## Course Registration and Fee Payment for Graduate Students, Academic Year 2014 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 4, 2014 | Jan 5 – May 1, 2015 | May 25 – Jul 17, 2015 |
| 2 | Students meet the advisors to ask for course registration approval | from Jul 7, 2014 | from Dec 1, 2014 | from May 4, 2015 |
| 3 | Registration period e-registration at http://www.grad.mahidol.ac.th | | | |
| | 3.1 Regular Registration | Jul 7 – Jul 18, 2014 | Dec 1 – Dec 12, 2014 | May 4 – May 8, 2015 |
| | 3.2 Regular Registration closed | Jul 19 – Aug 10, 2014 | Dec 13,2014 – Jan 4, 2015 | May 9 – May 24, 2015 |
| | 3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht) | Aug 8, 2014 | Jan 2, 2015 | May 22 , 2015 |
| | 3.4 Late Registration | Aug 11 – Aug 22, 2014 | Jan 5 – Jan 16, 2015 | May 25 – May 29, 2015 |
| * | 3.5 Late Payment (Registration fee plus fine) | Aug 9 – Sep 19, 2014 | Jan 3 – Feb 13, 2015 | May 23 – Jun 19, 2015 |
| | 3.6 Add / Drop course Registration | Aug 11 – Aug 22, 2014 | Jan 5 – Jan 16, 2015 | May 25 – May 29, 2015 |
| | 3.7 Submit Refund Graduate Tuition Form (AS–3–05) (For droped course during Add / Drop period) | Aug 11 – Sep 10, 2014 | Jan 5 – Feb 4, 2015 | May 25 – Jun 17, 2015 |
| | 3.8 Add / Drop course Payment | Aug 11 – Sep 19, 2014 | Jan 5 – Feb 13, 2015 | May 25 – Jun 19, 2015 |
| | 3.9 Course withdrawal ( no refund) | Aug 23 – Nov 28, 2014 or until the week before the final exam | Jan 17 – Apr 24, 2015 or until the week before the final | May 30 – Jul 10, 2015 or until the week before the final exam |

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| Registration Process Activities | | Timetable | | |
|---|---|---|---|---|
| | | 1 st Semester | 2 nd Semester | Summer |
| | | | 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 | 12 days after receiving student registration request | | |
| | 5.2 Late Registration | | | |
| | 5.3 Add/ Drop Course Registration | | | |
| 6 | Announcement of student enrollment's list and payment status at http://www.grad.mahidol.ac.th (e-registration) | from Jul 21, 2014 | from Dec 15, 2014 | from May 18, 2015 |
| 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 22 – Oct 10, 2014 | Feb 16 – Mar 9, 2015 | – |
| 8 | Students status terminated due to non-registration and/ or non-payment of fees | Oct 27, 2014 | Mar 23, 2015 | – |

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| | Registration Process Activities | Timetable | | |
|---|---|---|---|---|
| | | 1 st Semester | 2 nd Semester | Summer |
| **9 | e-registration Closed | Nov 24 – Nov 30, 2014 | Apr 27 – May 3, 2015 | Jun 29 – Jul 5, 2015 |
| 10 | Students give comments on the Online Course Evaluation Form | Nov 3–Dec 15, 2014 | Mar 30–May 11, 2015 | Apr 21–Aug 10, 2015 |
| 11 | Program directors submit evaluation of student's achievement in each course to FGS. | within Dec 26, 2014 | within May 22, 2015 | within Jul 24, 2015 |
| 12 | Announcement of Grade Report at http://www.grad.mahidol.ac.th (e-registration) | from Jan 5, 2015 | from May 28, 2015 | from Jul 29, 2015 |
| | **Note** | | | |
| | * Students must pay late payment fine in cash at the FGS.any branch offices Building during official working hours. | | | |
| | ** Registration may be allowed in person after online registration is closed by filling in the form AS–3–06 | | | |