



Announcement
Faculty of Graduate Studies
Mahidol University
Registration and Fee Payment
In Summer Session of Academic Year 2014
For the new students with student ID that begin with 58 of Academic year 2015
Round 1

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As per this the Faculty of Graduate Studies, Mahidol University announcement, [Title and name of the student who have been accepted in the graduate program for academic year 2015 (round 1)]. Students are required to register for pre-requisite courses being offered during the summer session of academic year 2014. The Faculty of Graduate Studies has established a set schedule for registrations, as follows;

1. Registration Schedule and Fee Payment for summer session

Activities	Duration
1. Register via e-registration at www.grad.mahidol.ac.th	May 6-8, 2015
2. Advisors and Program Directors check and approve the registration information	Within 7 days from advisors or program directors received the approval registration information
3. Students download INVOICE and COURSE LIST	12 days from after the day students already submit the registration information
4. Tuition fee payment *Students can verify fee at www.grad.mahidol.ac.th by going to the prospective students menu under the tuition and fee title	Within May 22, 2015

Remark:

New students with student ID that begin with 58 need to register for the pre-requisite courses and that are offered during the summer session of the academic year 2014 as required by the academic plan of each program. It is mandatory that students meet with the advisors to ask for course registration approval in order to be expected into the summer session of academic year 2014.

2. Registration online

2.1 e-Registration System

- 2.1.1 Students will receive an account number for e-Registration after they have reported online to the admission section at www.grad.mahidol.ac.th
- 2.1.2 Should use the e-Registration System at www.grad.mahidol.ac.th in registering by way of the prospective students menu for registration.
- 2.1.3 Provide the “student ID” information and click “Register”.
- 2.1.4 Insert information “password” and fill in the “e-mail” and click “submit”.
- 2.1.5 The activate link will be sent to the e-mail of students.
- 2.1.6 Students will receive an e-mail from grwww@mahidol.ac.th titled “Welcome to Graduate Online Service” within 24 hours after students have applied by way of the e-Registration System. If not, students need to contact an Information and System Development Section staff member at the following telephone number: 02-4414125-39 extension 114.
- 2.1.7 Click “Link” in e-mail to activate the e-Registration System.

2.2 Registration method

- 2.2.1 Specify “Student ID” and “password” to log in to e-Registration System.
- 2.2.2 Choose “click here” on the registration form of student information menu.
- 2.2.3 Verify the spelling of e-mail, the e-mail address can be changed, if it is incorrect. Once this information is completed, press “submit” to continue to the next process.
- 2.2.4 Type in the initials of the name of advisor when it is asked for.
- 2.2.5 Specify the name of scholarship, if you are scholarship students.
- 2.2.6 Click “start e-Registration”.
- 2.2.7 Specify the courses and fee requirements.
- 2.2.8 Choose the type of courses student will attend 1) credit (a letter grade) or 2) audit (receiving a letter grade “au” successful complete or “u” did not complete).
- 2.2.9 Click “submit” to confirm and send the registration information. If you do not submit, the registration information will not be sent to the e-Registration System.

2.3 Registration Checking

2.3.1 Academic Services Section staff will check the registration information of students within 3 days after students submit the registration information.

If students have entered the information incorrectly, a staff member will send an e-mail to inform the student, if not, the registration information will be forward to advisors and program director for approval.

2.3.2 Advisors and Program Directors will check and approve the registration information of students within 7 days after the registration information is sent.

2.3.3 Students should always check the registration information status. Status will be displayed, as follows;

- (1) Waiting for officer approves.
- (2) Waiting for advisor approves.
- (3) Error: Students need to log in to edit and change per the message of Academic Services Section staff member and resubmit.
- (4) Waiting for invoice.
- (5) Invoice is completed.

An e-mail from the Faculty of Graduate Studies will be sent to inform student of how to download invoice, course list, and how to pay fee at the banks.

3. Fee Payment

Students can download and print out the payment invoice verify payment fees must be paid in cash at a bank counter. This must be accompanied by the invoice (there is no need to fill out a pay-in slip). There is a 10 baht bank service charge per payment.

Students may pay the tuition fee and fees at the following banks :



Siam Commercial Bank Public Company Limited



Thai Military Bank Public Company Limited



Bank of Ayudhya Public Company Limited



Bangkok Bank Public Company Limited



Krung Thai Bank Public Company Limited



Thanachart Bank Public Company Limited

4. Course Enrollment Changes

Adding/dropping courses can be done after fee payment have been completed. If students drop any courses during the add/drop period, they can get a refund for graduate tuition fee.

5. Register course without the attendance class

Students need to drop the course which they could not attend. Because the courses that were registered for shows in the system without a grade, this will indicate that the course is not completed and result in students not graduating.

6. Class Attendance

A minimum of 80 percent of class attendance is mandatory in order for a student to be eligible to sit at an examination in a course. Students need to drop the courses, if you are not able to attend the class, or you will receive the letter grade F.

7. Contact

Academic Services Section, Faculty of Graduate Studies Building, Salaya, 1st floor,
telephone : 0-2441-0182 or 0-2441-4125-39 ext. 111, 123.

e-mail : chanidapha.sut@mahidol.ac.th

Information and System Development Section, Faculty of Graduate Studies Building,
Salaya, 1st floor, telephone : 0-2441-0182 or 0-2441-4125-39 ext. 114-115