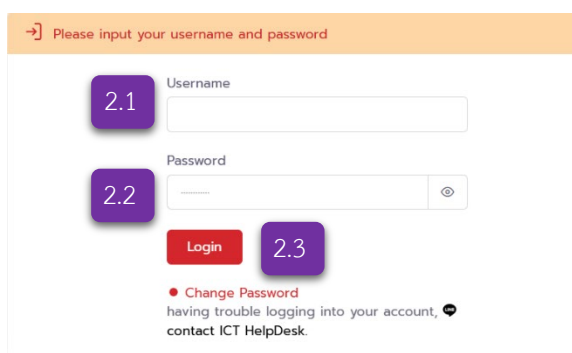# Course Registration Manual via Online Registration System

For Undergraduate 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".

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.
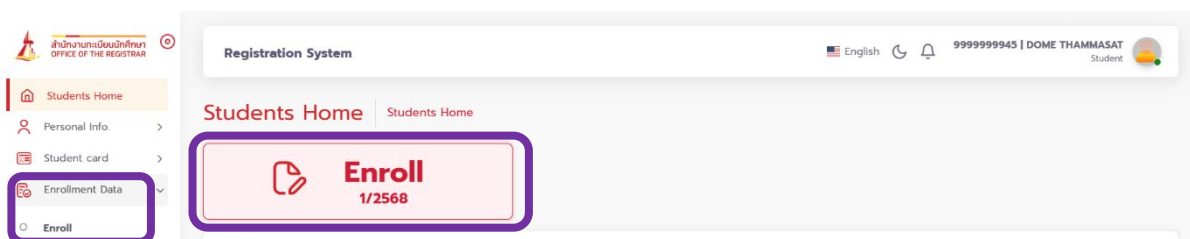
4. Carefully read all registration conditions and click "Accept all condition"

5. The screen will display the "Registration" or "Late Registration" page according to the academic calendar.
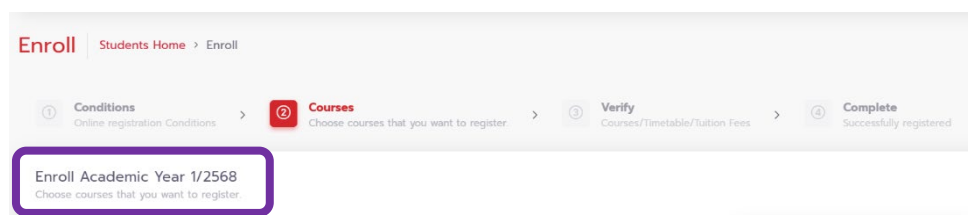
   Note: Late registration incurs a fine of 45 THB per day, starting from the first day of the late registration period, as per university regulations.

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

The system will display your quota courses immediately.

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.

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

Enter course code to search for course to enroll
Enter Course Code

TU   [🔍 Search course]

	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.ปาริยา ณ นคร	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.ปาริยา ณ นคร	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.ปาริยา ณ นคร	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.ปาริยา ณ นคร	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.

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.

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

11. 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.

> 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.

12. 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	Course		
TEST01	**TEST COURSE1** MON09:00-12:00 POL102 คณะยังไม่บันทึกตารางสอบ Obtained credits of this course **0** Credits		× Delete Course
Grademode **Pass/Fail**	Credits — 3 +	section 000001	

Course Code	Course		
TEST04	**TEST COURSE41** FRI13:00-15:00 ANK401 คณะยังไม่บันทึกตารางสอบ		× Delete Course
Grademode **Credit**	Credits 3	section 000001	

Check

⬇ import quotas

Total Credits	**12**	Credits
Total	**14,800.00**	Baht

13. 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 คณะยังไม่บันทึกตารางสอบ
ลงทะเบียน	TEST04 : TEST COURSE41	3	000001	FRI13:00-15:00 ANK401 คณะยังไม่บันทึกตารางสอบ
ลงทะเบียน	TEST05 : TEST COURSE51	3	000001	THU16:00-17:00 ANK458 คณะยังไม่บันทึกตารางสอบ
ลงทะเบียน	TEST07 : TEST COURSE71	3	000001	MON13:00-15:00 COM309 MIDTERM : 13/10/25 09:00-12:00 N/A FINAL : 13/12/25 13:00-14:00 N/A
		Total Credits	**12**	Credits

Confirm registration →

← Back

FEE DETAIL	AMOUNT(BAHT)
ค่าธรรมเนียมการศึกษาเหมาจ่าย	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) ANK458			
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.

14. After reviewing, click "Confirm Registration".

15. 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.
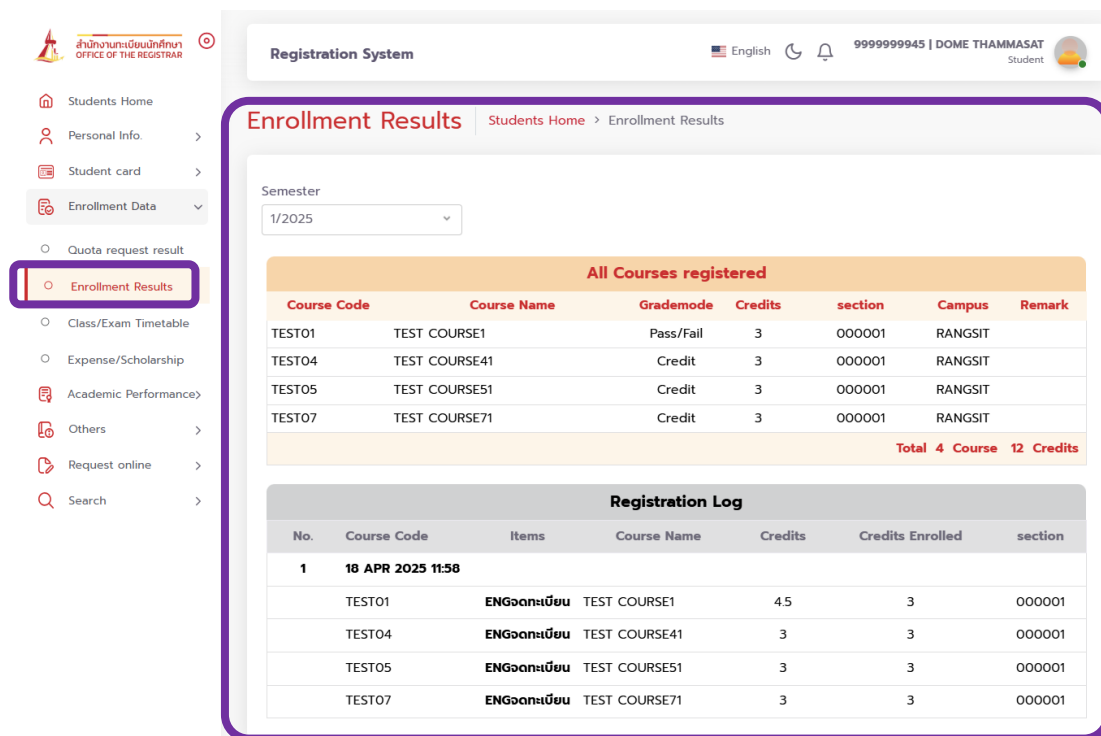If you do not pay on time Your registration information will be cancelled.
Payment can be made at the TU Greats App between **1 JUL 2024 09:00 - 9 AUG 2024 22:30**

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

Enrollment Results

Or go to the "Enrollment Data > Enrollment Results" menu

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

16. 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