Course Registration and Fee Payment for Graduate Students, Academic Year 2021

Faculty of Graduate Studies, Mahidol University

Registration Process Activities	Timetable		
	1st Semester	2nd Semester	Summer
1. **Semester start-end dates**	Aug 9 - Dec 3, 2021	Jan 10 - May 6, 2022	May 23 - Jul 15, 2022
2. **Students meet the advisors to ask for course registration approval**	from Jul 5, 2021	from Dec 6, 2021	from May 2, 2022
3. **Registration period via Student Service System at https://graduate.mahidol.ac.th**			
3.1 Regular Registration	Jul 5 - Jul 16, 2021	Dec 6 - Dec 17, 2021	May 2 - May 6, 2022
3.2 Regular Registration closed	Jul 17 - Aug 8, 2021	Dec 18, 2021 - Jan 9, 2022	May 7 - May 22, 2022
3.3 Fee payment deadlines (before 11.00 pm) (If payment is over due, students will be charged 2,000 baht.)	Aug 6, 2021	Jan 7, 2022	May 20, 2022
3.4 Late Registration	Aug 9 - Aug 20, 2021	Jan 10 - Jan 21, 2022	May 23 - May 27, 2022
3.5 Payment for late registration	Aug 7 - Sep 10, 2021	Jan 8 - Feb 11, 2022	May 21 - Jun 10, 2022
* 3.6 Late payment of 2,000 baht	Aug 9 - Oct 1, 2021	Jan 10 - Mar 4, 2022	May 23 - Jun 17, 2022
3.7 Add / Drop course Registration (Refund Graduate Tuition Fee Drop Course)	Aug 9 - Aug 20, 2021	Jan 10 - Jan 21, 2022	May 23 - May 27, 2022
3.8 Submit Refund Graduate Tuition Form (AS-3-05) (For dropped course during Add / Drop period)	Aug 9 - Sep 8, 2021	Jan 10 - Feb 9, 2022	May 23 - Jun 17, 2022
3.9 Add / Drop course Payment	Aug 9 - Sep 10, 2021	Jan 10 - Feb 11, 2022	May 23 - Jun 17, 2022
3.10 Course withdrawal (no refund)	Aug 21 - Nov 26, 2021 or until the week before the final exam	Jan 22 - Apr 29, 2022 or until the week before the final exam	May 28 - Jul 8, 2022 or until the week before the final 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 5.2 Late Registration 5.3 Add/ Drop Course Registration	12 days after receiving student registration request		
6. **Announcement of student enrollment's list and payment status at https://graduate.mahidol.ac.th (Student Service System)**	from Jul 19, 2021	from Dec 20, 2021	from May 9, 2022
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 13 - Sep 24, 2021	Feb 14 - Feb 25, 2022	-
8. **Students status terminated due to non-registration and/ or non-payment of fees**	Oct 1, 2021	Mar 4, 2022	-
9. **Student Service System closed	Nov 29 - Dec 5, 2021	Apr 25 - May 1, 2022	Jun 27 - Jul 3, 2022
10. **Students give comments on the Online Course Evaluation Form**	Nov 8 - Dec 20, 2021	Apr 11 - May 23, 2022	Jun 25 - Aug 15, 2022
11. **Program Directors submit evaluation of student's achievement in each course to FGS.**	within Dec 24, 2021	within May 27, 2022	within Jul 22, 2022
12. **Announcement of Grade Report at https://graduate.mahidol.ac.th (Student Service System)**	from Dec 29, 2021	from Jun 1, 2022	from Jul 27, 2022

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

* 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.

January 12, 2021