

**Course Registration and Fee Payment for Graduate Students, Academic Year 2020**

**Faculty of Graduate Studies, Mahidol University**

Registration Process Activities		Timetable		
		1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Summer
1.	Semester start-end dates	Aug 10 - Dec 4, 2020	Jan 4 - Apr 30, 2021	May 24 - Jul 16, 2021
2.	Each program specifies the semester tuition fee for students	Jun 15 - Jul 3, 2020	Nov 9 - Nov 27, 2020	Apr 12 - Apr 30, 2021
3.	Students meet the advisors to ask for course registration approval	from Jul 6, 2020	from Nov 30, 2020	from May 3, 2021
4.	Registration period via e-registration system at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a>			
	4.1 Regular Registration	Jul 6 - Jul 17, 2020	Nov 30 - Dec 11, 2020	May 3 - May 7, 2021
	4.2 Regular Registration closed	Jul 18 - Aug 9, 2020	Dec 12, 2020 - Jan 3, 2021	May 8 - May 23, 2021
	4.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 7, 2020	Jan 1, 2021	May 21, 2021
	4.4 Late Registration	Aug 10 - Aug 21, 2020	Jan 4 - Jan 15, 2021	May 24 - May 28, 2021
	4.5 Payment for late registration	Aug 8 - Sep 11, 2020	Jan 2 - Feb 5, 2021	May 22 - Jun 11, 2021
*	4.6 Late payment of 2,000 baht	Aug 10 - Oct 2, 2020	Jan 4 - Feb 26, 2021	May 24 - Jun 18, 2021
	4.7 Add / Drop course Registration (Refund Graduate Tuition Fee Drop Course)	Aug 10 - Aug 21, 2020	Jan 4 - Jan 15, 2021	May 24 - May 28, 2021
	4.8 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 10 - Sep 9, 2020	Jan 4 - Feb 3, 2021	May 24 - Jun 16, 2021
	4.9 Add / Drop course Payment	Aug 10 - Sep 11, 2020	Jan 4 - Feb 5, 2021	May 24 - Jun 18, 2021
	4.10 Course withdrawal ( no refund)	Aug 22 - Nov 27, 2020 or until the week before the final exam	Jan 16 - Apr 23, 2021 or until the week before the final exam	May 29 - Jul 9, 2021 or until the week before the final exam
5.	Advisor or Program director give approval for each student	within 7 days after receiving student registration request		
6.	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 <u>Registration period</u>	12 days after receiving student registration request		
	6.1 Regular Registration			
	6.2 Late Registration			
	6.3 Add/ Drop Course Registration			
7.	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 Jul 20, 2020	from Dec 14, 2020	from May 17, 2021
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	Sep 14 - Sep 25, 2020	Feb 8 - Feb 19, 2021	-
9.	Students status terminated due to non-registration and/ or non-payment of fees	Oct 2, 2020	Feb 26, 2021	-
**10.	e-registration system closed	Nov 23 - Nov 29, 2020	Apr 26 - May 3, 2021	Jun 28 - Jul 4, 2021
11.	Students give comments on the Online Course Evaluation Form	Nov 9 - Dec 21, 2020	Apr 5 - May 17, 2021	Jul 26 - Aug 16, 2021
12.	Program Directors submit evaluation of student's achievement in each course to FGS.	within Dec 25, 2020	within May 21, 2021	within Jul 23, 2021
13.	Announcement of Grade Report at <a href="http://www.grad.mahidol.ac.th">http://www.grad.mahidol.ac.th</a> (e-registration)	from Dec 30, 2020	from May 27, 2021	from Jul 30, 2021

**Note**

\* Student Download Invoice late payment fines of 2,000 baht from the e-registration system and pay at the bank specified in Invoice or

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