

Course Registration and Fee Payment for Graduate Students, Academic Year 2016

Faculty of Graduate Studies, Mahidol University

Registration Process Activities		Timetable		
		1 st Semester	2 nd Semester	Summer
1.	Semester start-end dates	Aug 8 - Dec 2, 2016	Jan 9 - May 4, 2017	May 22 - Jul 14, 2017
2.	Students meet the advisors to ask for course registration approval	from Jul 4, 2016	from Dec 6, 2016	from May 1, 2017
3.	Registration period e-registration at http://www.grad.mahidol.ac.th			
	3.1 Regular Registration	Jul 4 - Jul 15, 2016	Dec 6 - Dec 16, 2016	May 1 - May 4, 2017
	3.2 Regular Registration closed	Jul 16 - Aug 7, 2016	Dec 17, 2016 - Jan 8, 2017	May 5 - May 21, 2017
	3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 5, 2016	Jan 6, 2017	May 19, 2017
	3.4 Late Registration	Aug 8 - Aug 19, 2016	Jan 9 - Jan 20, 2017	May 22 - May 26, 2017
	3.5 Payment for late registration	Aug 6 - Sep 16, 2016	Jan 7 - Feb 17, 2017	May 20 - Jun 16, 2017
*	3.6 Late payment of 2,000 baht	Aug 8 - Oct 28, 2016	Jan 9 - Mar 31, 2017	May 22 - Jun 30, 2017
	3.7 Add / Drop course Registration	Aug 8 - Aug 19, 2016	Jan 9 - Jan 20, 2017	May 22 - May 26, 2017
	3.8 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 8 - Sep 7, 2016	Jan 9 - Feb 8, 2017	May 22 - Jun 14, 2017
	3.9 Add / Drop course Payment	Aug 8 - Sep 16, 2016	Jan 9 - Feb 17, 2017	May 22 - Jun 16, 2017
	3.10 Course withdrawal (no refund)	Aug 20 - Nov 25, 2016 or until the week before the final exam	Jan 20 - Apr 28, 2017 or until the week before the final exam	May 27 - Jul 7, 2017 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 Registration period 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 18, 2016	from Dec 19, 2016	from May 15, 2017
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 19 - Oct 7, 2016	Feb 20 - Mar 10, 2017	-
8	Students status terminated due to non-registration and/ or non-payment of fees	Oct 21, 2016	Mar 24, 2017	-
** 9.	e-registration closed	Nov 28 - Dec 5, 2016	Apr 24 - Apr 30, 2017	Jul 3 - Jul 9, 2017
10.	Students give comments on the Online Course Evaluation Form	Nov 1 - Dec 6, 2016	Apr 4 - May 16, 2017	Jul 18 - Aug 15, 2017
11.	Program directors submit evaluation of student's achievement in each course to FGS.	within Dec 23, 2016	within May 26, 2017	within Jul 21, 2017
12.	Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration)	from Dec 28, 2016	from May 31, 2017	from Jul 27, 2017

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.