# Manual

# TU Greats App

**DETAILED EDITION V1.5** 

Last

updated10/16/2023

for

Application Version 6.12.10 or higher

# Study Plan

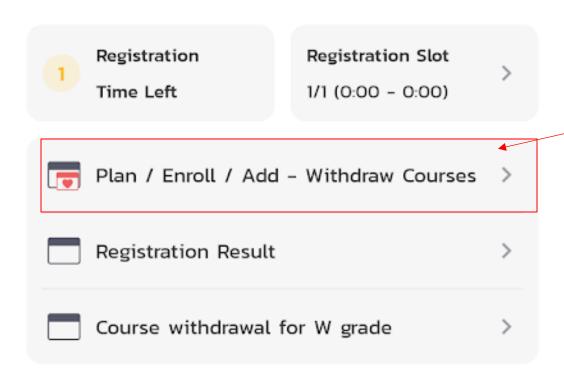
### What is a study plan?

Study Plan is to allocate all the subjects of interest into a class schedule to prepare for enrollment.

### Creation process

1. Go to the menu "Plan / Register / Add-Withdraw Courses"

## **REGISTRATION 1/2023**



2. Press the Create button (+) to create a new study plan

\*\* In Version (6.12.10) If student has no registration result and the has never saved any plan, the system will automatically skip to Step 3.



# **PLANNER 3/2022**

UPDATED AT 9/9/21 14:30 HRS.



**FAVORITE SCHEDULE** 

DRAFT

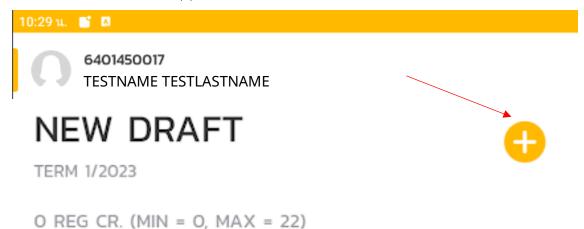
**NO PLANS** 

3. Observe the minimum and maximum credits that can be registered.

In the example shown in the picture, students can register for 0-6 credits for the 3rd semester of 2022.

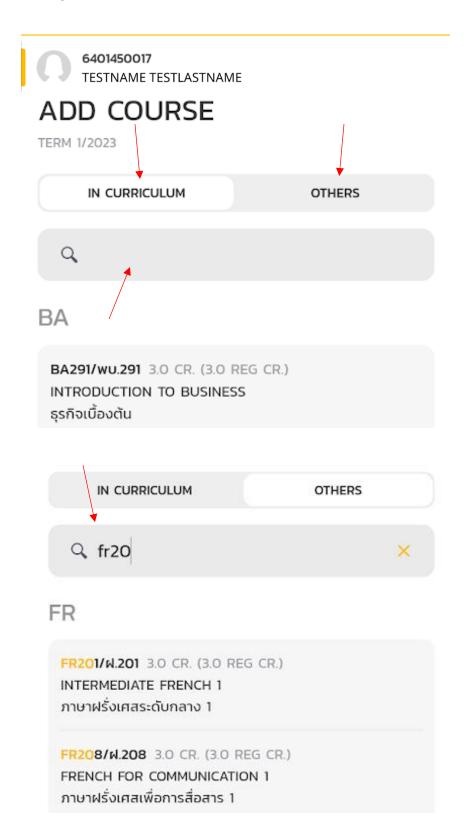


4. Press the Add Course button (+)



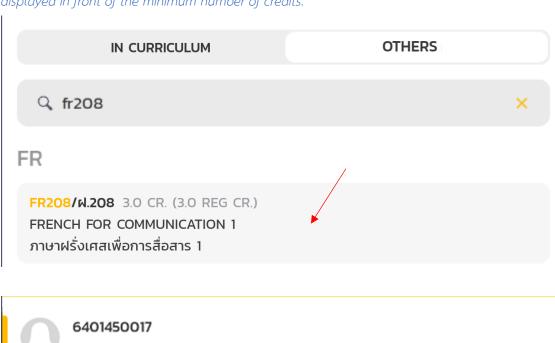
### 5. Search for courses

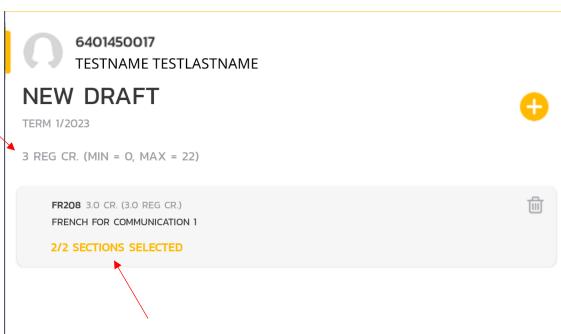
You can search for courses by scrolling, typing the course name, or typing course code in both Thai and English.



#### 6. Select a course

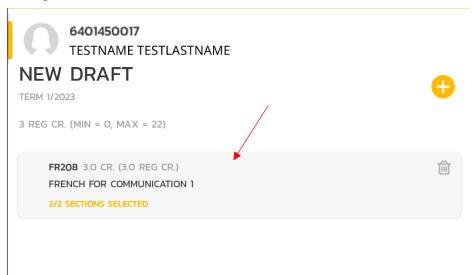
When pressing the desired course. The selected course will be displayed on the new draft plan page and the number of sections open for that semester will be displayed as [Number of selected section / total number of sections] in yellow letters.. Number of credits of all selected subjects are displayed in front of the minimum number of credits.

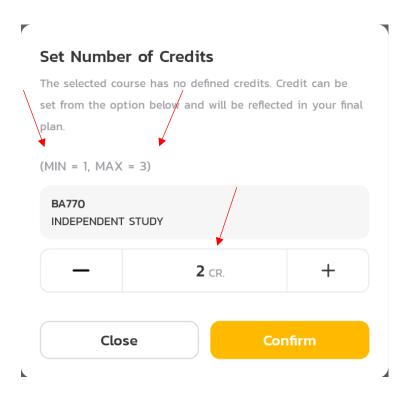


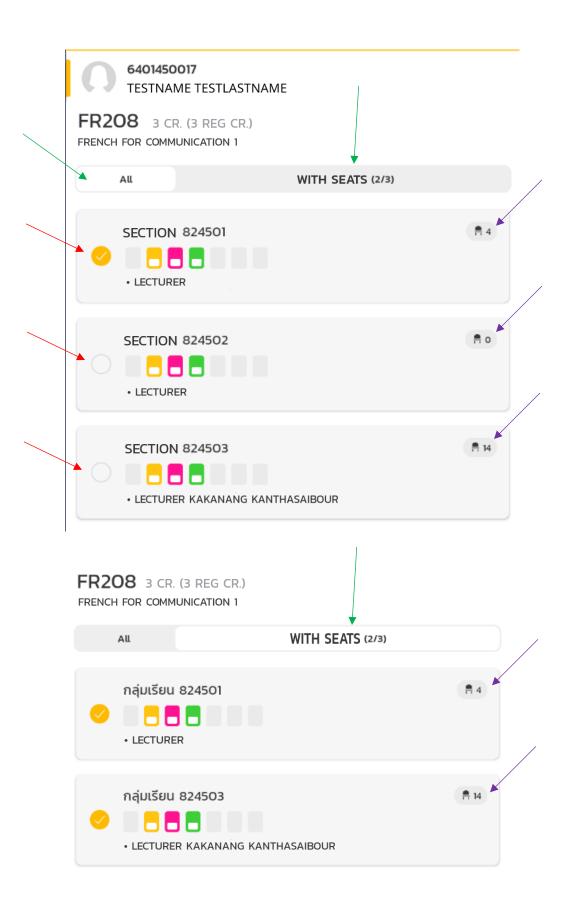


7. In case you want to select only the section that you're interested.

Pressing on the course. If it is a course that you can choose credits to register yourself. A screen to select the number of credits will be displayed with the minimum and maximum number of credits that can be enrolled. Select only the section you are interested in, by checking it. (red arrow) and noting the number of remaining seats for the section (purple arrow) or select only the group with seats (green arrow).

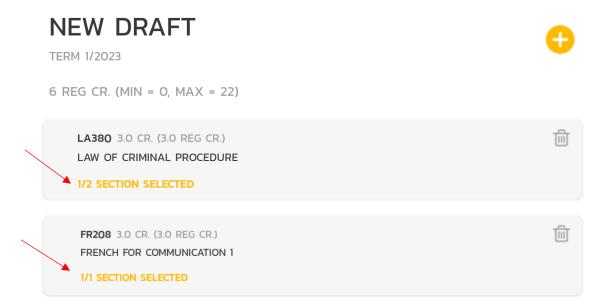






8. Add all interested courses.

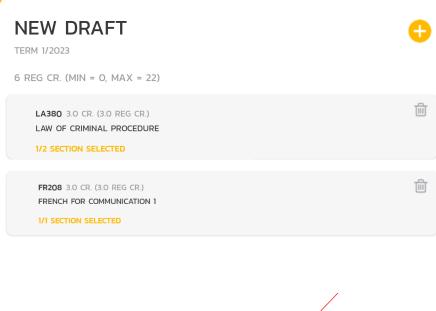
Repeat steps 4 – 8 until the new draft plan shows all interested courses you've wish to enrolled..



9. Create all possible class schedule.

Press Show Schedule to display all possible class schedules.





SHOW SCHEDULE



### 2 SCHEDULES

TERM 1/2023





#### 10. See the details of each schedule.

Press each schedule to see the details. If you've request a quota for some course, the word quota will be displayed behind the chair. Also the class location (campus, bulding, room) will show in the detail.



= 2 Seat still available for enrolled, this is non quota.



= You have a quota for that subject. = Can enrolled.



= You've already enrolled these courses (in case of add/withdraw period.)



TERM 1/2023







11. Save the plan to prepare for the registration day.

Press the heart shape to keep the desired plan for easy registration on the registration day.

The heart schedule will appear on the Study Plan page.

### 2 SCHEDULES

TERM 1/2023



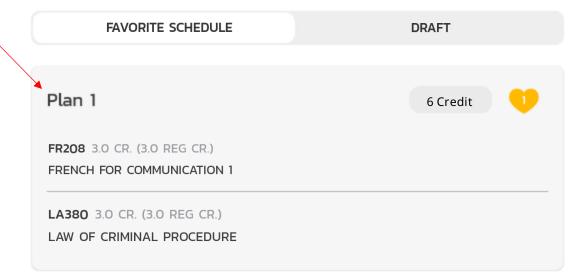




### **PLANNER 1/2023**

UPDATED AT 20/9/23 08:59 HRS.





12. You are allowed to create multiple plans.

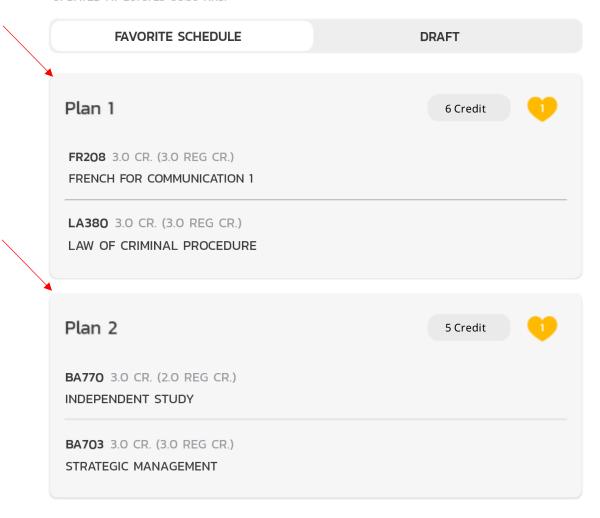
Create various plans to prepare for unexpected events such as some courses that you've choose might be full and you need to remove them to enrolled other alternative course.



### **PLANNER 1/2023**

UPDATED AT 20/9/23 08:59 HRS.





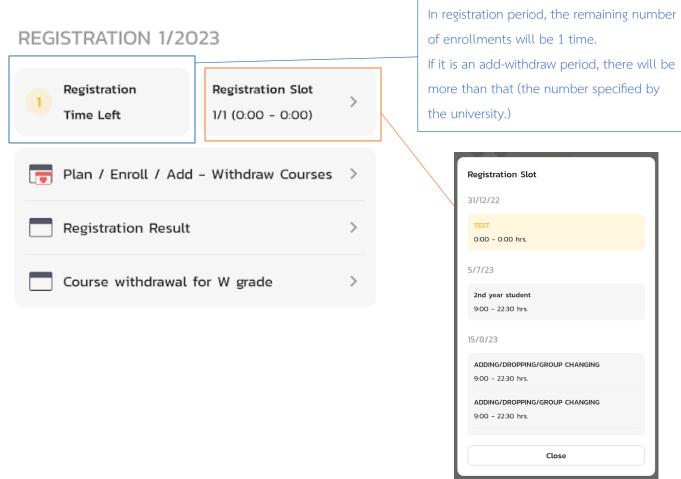
## Enrollment

### What is enrollment?

Enrollment is a process to registered and confirmed all the courses you wish to take.

In registration period you can only registered once. If you already confirm and wish to changed the courses,





### Registration Process

Enrollment can be done in 3 ways and the steps are as follows:

- 1. Enroll from a saved plan
- 2. Enroll without a saved plan
- 3. Enroll by editing from saved plan

### Enroll from a saved plan

- 1. From the menu page, select the menu "Plan / Register / Add-Withdraw Courses".
- 2. The system will display all saved plans.

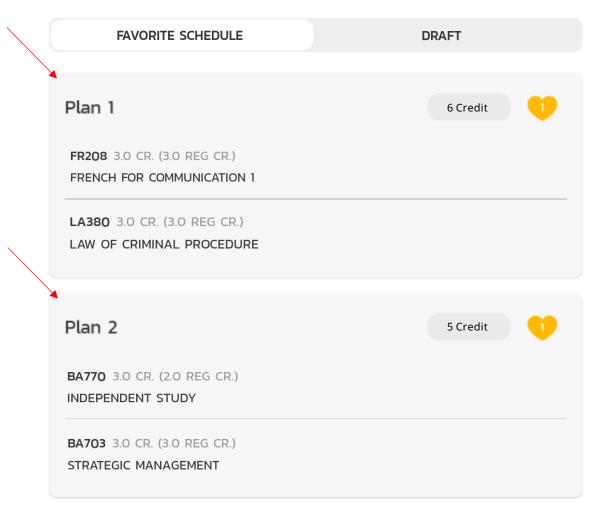
Select the study plan to enroll.



### **PLANNER 1/2023**

UPDATED AT 20/9/23 08:59 HRS.





3. Check the details and check the remaining seats.

Chair symbol is the number of seats remaining in the group according to the color of the subject.



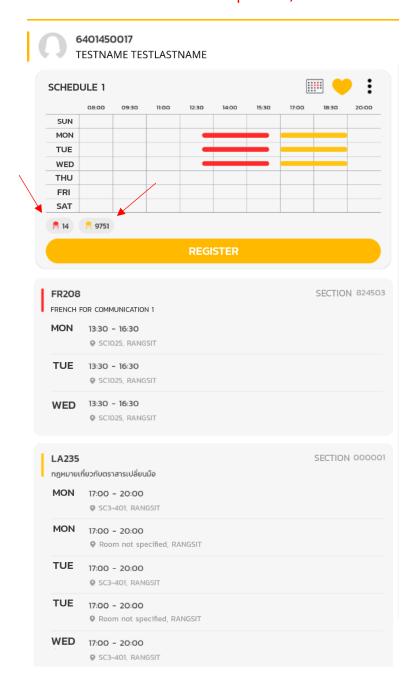
= 2 Seat still available for enrolled, this is non quota.



= You have a quota for that subject. = Can enrolled.



= You've already enrolled these courses (in case of add/withdraw period.)



### 4. Press Register

Press the Register button, and the summary details will be displayed for you to confirm again.

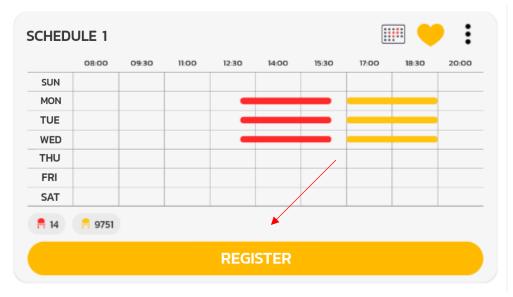
Always check the summary details before confirming. Scroll down to the bottom to check all courses. Before the confirmation button can be pressed

If the summary isn't correct. Please do not click confirm. Please back to check the plan again to make sure the correct plan is selected for registration

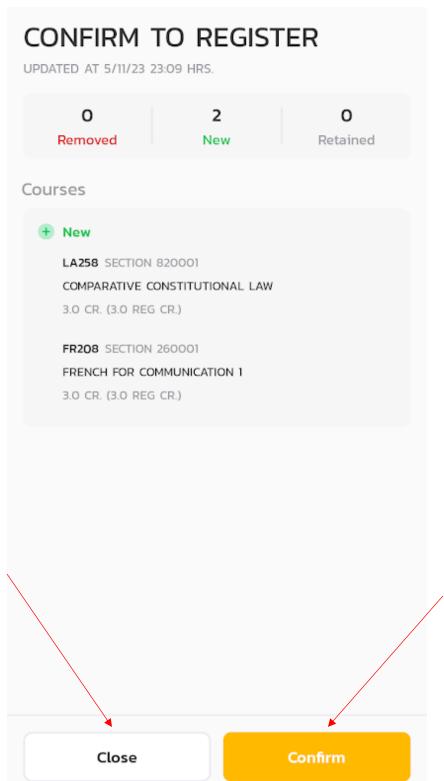
.\*\* After click confirmation **If the registration is successful, it will be counted as 1 registration**(during the registration period, registration can be done only once. If you want to edit it, you have to wait for the add-withdraw period) \*\*



### 6401450017 TESTNAME TESTLASTNAME



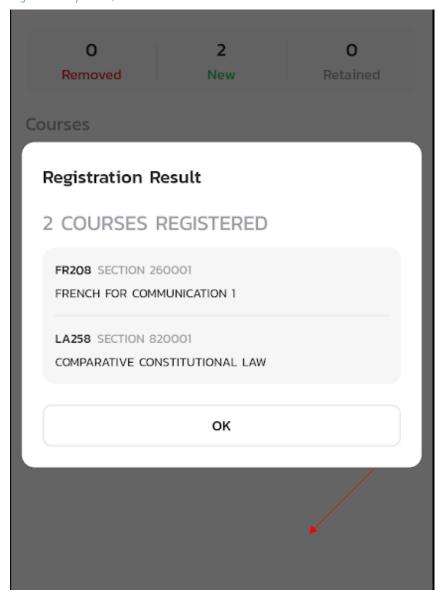


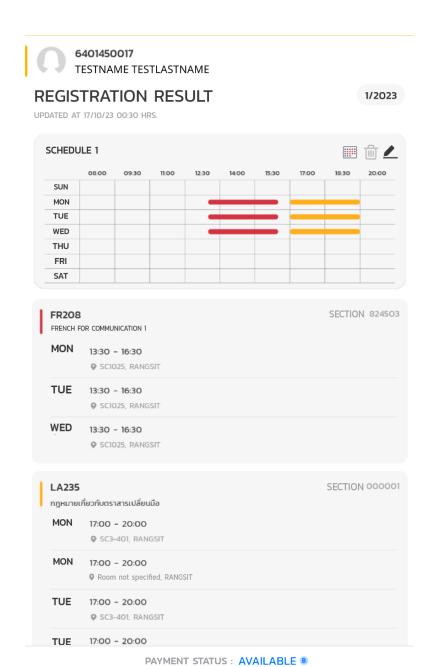


### 5. Registration completed

System will display the summary of courses and sections that have been registered again, and when pressed OK, it will be moved to the registration result page

\* When you return to the menu, the number of registrations will be reduced by 1, in case of the registration period, the amount will become 0\*.







Plan / Enroll / Add - Withdraw Courses

# Registration Time Left Registration Slot 1/1 (0:00 - 0:00) Registration Time Left

**Display Tuition** 

Plan / Enroll / Add - Wi

**REGISTRATION 1/2023** 

Re

1/1

### Enroll without a saved plan

- 1. Follow the steps **1-10 to plan** your lessons.
- 2. Check the number of seats available and press Register

  Press the Register button, and the summary details will be displayed for you to confirm again.

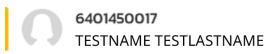
  Always check the summary details before confirming. Scroll down to the bottom to check all courses. Before the confirmation button can be pressed

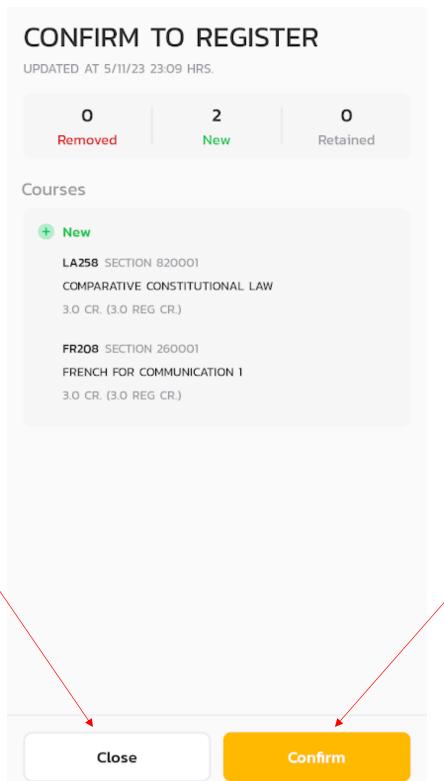
If the summary isn't correct. Please do not click confirm. Please back to check the plan again to make sure the correct plan is selected for registration

.\*\* After click confirmation **If the registration is successful, it will be counted as 1 registration**(during the registration period, registration can be done only once. If you want to edit it, you have to wait for the add-withdraw period) \*\*





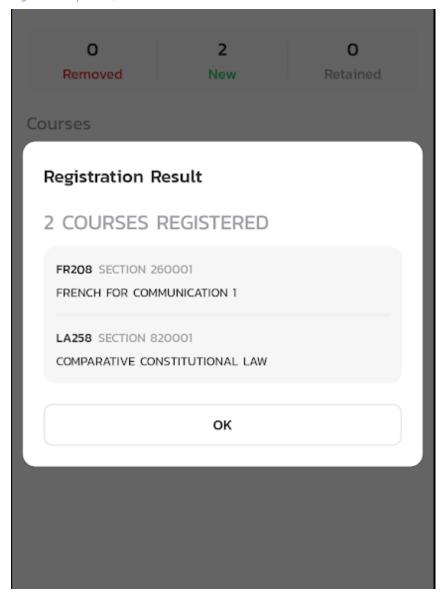




### 3. Registration completed

System will display the summary of courses and sections that have been registered again, and when pressed OK, it will be moved to the registration result page

\* When you return to the menu, the number of registrations will be reduced by 1, in case of the registration period, the amount will become 0\*.



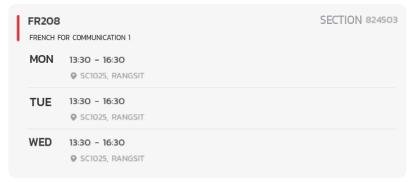


### REGISTRATION RESULT

1/2023

UPDATED AT 17/10/23 00:30 HRS.





PAYMENT STATUS : AVAILABLE ®

### **Display Tuition**

### **REGISTRATION 1/2023**

### **REGISTRATION 1/2023**



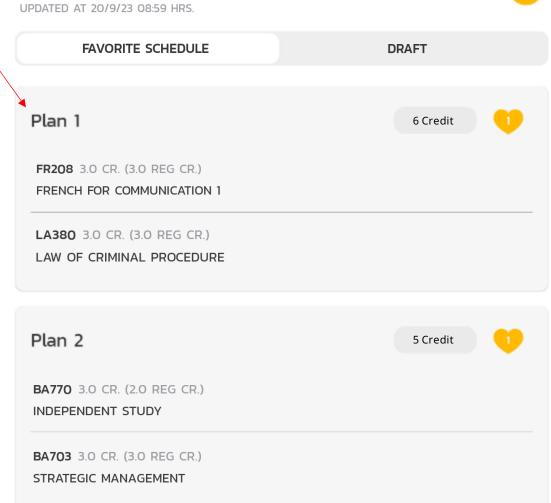
### Enroll by editing from saved plan

- 1. From the menu page, select the menu "Plan / Register / Add-Withdraw Courses".
- 2. Go to your saved plan.



### **PLANNER 1/2023**





3. Press the 3 dots on the top right and press Edit.

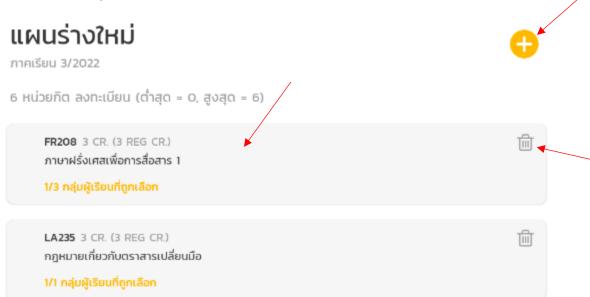


อัปเดตล่าสุดเมื่อ 27/6/66 17:16 น.

SUN	08:00	09:30	11:00	12:30	14:00	15:30	Modify Section
MON				_			
ΓUΕ				_			
WED				_			
ГНИ							
FRI							
SAT							
15	<u>9750</u>						

4. To add, withdraw, or edit courses / sections,

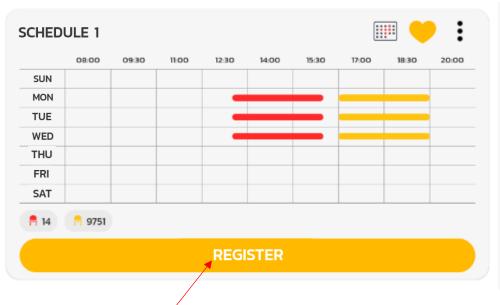
Press + to add courses, press the trash can icon to delete courses, and press courses to change the selected section of that course.



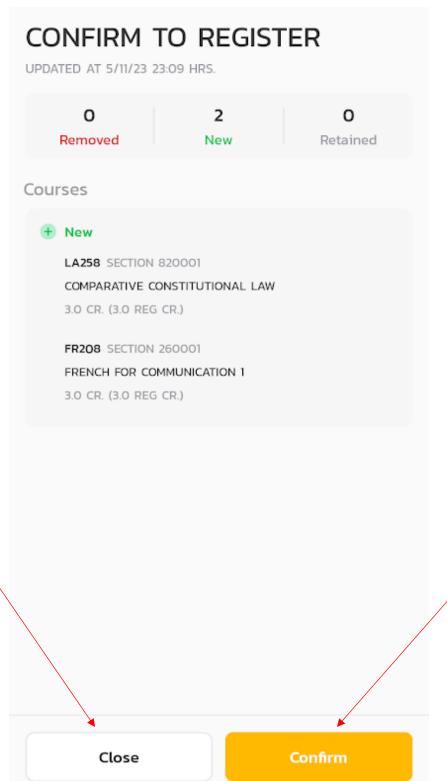
4. Check the number of seats available and press Register
Press the Register button, and the summary details will be displayed for you to confirm again.
Always check the summary details before confirming. Scroll down to the bottom to check all courses. Before the confirmation button can be pressed
If the summary isn't correct. Please do not click confirm. Please back to check the plan again to make sure the correct plan is selected for registration

.\*\* After click confirmation **If the registration is successful, it will be counted as 1 registration**(during the registration period, registration can be done only once. If you want to edit it, you have to wait for the add-withdraw period) \*\*





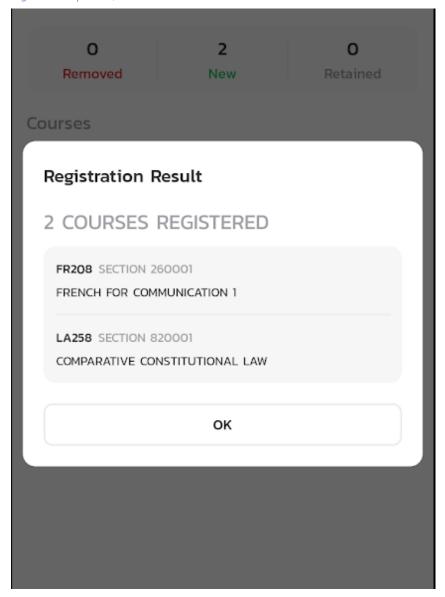




### 5. Registration completed

System will display the summary of courses and sections that have been registered again, and when pressed OK, it will be moved to the registration result page

\* When you return to the menu, the number of registrations will be reduced by 1, in case of the registration period, the amount will become 0\*.





### **REGISTRATION RESULT**

UPDATED AT 17/10/23 00:30 HRS.

1/2023





LA235 กฎหมายเ MON	.กี่ยวกับตราสารเปลี่ยนมือ 17:00 - 20:00 � SC3-401, RANGSIT	SECTION 000001
MON	17:00 - 20:00 • Room not specified, RANGSIT	
TUE	17:00 - 20:00 © SC3-401, RANGSIT	
TUE	17:00 - 20:00	

PAYMENT STATUS : AVAILABLE ®

Display Tuition

### **REGISTRATION 1/2023**

# Registration Slot 1/1 (0:00 - 0:00) Plan / Enroll / Add - Withdraw Courses

### **REGISTRATION 1/2023**





Re

1/1

# Payment

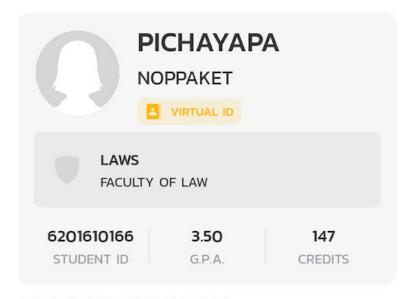
### What is Payment Payment?

Payment is the process to pay an outstanding debt which can be paid from 2 menus: from the registration result page (to pay the latest registration fee) and from the payment list page (to pay the outstanding registration fee every semester past to the present).

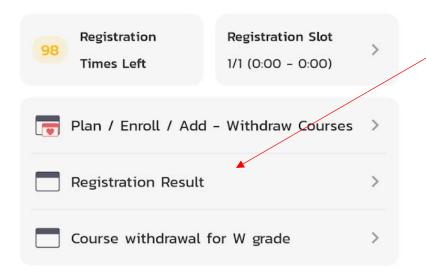
### Payment Procedure

Pay via registration result menu

1. Go to the menu "Registration Results".



### REGISTRATION 1/2023



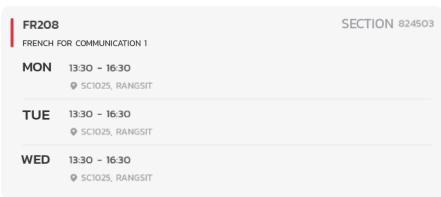


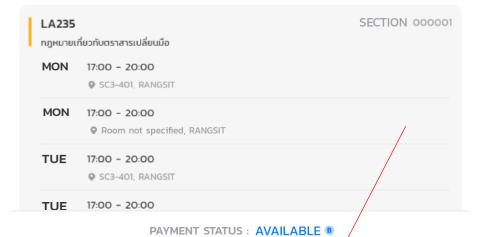
### **REGISTRATION RESULT**

1/2023

UPDATED AT 17/10/23 00:30 HRS.

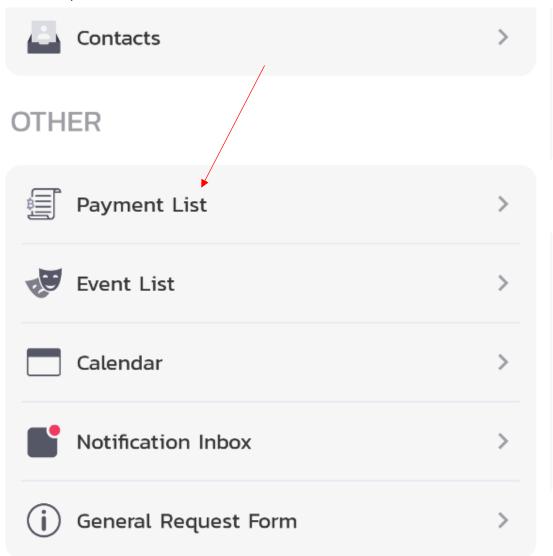






**Display Tuition** 

1. Go to the "Payment List" menu.



**APP & SETTING** 

2. Select the item you want to pay.

# **PAYMENT LIST**

UPDATED AT 5/11/23 23:14 HRS.

PAYMENT	REFUND
ACADEMIC YEAR 2023	
TUITION 1/2023	AVAILABLE >
ACADEMIC YEAR 2022	
TUITION 2/2022	COMPLETED >
TUITION 1/2022	COMPLETED >

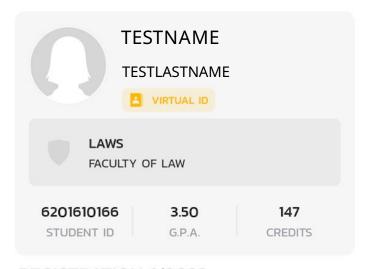
# Add/Withdraw

#### What is Add/Withdraw?

Adding/withdrawing is the modification of already been registered courses. By adding, withdrawing courses or change course sections. Adding and withdrawing can be done during add/withdraw period only. Withdrawal during the add/withdrawal period will not result in the withdrawn subject receiving a grade of W, but will cancel the enrollment of that subject altogether. Addition/withdrawal during add/withdrawal period can be done more than 1 time with expenses incurred according to the policy of the Registrar's Office.

#### Steps to add and withdraw

1. Go to "Plan / Register / Add-Withdraw Courses" (skip to step 3) or "Registration Result"



#### **REGISTRATION 1/2023**



2. Press the pencil symbol on the top right to enter editing.



### REGISTRATION RESULT

1/2023

UPDATED AT 17/10/23 00:30 HRS.

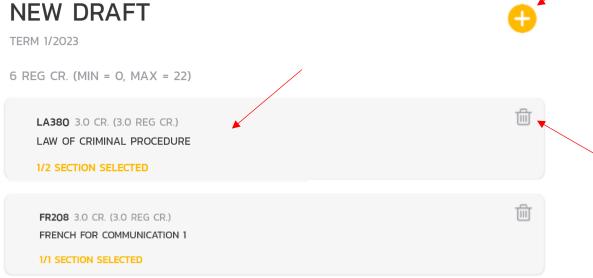


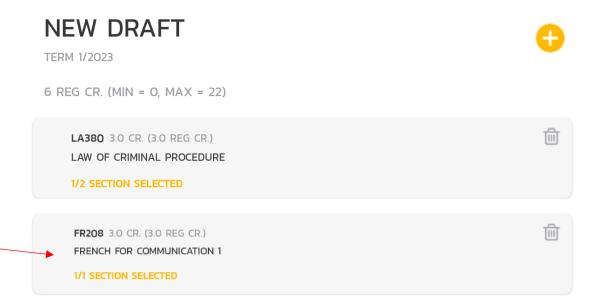
LA235 กฎหมายเกี่ยวกับตราสารเปลี่ยนมือ SECTION 000001

3. To add, withdraw, or modify course sections,

Press + to add subjects, press the trash can icon to delete subjects, and press subjects to change the selected subjects .

NEW DRAFT



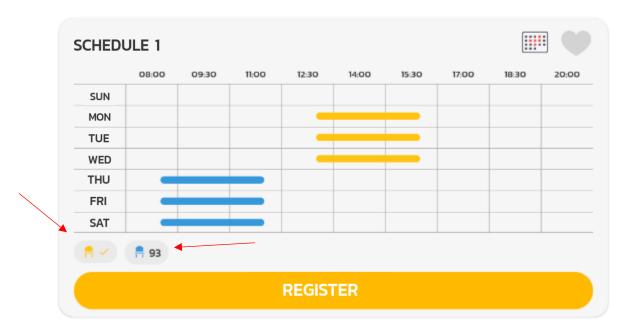


4. Press Show Schedule to allow the system to calculate all possible schedule from all selected courses and sections.

The check symbol ( $\checkmark$ ) means that the subject has been successfully registered and will retain its seat in this enrollment. No return of seats

## 1 SCHEDULE

TERM 1/2023



5. Check the number of seats available and press Register

Press the Register button, and the summary details will be displayed for you to confirm again.

Always check the summary details before confirming. Scroll down to the bottom to check all courses. Before the confirmation button can be pressed

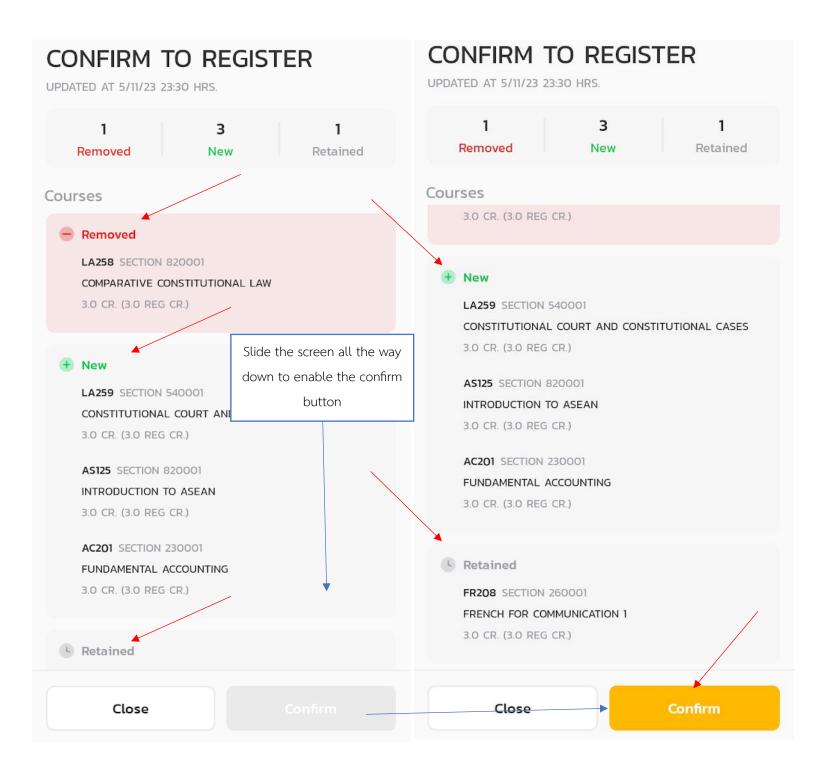
If the summary isn't correct. Please do not click confirm. Please back to check the plan again to make sure the correct plan is selected for registration

Deleted course. Is the course being withdrawned. You don't want to study in this semester.

Added course. Is the course being added. You want to add this course to study this semester.

Retained course. Courses that have been successfully registered before and you have not made any changes.

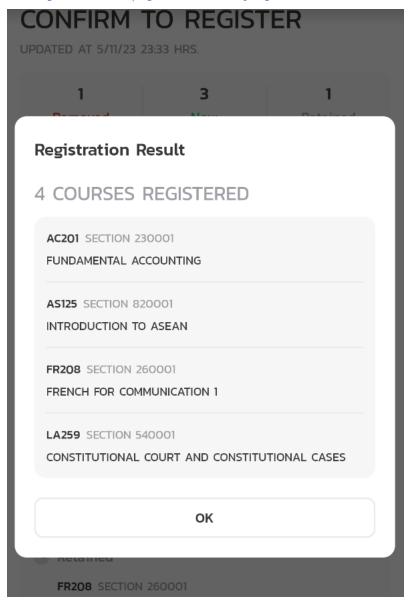




#### 6. Registration completed

System will display the summary of courses and sections that have been registered again, and when pressed OK, it will be moved to the registration result page

.\* When returning to the menu page, the number of registrations will be reduced by 1 unit \*



# REGISTRATION 1/2023 Registration Times Left Registration Slot 1/1 (0:00 - 0:00) Registration Slot 1/1 (0:00 - 0:00) Registration Registration Times Left Plan / Enroll / Add - Withdraw Courses >

# Withdraw Course with W Grade.

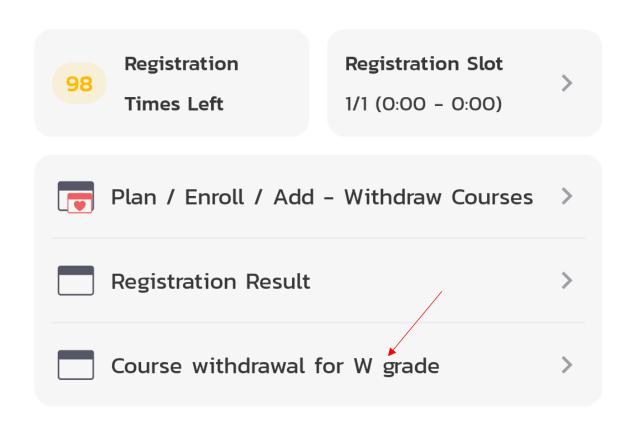
#### What is withdrawing subjects with a W grade?

Withdrawing course with a W grade is withdrawing a course after passing the add/withdrwal period. In this case the couese withdrawa will received a W grade.

#### Course withdrawal with W grade procedure

1. Go to menu 'Course withdrawal for W grade'

## **REGISTRATION 1/2023**



2. Select the course to withdraw.

#### COURSE WITHDRAWAL FOR W GRADE

3/2022

UPDATED AT 17/6/23 20:40 HRS.

#### Withdrawal Period 16/6/23 - 30/6/23

Remaining revocable 6 credit

**PM218** 3 CR. (3 REG CR.)

DRUGS USED IN DAILY LIFE

Withdraw

FIN202 3 CR. (3 REG CR.)

FOOD PRODUCT MARKETING

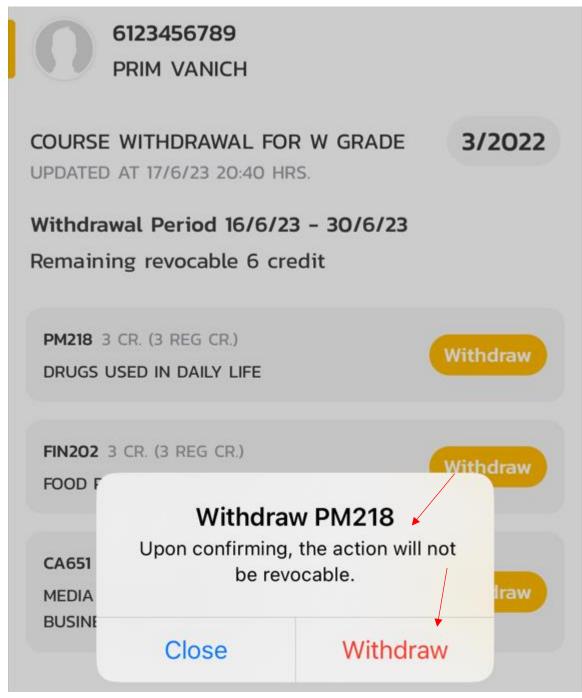
Withdraw

CA651 3 CR. (3 REG CR.)

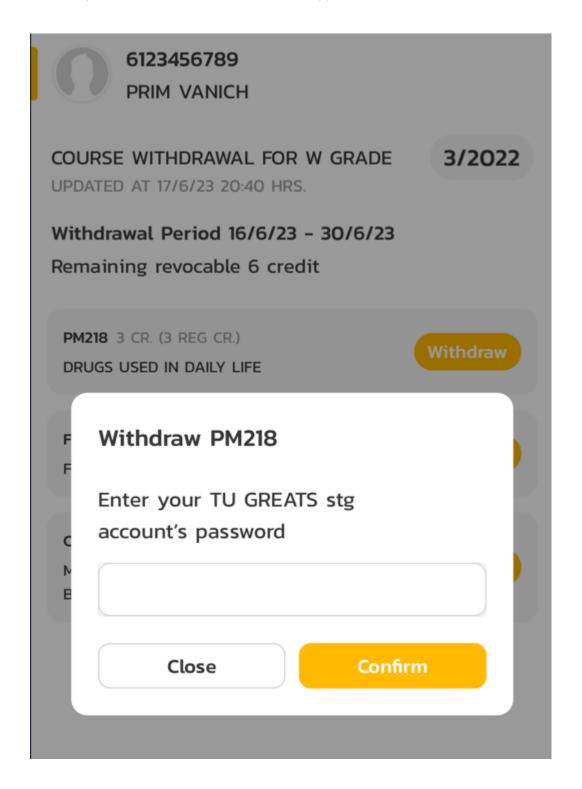
MEDIA LANDSCAPE AND MEDIA BUSINESS ECOSYSTEMS Withdraw

3. Read the details carefully and press confirm

Once confirmed, the process cannot be undone.



4. Enter the password used to access the TU Greats app to confirm again,



#### 5. Withdrawl for W grade complete

Once successfully withdraw, the withdraw button will disappear and display the withdraw confirmation date under the course in red letters.



#### COURSE WITHDRAWAL FOR W GRADE

3/2022

UPDATED AT 17/6/23 20:41 HRS.

Withdrawal Period 16/6/23 - 30/6/23

Remaining revocable 3 credit

PM218 3 CR. (3 REG CR.)

DRUGS USED IN DAILY LIFE

Withdrawn on 17/6/23

FIN202 3 CR. (3 REG CR.)

FOOD PRODUCT MARKETING

Withdraw

CA651 3 CR. (3 REG CR.)

MEDIA LANDSCAPE AND MEDIA BUSINESS ECOSYSTEMS Withdraw

# Frequently asked questions

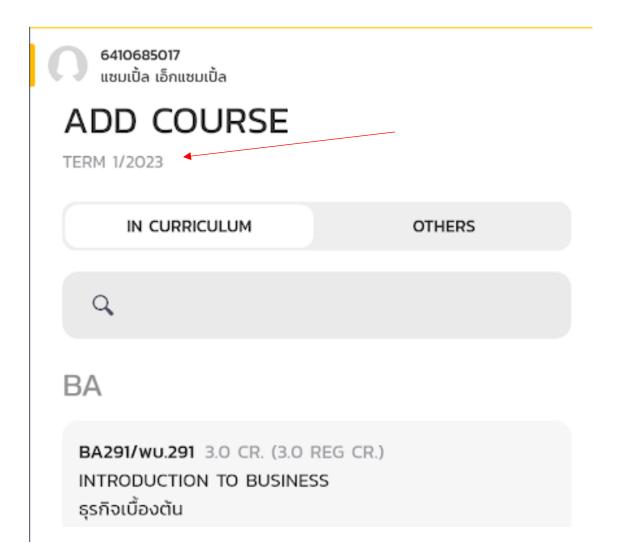
1. User or Password Invalid! There was a problem logging in This error indicates that the student entered an incorrect username or password. Please check if you forgot to change language or if the cap lock key is stuck. Generally, the username is a student ID and the password is a national ID numbrt or passport code. Please be careful that if you enter the wrong password 5 times in a row, the system will not allow students to log in and will have to wait 5 minutes to try again. If you are unable to log in, please contact it department to reset the password.

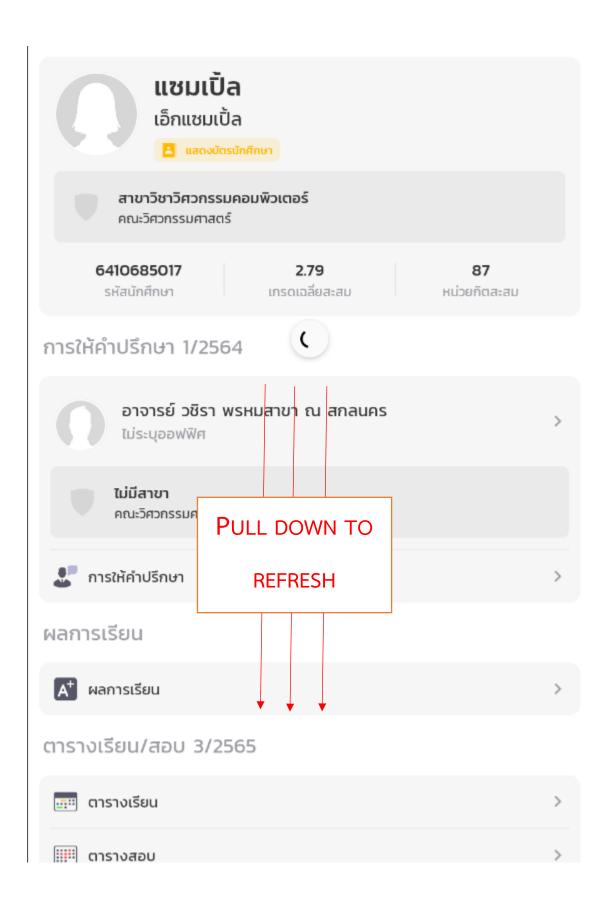
# **Request Failed**

User or Password Invalid! มีปัญหาในการ เข้าระบบ กรุณาติดต่อ Line @icttuhelpdesk. If you have login problems, contact Line @icttuhelpdesk (Error Code: 401)

OK

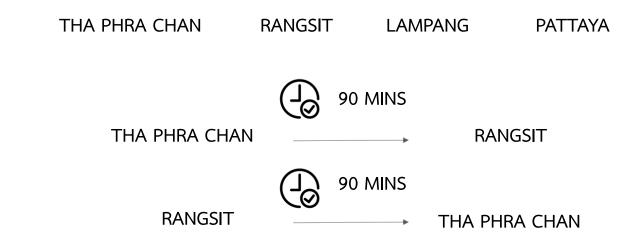
2. Went to the study plan menu and did not find any courses, this may be due to the temporary storage on the app not working correctly, causing the system to not work as intended. Notice the word semester. x/xxxx under the word Add subject, might display an incorrect semester. For example, it is currently the registration period of term 1/2023, but the system shows as 3/2023. The solution is to go to the main menu page and pull to refresh to update the information on the new device or login again.



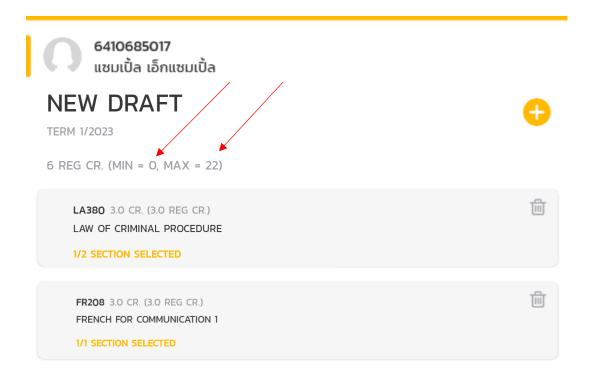


3. Cross-campus registration, what to

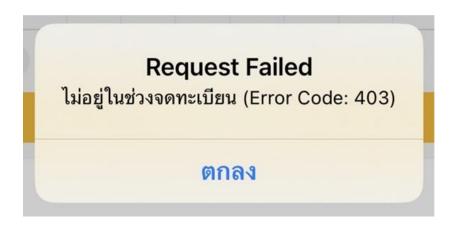
Cross-campus registration can only be done between 2 campus, Tha Phra Chan and Rangsit. The duration of consecutive cross-campus courses must be at least 90 minutes apart.



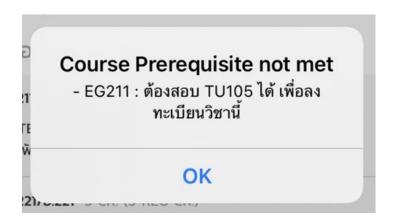
4. Where can I find the number of credits posted on the redraft plan page? *Under Semester* 



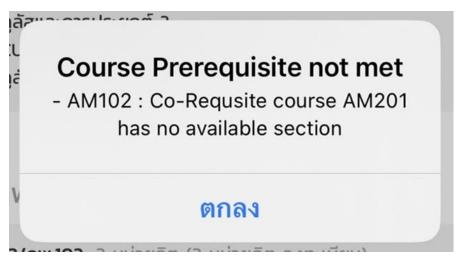
5. Not in the registration period. i.e. *the current period is not the your registration period*. Please check the information posted by the Registrar's Office to find the correct registration period.



6. Pre-requisite is the subject that students must study before continuing their chosen subject, for example, EG211 has a pre-requisite course that is TU105.



7. Co-requisite is a subject that must be studied together.. For example, AM102 must be studied alongside AM201. Howerver if one of the course is not open this semester, there will be an error as shown in the following picture.

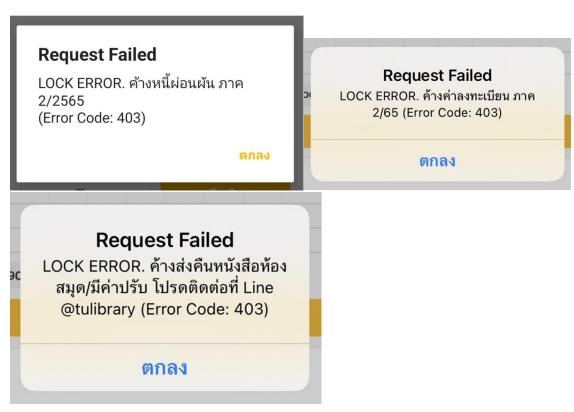


8. Course / Section is Full

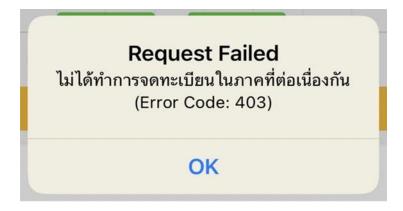
The section of that course has reached the number of enrollees available..



9. Lock Error, occurs when a student has outstanding debts that have not yet been paid, preventing them from enrolling. It can be solved by contacting the register to repay the outstanding debt and wait to unlock it from the system. There can be various reason for the lock.

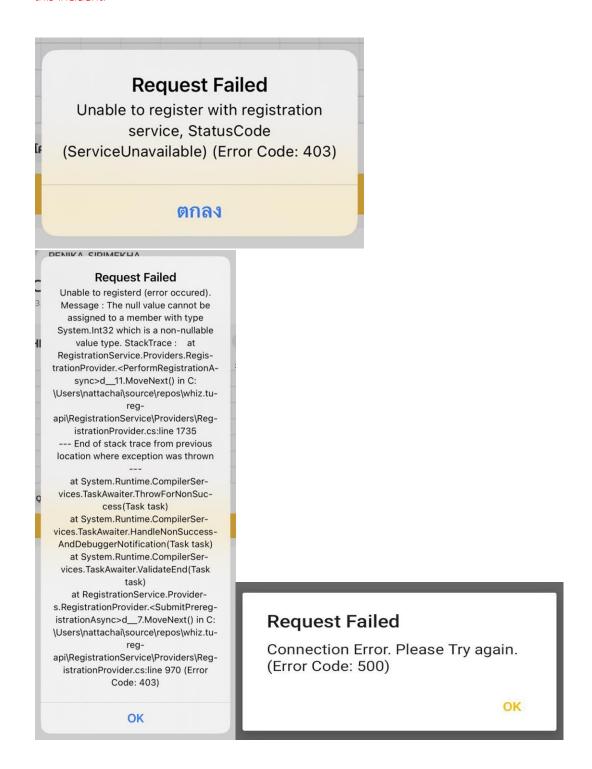


10. This error is caused by not registering for every consecutive semester, not counting the summer semester, i.e. students who enrolled in semester 1/2022 and did not enroll in semester 2/2022, but will try to register for semester 1/2023 will not be able to do so and receive an error as shown in the picture. Please contact registar's office to resolved the issue.

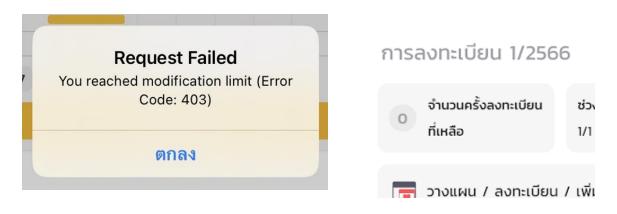


11. Registration Service, 500, and Long Error

The registration system is temporarily closed, please contact TU Greats Support when encountering this incident.



12. Students can only register once, if you try to edit the results during the registration period, you will come across. This error



13. This error indicates that the student has successfully registered in the current semester with the result of the schedule in which the student is trying to register again. You can see the registered schedule on the registration results page.

