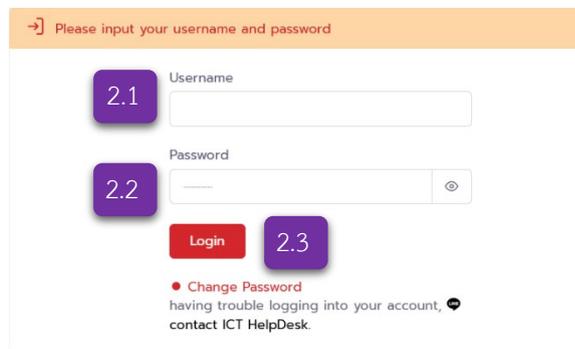


Course Registration Manual via Online Registration System For Graduate Students, Thammasat University

1. Visit the Thammasat University Registrar's Office website: www.reg.tu.ac.th and select "Course Enrollment".



2. Login Process



Enter your credentials to log in:

2.1 Student ID/User ID: Enter your student ID.

2.2 Password:

For first-year

- For Thai students: use your National ID number.
- For non-Thai students: use your passport number (use uppercase letters if there are any characters).

2.3 Click "Login".

After 30 days from the semester start date,

- Thai students can use their National ID number.
- International students can use their passport number (characters must be in lowercase).

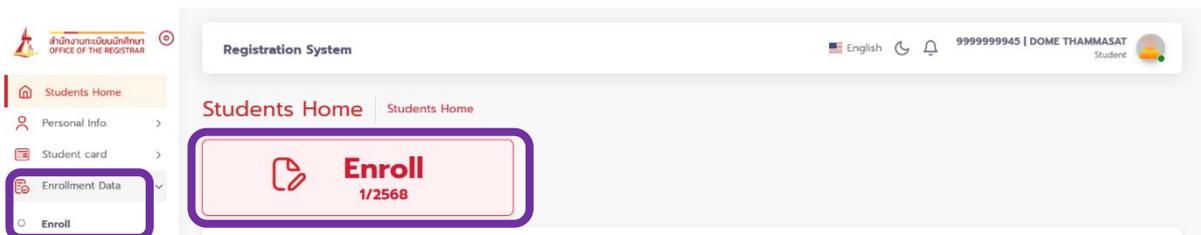
You can change your password at the IT Service Center website:

<https://accounts.tu.ac.th/Login.aspx>

3. Once logged in, your student ID and full name will be displayed.

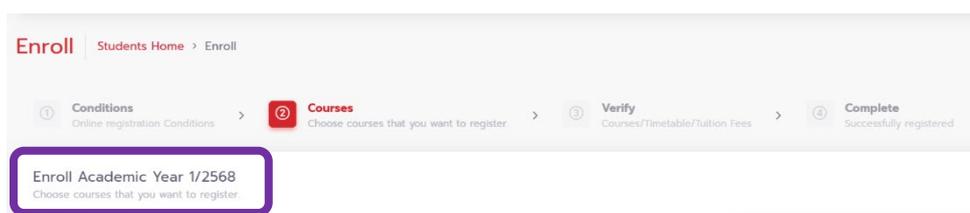
If the registration period is open, the system will display the message and term eligible for registration.

you may also select “Enroll” from the left menu under the “Enrollment Data” section.



4. Carefully read all registration conditions and click “Accept all condition”

5. The screen will display the “Registration” or “Late Registration” page according to the academic calendar.



Note: Late registration incurs a fine of 100 THB per day, starting from the first day of the late registration period, as per university regulations.

6. For students with reserved course quotas: Click “Import Quota” button to retrieve your reserved courses without searching manually.

Enroll Academic Year 1/2568
Choose courses that you want to register.

Check

⬇️ import quotas

Total Credits	0	Credits
Total	0.00	Baht

The system will display your quota courses immediately.

Enroll Academic Year 1/2568
Choose courses that you want to register.

ⓘ Notification Foreign courses exceed faculty courses. Please confirm your enrolment.

Course Code TEST04	Course TEST COURSE41 <small>FRI13 00-15:00 ANK401</small> <small>คณะอักษรศาสตร์</small>		<div style="background-color: #f44336; color: white; padding: 5px; text-align: center;"> × Delete Course </div>
Grademode Credit	Credits 3	section 000001	
Course Code TEST05	Course TEST COURSE51 <small>THU16 00-17:00 ANK433</small> <small>คณะอักษรศาสตร์</small>		<div style="background-color: #f44336; color: white; padding: 5px; text-align: center;"> × Delete Course </div>
Grademode Credit	Credits 3	section 000001	
Course Code TEST07	Course TEST COURSE71 <small>MON13 00-15:00 COM302</small> <small>MIDTERM: 13/12/25 09:00-12:00 N/A</small> <small>FINAL: 13/12/25 13:00-14:00 N/A</small>		<div style="background-color: #f44336; color: white; padding: 5px; text-align: center;"> × Delete Course </div>
Grademode Credit	Credits 3	section 000001	

Check

⬇️ import quotas

Total Credits	9	Credits
Total	14,800.00	Baht

You should press the “Import Quota” button only once before selecting other courses. If pressed again after adding other courses, the previously selected quota courses will be removed.

7. To search for courses:

7.1 Enter the course code in either of two formats:

- 1) Full code (e.g., TU101) or
- 2) Prefix only (e.g., TU)

Then click “Search course” button.

Enter course code to search for course to enroll

Enter Course Code

7.1

🔍 Search course

7.2



The system will display all available courses for that term with details:

- Course Code
- Course
- Instructor
- Section/Group
- Credits
- Quota / In Plan
- Seats / Remaining
- Class/Exam Date & Time
- Campus / Level

Enter course code to search for course to enroll

Enter Course Code

+ Select	Course Code	Course	Section	Credits	Seats/Remaining	Quota/In Plan	Class/Exam Date & Time	Campus/Level
+ Select	TU100	CIVIC ENGAGEMENT • ผู้ช่วยศาสตราจารย์ ดร.ปริญญา เทวานฤมิตรกุล • ผู้ช่วยศาสตราจารย์ ดร.ปาริชาติ นนส	820001	3	9999/9999	×	MON13:30-16:30 N/A FINAL 04/12/25 13:00-16:00 N/A	RANGSIT Bachelor
+ Select	TU100	CIVIC ENGAGEMENT • ผู้ช่วยศาสตราจารย์ ดร.ปริญญา เทวานฤมิตรกุล • ผู้ช่วยศาสตราจารย์ ดร.ปาริชาติ นนส	820001	3	9999/9999	×	MON13:30-16:30 N/A FINAL 04/12/25 13:00-16:00 N/A	RANGSIT Bachelor
+ Select	TU100	CIVIC ENGAGEMENT • ผู้ช่วยศาสตราจารย์ ดร.ปริญญา เทวานฤมิตรกุล • ผู้ช่วยศาสตราจารย์ ดร.ปาริชาติ นนส	830001	3	9999/9999	×	SAT09:30-12:30 N/A FINAL 07/12/25 13:00-16:00 N/A	RANGSIT Bachelor
+ Select	TU100	CIVIC ENGAGEMENT • ผู้ช่วยศาสตราจารย์ ดร.ปริญญา เทวานฤมิตรกุล • ผู้ช่วยศาสตราจารย์ ดร.ปาริชาติ นนส	830001	3	9999/9999	×	SAT09:30-12:30 N/A FINAL 07/12/25 13:00-16:00 N/A	RANGSIT Bachelor

8. Click the “+Select” button to select courses.

Enroll Academic Year 1/2568
Choose courses that you want to register.

Notification Foreign courses exceed faculty courses. Please confirm your enrolment.

Course Code TEST04	Course TEST COURSE41 รหัส:00-00-00-000001 คุณสมบัตินักศึกษาระดับสูง	Grademode Credit	Credits 3	section 000001	Delete Course
Course Code TEST05	Course TEST COURSE51 รหัส:00-00-00-000001 คุณสมบัตินักศึกษาระดับสูง	Grademode Credit	Credits 3	section 000001	Delete Course
Course Code TEST07	Course TEST COURSE71 รหัส:00-00-00-000001 คุณสมบัตินักศึกษาระดับสูง MON13:30-16:30 N/A SAT09:30-12:30 N/A FINAL 15/12/25 13:00-16:00 N/A	Grademode Credit	Credits 3	section 000001	Delete Course

Enter course code to search for course to enroll

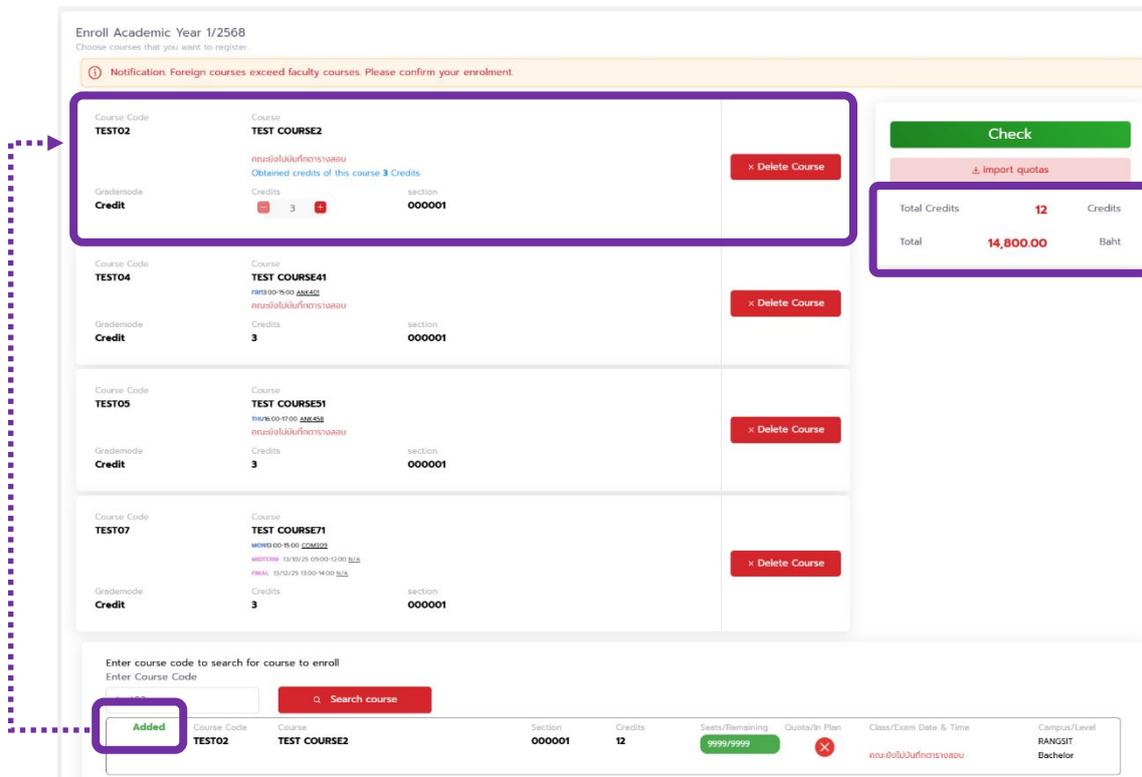
Enter Course Code

test102

+ Select

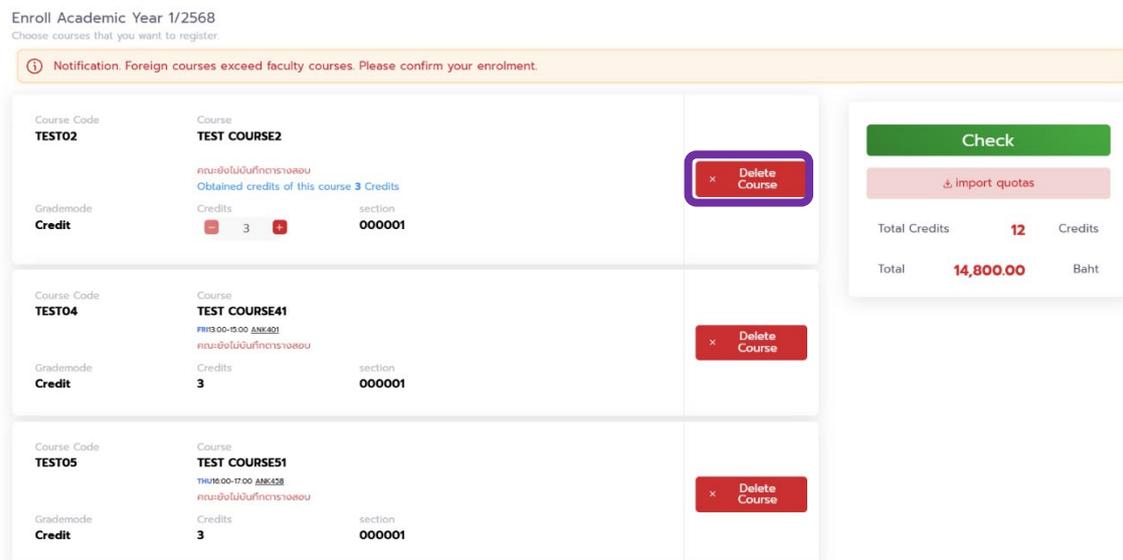
Course Code	Course	Section	Credits	Seats/Remaining	Quota/In Plan	Class/Exam Date & Time	Campus/Level
TEST02	TEST COURSE2	000001	12	9999/9999	×	คุณสมบัตินักศึกษาระดับสูง	RANGSIT Bachelor

9. Selected courses will move to the top of the screen. The button “+Select” will change to “Added”. The system will show a summary of total credits and registration fees.



The screenshot shows the 'Enroll Academic Year 1/2568' interface. A notification at the top states: 'Notification: Foreign courses exceed faculty courses. Please confirm your enrolment.' Below this is a list of courses. The first course, 'TEST COURSE2', is highlighted with a purple box. Its details include: Course Code TEST02, Course TEST COURSE2, Grademode Credit, Credits 3, and section 000001. A red 'Delete Course' button is visible next to it. To the right, a summary panel shows 'Total Credits 12' and 'Total 14,800.00 Baht'. A green 'Check' button and a red 'Import quotas' button are also present. At the bottom, a search bar and a table of enrolled courses are shown. The first row in the table shows 'Added' next to 'TEST COURSE2' with a credit value of 12.

10. If you want to remove a selected course, click the “x Delete Course” button.



This screenshot is similar to the previous one, but the 'Delete Course' button for 'TEST COURSE2' is highlighted with a purple box. The summary panel on the right still shows 'Total Credits 12' and 'Total 14,800.00 Baht'. The search bar and table at the bottom are also visible.

11. Registration for Thesis or Dissertation Courses

When selecting a Thesis or Dissertation course, students can adjust the number of credits they wish to register for. By default, the system will display the minimum number

of credits in the credit field. Students can increase or decrease the number of credits by clicking the “+” or “-” symbols in the credit section.

Note: The number of credits that can be added or reduced is subject to the university's regulations and requirements.

Course Code TEST01	Course TEST COURSE1 MON09:00-12:00 POL102 คณะยังไม่เปิดตารางสอน Obtained credits of this course 0 Credits
Grademode Pass/Fail	Credits - 1.5 + section 000001

12. Once you've selected all desired courses: The system will check if they meet the university's registration criteria. It will summarize your total credits and fees.

Enroll Academic Year 1/2568
Choose courses that you want to register.

Notification: Foreign courses exceed faculty courses. Please confirm your enrolment.

Course Code TEST01	Course TEST COURSE1 MON09:00-12:00 POL102 คณะยังไม่เปิดตารางสอน Obtained credits of this course 0 Credits	Grademode Pass/Fail	Credits - 3 +	section 000001	Delete Course
Course Code TEST04	Course TEST COURSE41 THU13:00-15:00 ANK401 คณะยังไม่เปิดตารางสอน	Grademode Credit	Credits 3	section 000001	Delete Course
Course Code TEST05	Course TEST COURSE51 THU16:00-17:00 ANK458 คณะยังไม่เปิดตารางสอน	Grademode Credit	Credits 3	section 000001	Delete Course

Check

import quotas

Total Credits **12** Credits

Total **14,800.00** Baht

If a course violates registration conditions:

- A warning “Item does not meet conditions” will be displayed.
- Notes such as schedule conflicts or missing prerequisites will appear under the course name.
- Fees will not be shown.
- You will not be able to proceed.

Please correct the issue before continuing.

13. If there are no errors, click the “Check” button.

Enroll Academic Year 1/2568
Choose courses that you want to register.

Notification: Foreign courses exceed faculty courses. Please confirm your enrolment.

Course Code TEST01	Course TEST COURSE1 MON09:00-12:00 POL102 คุณยังไม่เปิดตารางสอน Obtained credits of this course 0 Credits	Grademode Pass/Fail	Credits - 3 +	section 000001	<input type="button" value="Delete Course"/>
Course Code TEST04	Course TEST COURSE41 FRI13:00-15:00 ANK401 คุณยังไม่เปิดตารางสอน	Grademode Credit	Credits 3	section 000001	<input type="button" value="Delete Course"/>

Check

↓ Import quotas

Total Credits **12** Credits

Total **14,800.00** Baht

14. The review screen will display: Selected courses, Registration fees and Class schedule

Verify
Courses/Timetable/Tuition Fees

Items	Chosen courses for registration	Credits	Section	Class/Exam Date & Time
ลงทะเบียน	TEST01 : TEST COURSE1	3	000001	MON09:00-12:00 POL102 คุณยังไม่เปิดตารางสอน
ลงทะเบียน	TEST04 : TEST COURSE41	3	000001	FRI13:00-15:00 ANK401 คุณยังไม่เปิดตารางสอน
ลงทะเบียน	TEST05 : TEST COURSE51	3	000001	THU16:00-17:00 ANK401 คุณยังไม่เปิดตารางสอน
ลงทะเบียน	TEST07 : TEST COURSE71	3	000001	MON13:00-15:00 COM309 MIDTERM: 15/10/25 09:00-12:00 น. & FINAL: 15/12/25 15:00-14:00 น. &
Total Credits		12	Credits	

FEE DETAIL		AMOUNT(BAHT)
ค่าธรรมเนียมการศึกษาหน้าจ่าย		14,800.00
TOTAL		14,800.00

Date/Time	8:00 - 9:00	9:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 13:00	13:00 - 14:00	14:00 - 15:00	15:00 - 16:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00	19:00 - 20:00
MON		TEST01 (000001) s-POL102				TEST07 (000001) wu-COM309						
TUE												
WED												
THU									TEST05 (000001) s-POL102			
FRI						TEST04 (000001) ANK2-ANK401						
SAT												
SUN												

You can confirm your course registration only **once** during the first registration period.

To make changes, you must wait for the “Late Registration / Add-Drop” period.

15. After reviewing, click “Confirm Registration”.

Verify
Courses/Timetable/Tuition Fees

Items	Chosen courses for registration	Credits	Section	Class/Exam Date & Time
ลงทะเบียน	TEST01 : TEST COURSE1	3	000001	MON09:00-12:00 POL102 ลงทะเบียนในเว็บศึกษาระบบ
ลงทะเบียน	TEST04 : TEST COURSE41	3	000001	FRI13:00-15:00 ANK401 ลงทะเบียนในเว็บศึกษาระบบ
ลงทะเบียน	TEST05 : TEST COURSE51	3	000001	THU16:00-17:00 ANK401 ลงทะเบียนในเว็บศึกษาระบบ
ลงทะเบียน	TEST07 : TEST COURSE71	3	000001	MON09:00-15:00 COM309 MON09:00-15:00-12:00 N/A WED09:00-15:00-12:00 N/A FRI13/12/25 15:00-14:00 N/A
Total Credits		12	Credits	

FEE DETAIL	AMOUNT(BAHT)
ค่าธรรมเนียมการศึกษาหน่วย	14,800.00
TOTAL	14,800.00

Date/Time	8:00 - 9:00	9:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 13:00	13:00 - 14:00	14:00 - 15:00	15:00 - 16:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00	19:00 - 20:00
MON			TEST01 (000001) s-POL102			TEST07 (000001) wu-COM309						
TUE												
WED												
THU									TEST05 (000001) ANK401			
FRI						TEST04 (000001) ANK2-ANK401						
SAT												
SUN												

Confirm registration →

← Back

16. The system will display: “You have successfully confirmed your registration”.

and provide a summary of registration details

To verify registration results: Click the “Enrollment Results” button



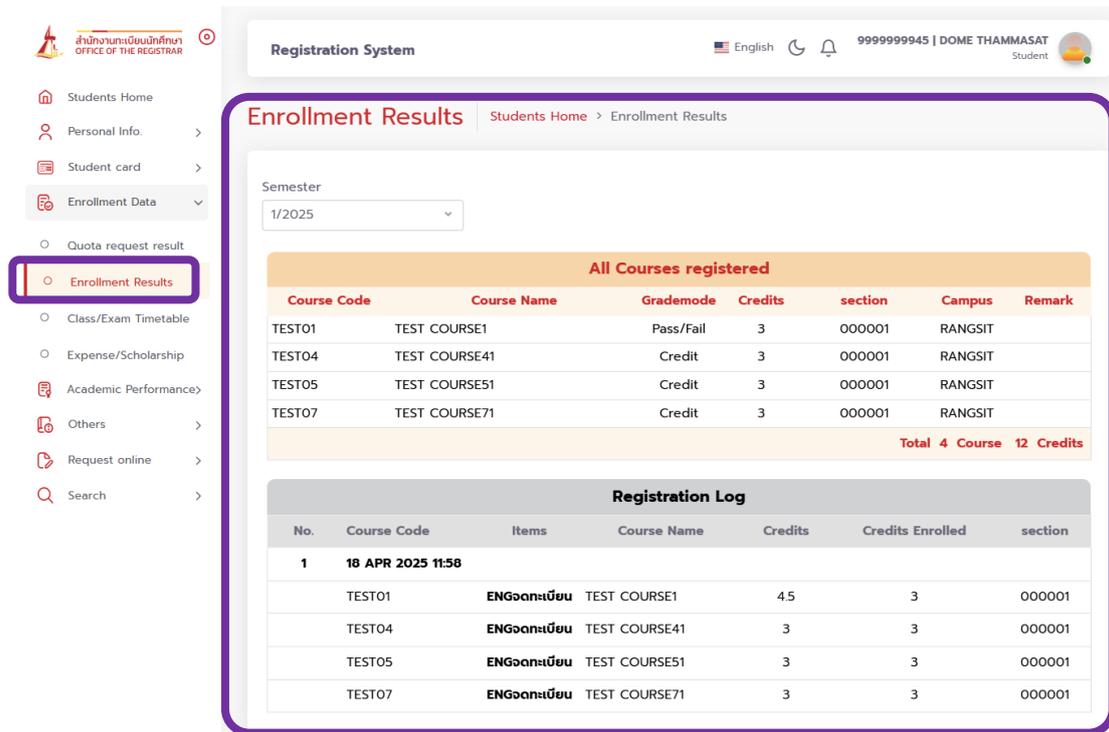
You have successfully confirmed your registration
On 8 April 2025 10:00 AM

Your registration will be considered complete only after the tuition fee has been paid.
If you do not pay on time Your registration information will be cancelled.
Payment can be made at the TU Greats App between **1 JUL 2024 09:00 - 9 AUG 2024 22:30**

Sum **4** Course **12** Credits
Fee **14,800.00** Baht

Enrollment Results

Or go to the “Enrollment Data > Enrollment Results” menu



The screenshot shows the 'Enrollment Results' page in the 'Registration System'. The left sidebar contains a menu with 'Enrollment Results' highlighted. The main content area shows the 'Enrollment Results' page for the semester 1/2025. It includes a table of 'All Courses registered' and a 'Registration Log' table.

Course Code	Course Name	Grademode	Credits	section	Campus	Remark
TEST01	TEST COURSE1	Pass/Fail	3	000001	RANGSIT	
TEST04	TEST COURSE41	Credit	3	000001	RANGSIT	
TEST05	TEST COURSE51	Credit	3	000001	RANGSIT	
TEST07	TEST COURSE71	Credit	3	000001	RANGSIT	
Total 4 Course 12 Credits						

No.	Course Code	Items	Course Name	Credits	Credits Enrolled	section
1	18 APR 2025 11:58					
	TEST01	ENG๑๓๓๒๒๒๒	TEST COURSE1	4.5	3	000001
	TEST04	ENG๑๓๓๒๒๒๒	TEST COURSE41	3	3	000001
	TEST05	ENG๑๓๓๒๒๒๒	TEST COURSE51	3	3	000001
	TEST07	ENG๑๓๓๒๒๒๒	TEST COURSE71	3	3	000001

Students must always verify their registration after confirmation. If no registration results appear, your registration was not successful.

17. Students must pay via the TU Greats App. If payment is not made within the specified period, the registration will be canceled after the Add-Drop period ends.

Registration is only complete after payment of tuition fees