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

**Faculty of Graduate Studies, Mahidol University**

| Registration Process Activities | Timetable | | |
|---|---|---|---|
| | **1 st Semester** | **2 nd Semester** | **Summer** |
| **1.** **Semester start-end dates.** | Aug 13 - Dec 6, 2013 | Jan 6 - May 2, 2014 | May 26 - Jul 18, 2014 |
| **2.** **Students meet the advisors to ask for course registration approval** | From Jul 8, 2013 | From Dec 2, 2013 | From May 5, 2014 |
| **3.** **Registration period** **e-registration at http://www.grad.mahidol.ac.th** | | | |
| 3.1 Regular Registration | Jul 8 - 19, 2013 | Dec 2 - 13, 2013 | May 5 - 9, 2014 |
| 3.2 Regular Registration closed | Jul 20 - Aug 12, 2013 | Dec 14,2013 - Jan 5, 2014 | May 10 - 25, 2014 |
| 3.3 Late Registration | Aug 13 - 23, 2013 | Jan 6 - 17, 2014 | May 26 - 30, 2014 |
| 3.4 Course enrollment changes (add/drop course) with refunds | Aug 13 - 23, 2013 | Jan 6 - 17, 2014 | May 26 - 30, 2014 |
| 3.5 Submit Refund Graduate Tuition Form | Aug 13 - Sep 11, 2013 | Jan 6 - Feb 5, 2014 | May 26 - Jun 18, 2014 |
| 3.6 Course withdrawal, no refund | From Aug 24 - Nov 29, 2013 or until the week before the final exam | From Jan 18 - Apr 25, 2014 or until the week before the final exam | From May 31 - Jul 11, 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 http://www.grad.mahidol.ac.th  (e-registration)** | From Jul 22, 2013 | From Dec 16, 2013 | From May 19, 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) | Aug 9, 2013 | Jan 3, 2014 | May 23 , 2014 |
| ** 7.2 Late Payment (Registration fee plus fine) | From Aug 10 - Sep 20, 2013 | From Jan 4 - Feb 14, 2014 | From May 24 - Jun 20, 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 Sep 23 - Oct 11, 2013 | From Feb 17 - Mar 7, 2014 | - |
| **9.** **Students  status  terminated due  to non-registration and/ or non-payment of  fees** | Oct 25, 2013 | Mar 21, 2014 | - |
| *10. e-registration Closed | Nov 25 - Dec 1, 2013 | Apr 28 - May 4, 2014 | Jun 30 - Jul 6, 2014 |
| **11.** **Program directors submit evaluation of student's achievement in each course to FGS.** | Within Dec 27, 2013 | Within May 23, 2014 | Within Jul 25, 2014 |
| **12.** **Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration)** | From Jan 6, 2014 | From May 29, 2014 | From Jul 31, 2014 |

<u>**Note**</u>

*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**