

Course Registration and Fee Payment for Graduate Students, Academic Year 2017

Faculty of Graduate Studies, Mahidol University

Registration Process Activities		Timetable		
		1 st Semester	2 nd Semester	Summer
1.	Semester start-end dates	Aug 15 - Dec 8, 2017	Jan 8 - May 4, 2018	May 28 - Jul 20, 2018
2.	Students meet the advisors to ask for course registration approval	from Jul 10, 2017	from Dec 4, 2017	from May 7, 2018
3.	Registration period e-registration at http://www.grad.mahidol.ac.th			
	3.1 Regular Registration	Jul 10 - Jul 21, 2017	Dec 4 - Dec 15, 2017	May 7 - May 11, 2018
	3.2 Regular Registration closed	Jul 22 - Aug 13, 2017	Dec 16, 2017 - Jan 8, 2018	May 12 - May 27, 2018
	3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 11, 2017	Jan 5, 2018	May 25, 2018
	3.4 Late Registration	Aug 15 - Aug 25, 2017	Jan 8 - Jan 19, 2018	May 28 - Jun 1, 2018
	3.5 Payment for late registration	Aug 12 - Sep 22, 2017	Jan 6 - Feb 16, 2018	May 26 - Jun 22, 2018
*	3.6 Late payment of 2,000 baht	Aug 15 - Nov 3, 2017	Jan 8 - Mar 30, 2018	May 28 - Jul 6, 2018
	3.7 Add / Drop course Registration	Aug 15 - Aug 25, 2017	Jan 8 - Jan 19, 2018	May 28 - Jun 1, 2018
	3.8 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 15 - Sep 15, 2017	Jan 8 - Feb 9, 2018	May 28 - Jun 22, 2018
	3.9 Add / Drop course Payment	Aug 15 - Sep 22, 2017	Jan 8 - Feb 16, 2018	May 28 - Jun 22, 2018
	3.10 Course withdrawal (no refund)	Aug 26 - Dec 1, 2017 or until the week before the final exam	Jan 20 - Apr 27, 2018 or until the week before the final exam	Jun 2 - Jul 13, 2018 or until the week before the final exam
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 25, 2017	from Dec 18, 2017	from May 21, 2018
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 25 - Oct 13, 2017	Feb 19 - Mar 9, 2018	-
8	Students status terminated due to non-registration and/ or non-payment of fees	Oct 30, 2017	Mar 26, 2018	-
** 9.	e-registration closed	Nov 27 - Dec 3, 2017	Apr 30 - May 6, 2018	Jul 2 - Jul 8, 2018
10.	Students give comments on the Online Course Evaluation Form	Nov 13 - Dec 18, 2017	Apr 2 - May 14, 2018	Jul 23 - Aug 13, 2018
11.	Program directors submit evaluation of student's achievement in each course to FGS.	within Dec 29, 2017	within May 25, 2018	within Jul 27, 2018
12.	Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration)	from Jan 5, 2018	from May 31, 2018	from Aug 1, 2018

Note

* Student Download Invoice late payment fines of 2,000 baht from the system e-registration and pay at the bank specified in Invoice.

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