

**Course Registration and Fee Payment for Graduate Students, Academic Year 2013**

**Faculty of Graduate Studies, Mahidol University**

Registration Process Activities		Timetable		
		1 st Semester	2 nd Semester	Summer
1.	Semester start-end dates.	Jun 3 - Oct 4, 2013	Nov 4, 2012 - Mar 7, 2013	Mar 17 - May 16, 2014
2.	Students meet the advisors to ask for course registration approval	From April 29, 2013	From Sep 30, 2013	From Feb 24, 2014
3.	Registration period e-registration at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a>			
	3.1 Regular Registration	April 29 - May 17, 2013	Sep 30 - Oct 18, 2013	Feb 24 - 28, 2014
	3.2 Regular Registration closed	May 18 - Jun 2, 2013	Oct 19 - Nov 3, 2013	Mar 1 - 16, 2014
	3.3 Late Registration	Jun 3 -14 , 2013	Nov 4 - 15, 2013	Mar 17 - 21, 2014
	3.4 Course enrollment changes (add/drop course) with refunds	Jun 3 -14 , 2013	Nov 4 - 15, 2013	Mar 17 - 21, 2014
	3.5 Submit Refund Graduate Tuition Form	Jun 3 -Jul 3, 2013	Nov 4 - Dec 4, 2013	Mar 17 - Apr 9, 2014
	3.6 Course withdrawal, no refund	From Jun 15 - Sep 27, 2013 or until the week before the final exam	From Nov 16, 2013 - Feb 28, 2014 or until the week before the final exam	From Mar 22 - May 9, 2014 or until the week before the final exam
4.	Advisor or Program director gives 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 student can download and print out the invoice to make each payment at the bank counter or electronic payment Registration period			
	5.1 Regular Registration	Within 12 days from registration		
	5.2 Late Registration			
	5.3 Add/ Drop Course			
6.	Announcement of student enrollment's list and payment status at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a> (e-registration)	From May 13, 2013	From Oct 14, 2013	From Mar 10, 2014
7.	Fee Payment			
	7.1 Fee payment deadlines before 11.00 pm (If payment is over due, students will be charged 2,000 baht)	May 31, 2013	Nov 1, 2013	Mar 14 , 2014
**	7.2 Late Payment (Registration fee plus fine)	From Jun 1 - Jul 12, 2013	From Nov 2 - Dec 13, 2013	From Mar 15 - Apr 11, 2014
8.	Students who do not register and/ or do not pay the fee must contact the Academic Services Section, Salaya to confirm the student status	From Jul 15 - Aug 2, 2013	From Dec 16, 2013 - Jan 7, 2014	-
9.	Students status terminated due to non-registration and/ or non-payment of fees	Aug 16, 2013	Jan 21, 2014	-
*10.	e-registration Closed	Sep 23 - 29, 2013	Feb 17 - 23, 2014	Apr 21- 27, 2014
11.	Program directors submit evaluation of student's achievement in each course to FGS.	Within Oct 25, 2013	Within Mar 28, 2014	Within May 23, 2014
12.	Announcement of Grade Report at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a> (e-registration)	From Oct 31, 2013	From Apr 3, 2014	From May 29, 2014

**Note**

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

**\*\* Students must pay late payment fine in cash at the branch offices or at the Academic Services Section, 1st floor Faculty of Graduate Studies Building, Salaya Campus during official working hours.**

**Oct 5, 2012**