark. Below this, the text "Change to" is displayed in a bold, dark gray font, followed by "Section 003-000" in a smaller, regular dark gray font. At the bottom, there are two buttons: a blue button with the text "Confirm" and a gray button with the text "Cancel". The "Confirm" button is highlighted with a red rectangular border.

10. Fill out the reason for requesting to change section in the box and click “Confirm”.



A form with a white background and a gray border. The text "Please fill in the reason for section Changing" is centered at the top in a bold, dark gray font. Below the text is a large, empty rectangular text input box with a thin gray border. At the bottom center of the form is a blue button with the text "Confirm".

11. The system will be shown **Section Changing Request Summary**, If students have checked all of information, click "**Confirm**" or if you would like to edit click "**Back to previous page**"

Make a request

Please confirm your request.

Change Section for this course
208263 : ELEMENTARY STATISTICS

Current (004-000)			New Section (002-000)	
Date	Monday,Tuesday,Wednesday,Thursday,Friday	»	Date	Monday,Tuesday,Wednesday,Thursday,Friday
Times	13:00-14:30		Times	11:00-12:30
Room (Location)	Online		Room (Location)	SC0100
Instructor	LAMPANG SARDICHAN		Instructor	MARJAD KHAMECHON
Online/Onsite	-		Online/Onsite	online 100%
Exam (Midterm)	Regular Exam		Exam (Midterm)	Regular Exam
Exam (Final)	30 MAR 2022 (10:00-15:00)		Exam (Final)	30 MAR 2022 (12:00-15:00)

inquiry@umsoe.uib.roooj
test

[Confirm](#) [Back to previous page](#)

12. Click "**Confirm**" to affirm the course section changing.

?

Confirm request ?

Confirm request
and send to department staff ?

Once the request is confirmed, your submission cannot be changed. Decision of department is final

[Confirm](#) [Check again](#)

13. Then the system will show **Section changing request status** page

- **Green Table**, Course successfully change
- **Blue Table**, Waiting for approval
- **Red Table**, Course unsuccessfully change

Course Addition & Section moving Request status

2nd Semester, Academic Year 2021

✕ Course section moving

✓ Moved | Moved : 1 request(s)

Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dates	Times	Room (Location)	Instructor
703351	HOTEL MANAGEMENT	002-000	001-000	MTh	0800 - 0930	-	ORAPIN SANTIDHIRAKUL or

● Waiting | Waiting : 1 request(s)

Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dates	Times	Room (Location)	Instructor
001310	ORAL EXPRESSION 2	008-000	002-000	MTh	1430 - 1600	RB5306	TRISTAN RENAUD TREMBLAY

✕ Reject | Reject : 1 request(s)

Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Date request sent	Reason from Department /REG System
001310	ORAL EXPRESSION 2	008-000	002-000	10 Mar 2022 (11:41:39)	Τύχη/Υπόθεση

← Go to home page

14. When the request is completed, the notification will be sent to the **CMU mail**'s students (@cmu.ac.th) and the responsible department as follows:

- Students will be notified "Course section changing is waiting for approval from the responsible department"
- The responsible department will be informed that "Student's request to change a course section is waiting for your approval"

15. When the responsible department makes an approval, an e-mail notification will be sent to the students on the next day.

16. At the end of course section changing by responsible department period, the students who have not been changed the course section will be notified “The course section changing is not successful”.

17. All courses changing by responsible departments will be processed again by the registration office at the end of course adding/section changing period. Student are encouraged to check the summary of your enrollment before making tuition payment.