

# PRE-REGISTRATION PROCESS

1. Select the menu of **Request for enrollment**
2. There is a study plan's course, reserved course and selected course available in advance.

» Course in studyplan  
» Course List  
» **Request for enrollment**  
» Check request for enrollment approval  
» Check the history of enrollment and verification

Remark: course status  
Status (O) : open for all student to enroll  
Status (C) : only open for student who got reserved (student who got approved from pre-registration)  
Status (COP) : open for all student to request for enrollment, only student who got approved from lecture/coordinator can be enroll (student who got approved in late registration)

	No.	Course	Credit	Grade	Class timetable	Section	Course status	Confirm
Study plan's course								
Reserved course								
Selected course								

Number of selected course      0 Course      Selected credit      0 Credit  
Confirmed course      0 Course      Confirmed credit      0 Credit

[View all selected course](#)      [Confirm request for selected course](#)

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3. Select the blue-highlight course from the **Reserved course**

**Note: The 1st round of pre-registration can be enrolling in reserved courses and free elective courses only, if students want to enroll in other subjects, please wait for the 2nd round or late registration period.**

The screenshot displays a web interface for pre-registration. On the left is a vertical sidebar menu with five items: 'Course in studyplan', 'Course List', 'Request for enrollment', 'Check request for enrollment approval', and 'Check the history of enrollment and verification'. The 'Request for enrollment' item is highlighted in dark blue. The main content area is titled 'Reserved course' and contains a table with the following data:

	Select	No.	Course code	Course title	Section	Credit	Grade	Class timetable
🔍	SELECT	1	1006337	Academic Writing	06	3 (3-0-6)	A - F	TUE 08:00 am - 10:50 am
🔍	SELECT	2	1006338	English Phonology	06	3 (3-0-6)	A - F	FRI 08:00 am - 10:50 am
🔍	SELECT	3	1006339	English Syntax	06	3 (3-0-6)	A - F	THU 08:00 am - 10:50 am
🔍	SELECT	4	1006350	Study of Narrative	06	3 (3-0-6)	A - F	FRI 12:00 pm - 02:50 pm
🔍	SELECT	5	1006377	Interlingual Communication 2	01	3 (3-0-6)	A - F	MON 08:00 am - 10:50 am

Below the table is a section titled 'Selected course' with a header row containing a plus sign icon, 'No.', 'Course', 'Credit', 'Grade', 'Class timetable', 'Section', 'Course status', and 'Cor'.

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4. After selecting the courses, the **Selected course** menu will be automatically added.

Reserved course

	Select	No.	Course code	Course title	Section	Credit	Grade	Class timetable
🔍	SELECT	1	1006337	Academic Writing	06	3 (3-0-6)	A - F	TUE 08:00 am - 10:50 am
🔍	SELECT	2	1006338	English Phonology	06	3 (3-0-6)	A - F	FRI 08:00 am - 10:50 am
🔍	SELECT	3	1006339	English Syntax	06	3 (3-0-6)	A - F	THU 08:00 am - 10:50 am
🔍	SELECT	4	1006350	Study of Narrative	06	3 (3-0-6)	A - F	FRI 12:00 pm - 02:50 pm
🔍	SELECT	5	1006377	Interlingual Communication 2	01	3 (3-0-6)	A - F	MON 08:00 am - 10:50 am

Selected course

	+	No.	Course	Credit	Grade	Class timetable	Section	Course status	Confirm
🔍	🗑️	1	1006337 : Academic Writing	3 (3-0-6)	A - F	TUE 08:00 am - 10:50 am	06	🔄	Not Confirm
🔍	🗑️	2	1006338 : English Phonology	3 (3-0-6)	A - F	FRI 08:00 am - 10:50 am	06	🔄	Not Confirm
🔍	🗑️	3	1006339 : English Syntax	3 (3-0-6)	A - F	THU 08:00 am - 10:50 am	06	🔄	Not Confirm
🔍	🗑️	4	1006350 : Study of Narrative	3 (3-0-6)	A - F	FRI 12:00 pm - 02:50 pm	06	🔄	Not Confirm
🔍	🗑️	5	1006377 : Interlingual Communication 2	3 (3-0-6)	A - F	MON 08:00 am - 10:50 am	01		Not Confirm

# PRE-REGISTRATION PROCESS

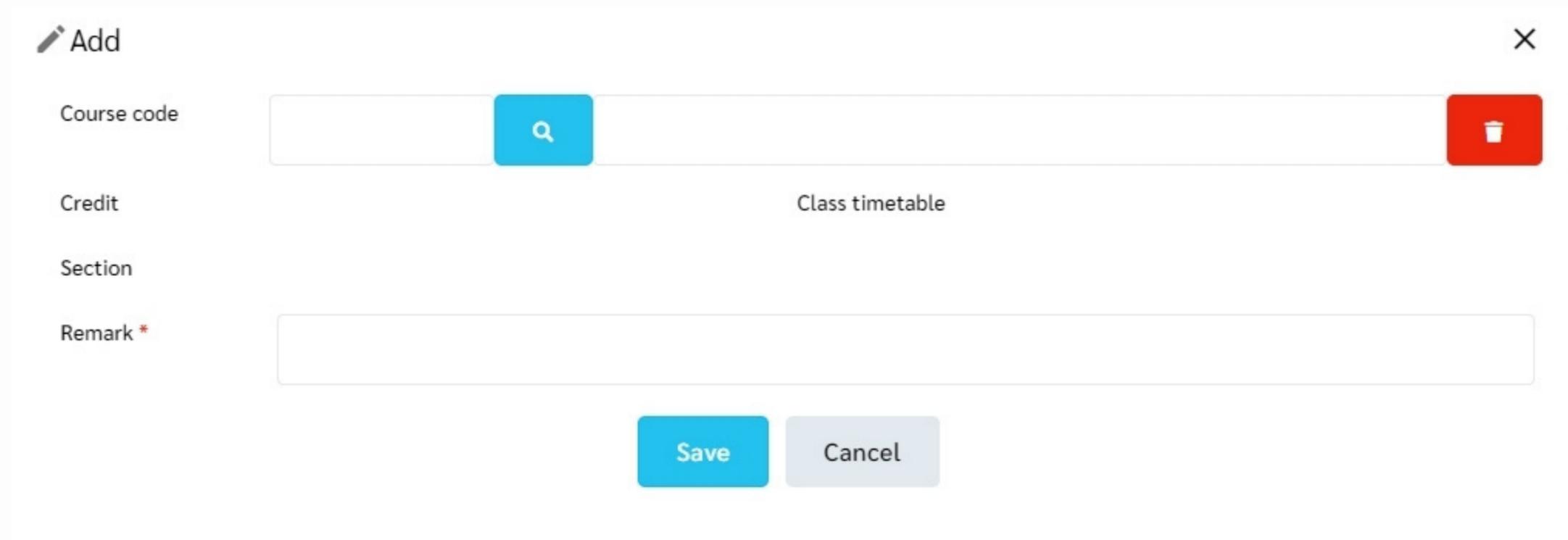
5. Students can add a course by pressing the (+) icon.

Selected course

		No.	Course	Credit	Grade	Class timetable	Section	Course status	Confirm
		1	1006337 : Academic Writing	3 (3-0-6)	A - F	TUE 08:00 am - 10:50 am	06 		Confirm
		2	1006338 : English Phonology	3 (3-0-6)	A - F	FRI 08:00 am - 10:50 am	06 		Confirm
		3	1006339 : English Syntax	3 (3-0-6)	A - F	THU 08:00 am - 10:50 am	06 		Confirm
		4	1006350 : Study of Narrative	3 (3-0-6)	A - F	FRI 12:00 pm - 02:50 pm	06 		Confirm
		5	1006377 : Interlingual Communication 2	3 (3-0-6)	A - F	MON 08:00 am - 10:50 am	01		Confirm

# PRE-REGISTRATION PROCESS

6. Pressing the (+) icon will display the image below.
7. Enter the **Course code** and press the **Search** icon to display the courses.



The screenshot shows a form titled "Add" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Course code:** A text input field with a blue search icon (magnifying glass) on the left and a red trash icon on the right.
- Credit:** A text input field.
- Section:** A text input field.
- Class timetable:** A text input field.
- Remark \*:** A text input field with a red asterisk indicating it is required.
- Buttons:** A blue "Save" button and a grey "Cancel" button are located at the bottom center of the form.

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8. After pressing the **Search** icon, the image below will display.

9. Pressing the **course code number** that you prefer to enroll.

🔍 Courses namelist

Course code:

Course title:

School:

Major:

Course category:

Level of study:

Program structure's course only

Remark: please click at 'course code' 🔍 To show course information

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No. ⬆	Course code ⬆	Course title ⬆	Section ⬆	Credit ⬆	Grade ⬆	Class timetable ⬆
🔍 1	<u>1005121</u>	Thai Language Conversation in Daily Life	02	3 (2-2-5)	A - F	WED 12:00 pm - 01:50 pm WED 02:00 pm - 03:50 pm
🔍 2	<u>1005121</u>	Thai Language Conversation in Daily Life	03	3 (2-2-5)	A - F	MON 12:00 pm - 01:50 pm MON 02:00 pm - 03:50 pm
🔍 3	<u>1005314</u>	Thai Wisdom	01	3 (3-0-6)	A - F	WED 04:00 pm - 06:50 pm
🔍 4	<u>1005471</u>	Thai Folktales	01	3 (3-0-6)	A - F	TUE 04:00 pm - 06:50 pm

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10. Explain why you enroll this course in the **Remark** section.

 Add ×

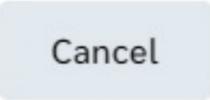
Course code	<input type="text" value="1005121"/>	<input type="button" value="🔍"/>	<input type="text" value="Thai Language Conversation in Daily Life"/>	<input type="button" value="🗑️"/>
Credit	3 (2-2-5)	Class timetable	WED 12:00 pm - 01:50 pm WED 02:00 pm - 03:50 pm	
Section	02			
Remark *	<input type="text"/>			

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11. Pressing the **Save** icon to complete the adding process.

 Add 

Course code	<input type="text" value="1005121"/>		Thai Language Conversation in Daily Life	
Credit	3 (2-2-5)	Class timetable	WED 12:00 pm - 01:50 pm WED 02:00 pm - 03:50 pm	
Section	02			
Remark *	<input type="text" value="For daily communication with my beside"/>			

# PRE-REGISTRATION PROCESS

12. Pressing the **Confirm request for selected courses** icon to complete the pre-registration process.

Selected course

	+	No.	Course	Credit	Grade	Class timetable	Section	Course status	Confirm
Q	🗑️	1	1006337 : Academic Writing	3 (3-0-6)	A - F	TUE 08:00 am - 10:50 am	06 		Not Confirm
Q	🗑️	2	1006338 : English Phonology	3 (3-0-6)	A - F	FRI 08:00 am - 10:50 am	06 		Not Confirm
Q	🗑️	3	1006339 : English Syntax	3 (3-0-6)	A - F	THU 08:00 am - 10:50 am	06 		Not Confirm
Q	🗑️	4	1006350 : Study of Narrative	3 (3-0-6)	A - F	FRI 12:00 pm - 02:50 pm	06 		Not Confirm
Q	🗑️	5	1006377 : Interlingual Communication 2	3 (3-0-6)	A - F	MON 08:00 am - 10:50 am	01		Not Confirm

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Number of selected course      5 Course      Selected credit      15 Credit

Confirmed course      0 Course      Confirmed credit      0 Credit

[View all selected course](#)      [Confirm request for selected course](#)

# PRE-REGISTRATION PROCESS

13. After pressing the image below will display.

Selected course

		No.	Course	Credit	Grade	Class timetable	Section	Course status	Confirm
		1	1006337 : Academic Writing	3 (3-0-6)	A - F	TUE 08:00 am - 10:50 am	06		Confirm
		2	1006338 : English Phonology	3 (3-0-6)	A - F	FRI 08:00 am - 10:50 am	06		Confirm
		3	1006339 : English Syntax	3 (3-0-6)	A - F	THU 08:00 am - 10:50 am	06		Confirm
		4	1006350 : Study of Narrative	3 (3-0-6)	A - F	FRI 12:00 pm - 02:50 pm	06		Confirm
		5	1006377 : Interlingual Communication 2	3 (3-0-6)	A - F	MON 08:00 am - 10:50 am	01		Confirm

Number of selected course

0 Course

Selected credit

0 Crec

Confirmed course

5 Course

Confirmed credit

15 Crec

[View all selected course](#)

[Confirm request for selected course](#)

# PRE-REGISTRATION PROCESS

## 14. Pending means waiting approval

Note: After get approval then go confirm the course at **Enrollment** icon (during registration period).

Remark: After students got "Approved" in any course(s) of the request for enrollment, students must confirm the course (s) in menu "Enrollment" again

No.	Course code	Course title	Section	Remark	Pre-Registration Period	Confirm	Approving result
1	1006337	Academic Writing	6	วิชาที่ได้สำรองสิทธิ์	Normal	Confirm	Pending
2	1006338	English Phonology	6	วิชาที่ได้สำรองสิทธิ์	Normal	Confirm	Pending
3	1006339	English Syntax	6	วิชาที่ได้สำรองสิทธิ์	Normal	Confirm	Pending
4	1006350	Study of Narrative	6	วิชาที่ได้สำรองสิทธิ์	Normal	Confirm	Pending
5	1006377	Interlingual Communication 2	1	วิชาที่ได้สำรองสิทธิ์	Normal	Confirm	Pending