

Course Registration and Fee Payment for Graduate Students, Academic Year 2015

Faculty of Graduate Studies, Mahidol University

Registration Process Activities		Timetable		
		1 st Semester	2 nd Semester	Summer
1.	Semester start-end dates.	Aug 10 - Dec 4, 2015	Jan 5 - Apr 29, 2016	May 23 - Jul 15, 2016
2.	Students meet the advisors to ask for course registration	from Jul 6, 2015	from Nov 30, 2015	from May 2, 2016
3.	Registration period e-registration at http://www.grad.mahidol.ac.th			
	3.1 Regular Registration	Jul 6 - Jul 17, 2015	Nov 30 - Dec 11, 2015	May 2 - May 6, 2016
	3.2 Regular Registration closed	Jul 18 - Aug 9, 2015	Dec 12, 2015 - Jan 3, 2016	May 7 - May 22, 2016
	3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht)	Aug 7, 2015	Jan 4, 2016	May 20, 2016
	3.4 Late Registration	Aug 10 - Aug 21, 2015	Jan 5 - Jan 15, 2016	May 23 - May 27, 2016
*	3.5 Late Payment (Registration fee plus fine)	Aug 8 - Sep 18, 2015	Jan 5 - Feb 12, 2016	May 21 - Jun 17, 2016
	3.6 Add / Drop course Registration	Aug 10 - Aug 21, 2015	Jan 5 - Jan 15, 2016	May 23 - May 27, 2016
	3.7 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 10 - Sep 9, 2015	Jan 5 - Feb 3, 2016	May 23 - Jun 15, 2016
	3.8 Add / Drop course Payment	Aug 10 - Sep 18, 2015	Jan 5 - Feb 12, 2016	May 23 - Jun 17, 2016
	3.9 Course withdrawal (no refund)	Aug 22 - Nov 27, 2015 or until the week before the final	Jan 16 - Apr 22, 2016 or until the week before the final	May 28 - Jul 8, 2016 or until the week before the final
4.	Advisor or Program director give approval for each student	within 7 days after receiving student registration request		
5.	Registration staff will send invoice and course list via e-mail to each student. The students can download and print out the invoice to make each payment at the bank counter or electronic payment <u>Registration period</u> 5.1 Regular Registration 5.2 Late Registration 5.3 Add/ Drop Course Registration	12 days after receiving student registration request		
6.	Announcement of student enrollment's list and payment status at http://www.grad.mahidol.ac.th (e-registration)	from Jul 20, 2015	from Dec 14, 2015	from May 16, 2016
7.	Students who do not register and/ or do not pay the fee must contact the Academic Services Section, Salaya to confirm the student status	Sep 21 - Oct 9, 2015	Feb 15 - Mar 4, 2016	-
8.	Students status terminated due to non-registration and/ or non-payment of fees	Oct 26, 2015	Mar 21, 2016	-
**9.	e-registration Closed	Nov 23 - Nov 29, 2015	Apr 25 - May 1, 2016	Jun 27 - Jul 3, 2016
10.	Students give comments on the Online Course Evaluation Form	Nov 9 - Dec 21, 2015	Apr 4 - May 16, 2016	Jul 4 - Aug 8, 2016
11.	Program directors submit evaluation of student's achievement in each course to FGS.	within Dec 25, 2015	within May 23, 2016	within Jul 22, 2016
12.	Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration)	from Dec 30, 2015	from May 26, 2016	from Jul 27, 2016

Note

* Students must pay late payment fine in cash at the FGS.any branch offices Building during official working hours.

**Registration may be allowed in person after online registration is closed by filling in the form AS-3-06