

# CMMU STUDENT INFORMATION SYSTEM

## I. Introduction to CMMU Student Information System (SIS)

### What is the CMMU Student Information System?

The CMMU Student Information System (SIS) is the system that you will use to carry out all the academic administration throughout your time at CMMU. As soon as you are admitted into CMMU you will have access to SIS. SIS supports major activities that you need to perform:

- Maintaining your biographical data and contact details
- Finding out what courses are offered, when, and who the instructors are
- Registering on courses that you choose to study each term
- Finding out your grade at the end of a course
- Making payments for your studies
- Tracking your academic progress and achievements

For your convenience, SIS is a completely web-based system that you can access through the CMMU web site [www.cmmu.mahidol.ac.th](http://www.cmmu.mahidol.ac.th) from anywhere, at any time to perform the above functions simply and quickly.

This Student Guide explains how SIS helps you with the above academic administration activities that you will regularly perform during your course of study.

### SIS Process and Terminology

This section introduces the SIS academic administration processes and terminology.

- **Entrance and Pre-courses**

When you are admitted to CMMU, you will be advised of the pre-courses that you need to study prior to the start of your graduate program. Pre-course details are announced on the College web site with the guidelines on how to use SIS for payment of:

- the College Entrance Fee or Program Fee that you pay upon entry to CMMU
- the pre-course fee for the pre-courses, if any, that you must attend in preparation for your graduate program (e.g. English Language, Accounting)

- **Class List and Timetable**

Each term the College will offer a number of courses for you to select (subject to selection guidelines for your compulsory courses). Since CMMU operates small class size, each course may have more than one class or “section”, each normally taught by a different instructor at a different time. All course sections in each term are listed in SIS. You can also look at the teaching timetable of a particular instructor and, once you have selected (or “registered”) on a course, your own timetable for the term.

- **Pre-registration and Registration**

Your selection of a course section is called a “registration”. The College tries to match course offerings to students’ demand through a “pre-registration” process. The pre-registration period normally lasts 3 days and takes place about 6-8 weeks before the beginning of each term. During this period the College will post a class list which is our best estimate of the students’ demand for the term. As for a normal registration, you will register on the course sections of your choice.

However during pre-registration the class size limit is not imposed and hence your class selections are not confirmed at this stage.

Following pre-registration the College will adjust its course offerings to match students demand as far as possible. This may affect the class list in many ways e.g. opening/closing of class sections, time changes. Class seats are allocated on a first-come-first-served basis and program priority is considered for specialization courses. You may find that you are given a seat in an alternative section, or you have to select a different section or different course. Therefore you must always check your classes and take further actions as necessary during the real registration period.

The “real registration” also lasts 3 days and takes place a few weeks after pre-registration. During this period you can find out which of your course selections at pre-registration were confirmed and make alternative selections to complete your registration. This time the class size is limited and you cannot select a class that is already full.

Please note that SIS will limit your registration to the maximum of 3 courses per term. If you wish to study 4 courses you need permission from your Program Chair. Once approved you should contact Student Services who will register your 4th course for you.

- **Fee Payment**

Once you have registered, you will be advised of your study fees for the term and the last day on which the fees should be paid. For your convenience the College has made an arrangement with the Siam Commercial Bank where you can pay your fee by a method of your choice, when and where it is convenient for you.

Once you have paid the fee by a method recommended you need not take any further action, the bank will confirm your payment directly to us. The bank will charge a small fee for this service which you pay directly to them. Please note that late fee payment will attract a late payment fine.

- **Add/Drop**

The time period from the end of the registration period until one week after term starts is known as the “Add/Drop period”. During this period you can still make final adjustments to your course selection by dropping from or adding to a course section. Remember that the limit of 3 sections/term applies, so you may have to drop from one class before you can add to another class.

- **Academic Calendar**

The College schedules all important events e.g. registrations, term start/end, add/drop period, mid-term & final examinations etc. up to two years ahead. This schedule is known as CMMU Academic Calendar and it is available on the <http://www.cmmu.mahidol.ac.th>

## II. Getting Started on SIS

### Your SIS Access ID and Password

To access information on SIS, you need an ID and a password. Your access or logon ID is starting with “g” and flow by your 7-digit CMMU Student ID number which is given to you when you are admitted to the College (in your admission letter and in the announcement of pre-course details on the web site).

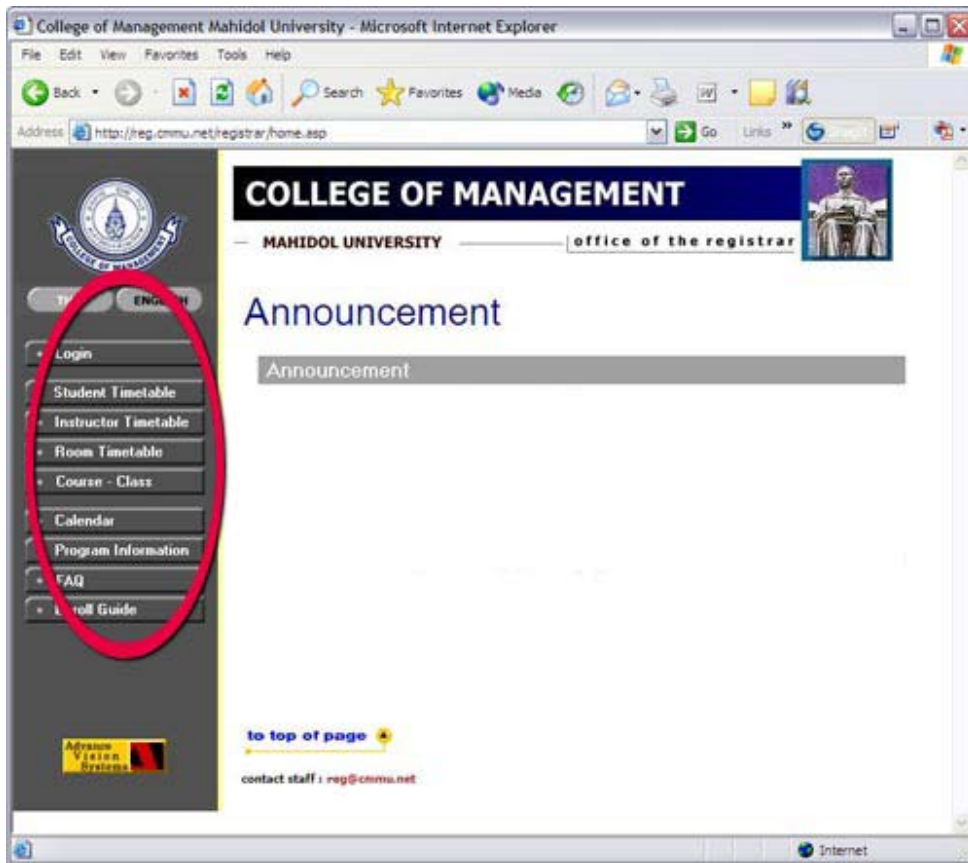
You will also need a password which, when you enter SIS for the first time, is the last four digits of your Thai National Identification card. For example if your National ID no. is 3 1001 01102 503, your password to access the CMMU registration system will be 2503. If you do not have a Thai National ID card, your password will be the last four digits of your passport number. **You should change this given password to your own password the first time you access the system for security of you personal information.**

### To Enter SIS

Go to the College of Management website ([www.cmmu.mahidol.ac.th](http://www.cmmu.mahidol.ac.th)), and then click on the Quick links “**Student Information System (right menu)**” as shown below. Alternatively go directly to <http://reg.cmmu.mahidol.ac.th/>

The screenshot shows the website interface for the College of Management, Mahidol University. The top navigation bar includes links for Home, Admission, Current Students, Programs, Faculty, Research, Corporate Training, and International. A prominent banner for 'Online Application' is visible. The right sidebar contains a 'Contact Us' section and a 'Student Information System' link, which is the target for the instructions. The main content area features news items such as 'HR Conference 2011: Workshop #1' and 'Public Seminar: The Session'.

Both of the above links will lead you to the Student Information System (SIS), you will see the SIS Main Screen shown next.



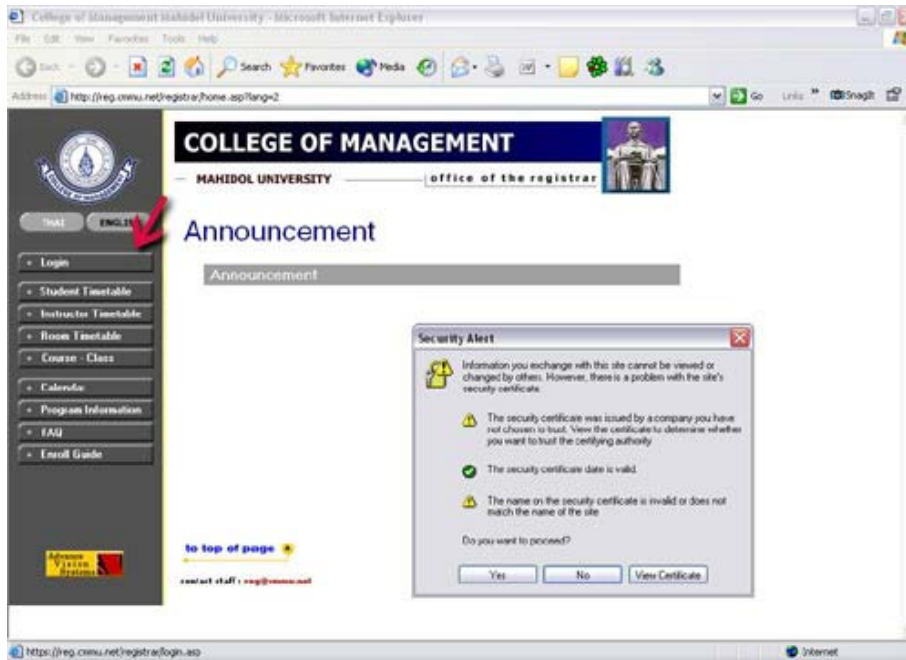
From this SIS Main Screen, you can:

- Log in to access your personal information by clicking “Log in”, or
- Look at the general information available to all SIS users such as timetable and calendar listed on the menu on the left.

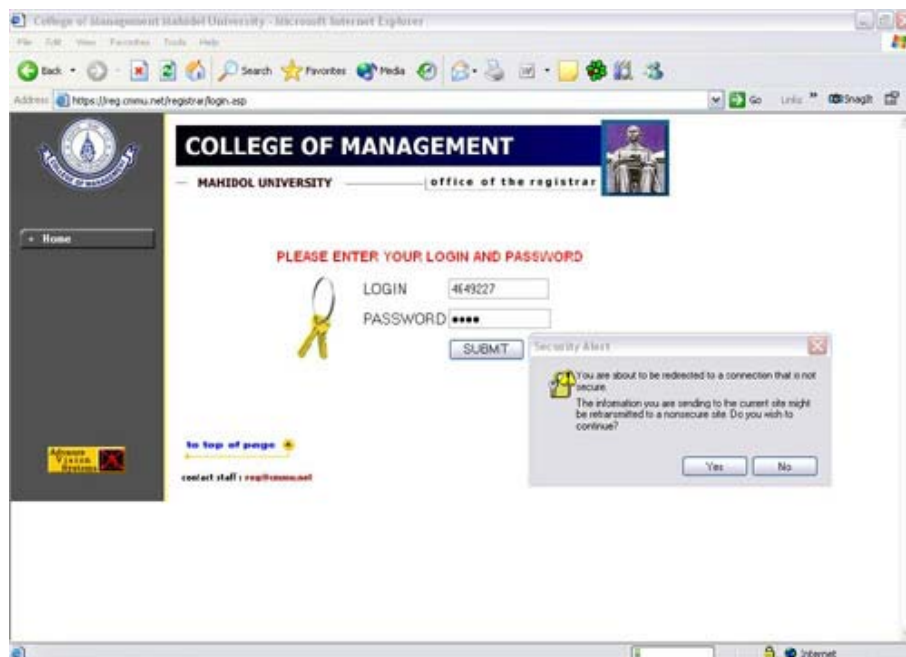
CMMU will also use this page to make important announcements concerning your academic activities during the terms.

## To Login to SIS

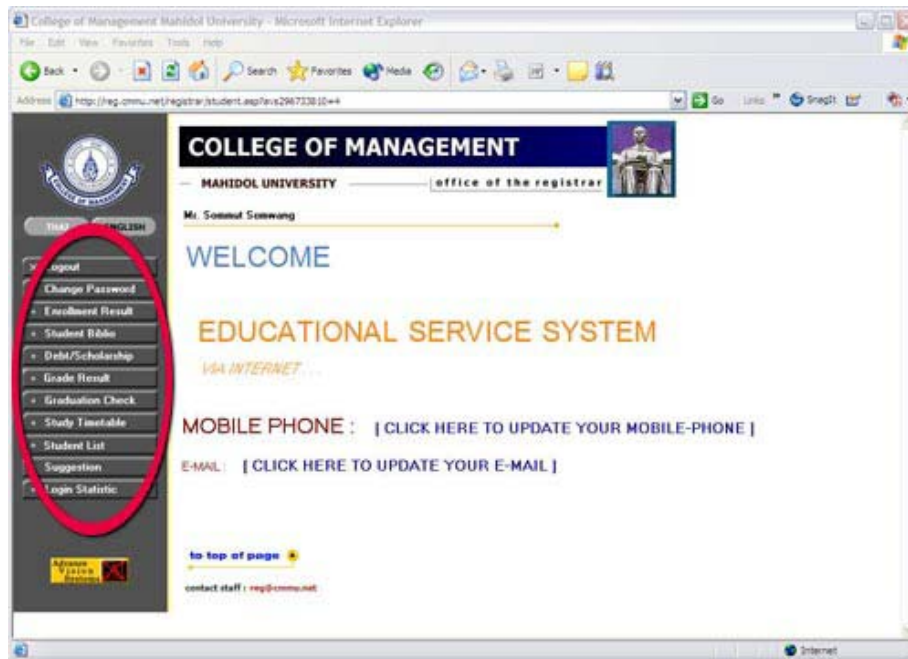
To access your personal information, click the **“Login”** button.



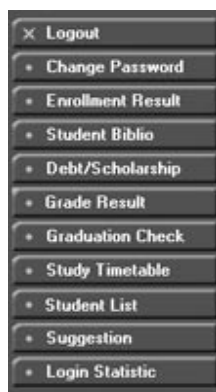
When the Security Alert Pop-up Window shows, click on **“Yes”** to continue to the log in screen. To log in, enter your 7-digit CMMU Student ID no., password and click **“Submit”**. When the Security Alert Pop-Up window appears, click **“Yes”** to continue.



You have now logged in to your personal SIS; you will see the Welcome Page with your name at the top of the page.



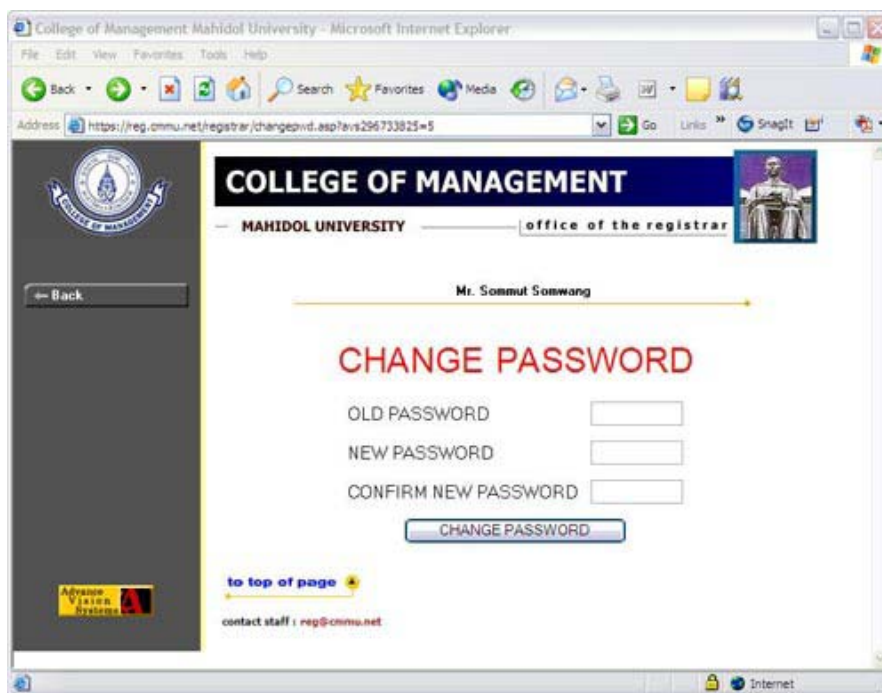
The Welcome Page is where you perform all your academic administration tasks and access the information which is personal to you. These are listed on the main menu at the left of the screen.





## To Change Your Password

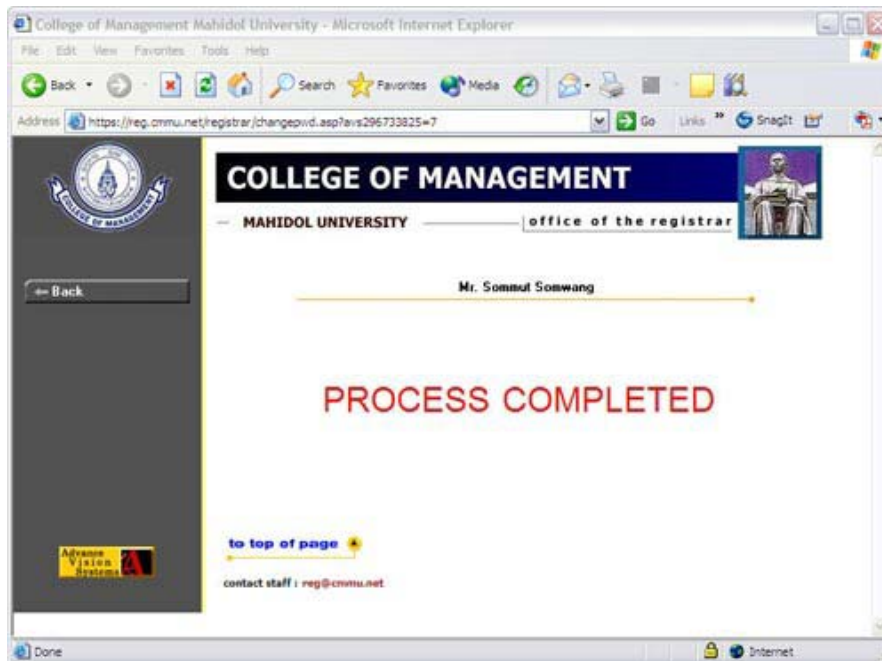
We strongly recommend that you change your given password immediately after the first log in. To do this, click **“Change Password”** on the Welcome Screen to go the Password Screen.



The screenshot shows a web browser window displaying the password change interface for the College of Management at Mahidol University. The page header includes the university logo, the text 'COLLEGE OF MANAGEMENT MAHIDOL UNIVERSITY', and 'office of the registrar'. A user profile for 'Mr. Sommut Somwang' is shown. The main heading is 'CHANGE PASSWORD' in red. Below it are three input fields: 'OLD PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. A 'CHANGE PASSWORD' button is positioned below the fields. At the bottom, there is a 'to top of page' link and contact information for the registrar's office.

- Type your old password in OLD PASSWORD box
- Type your new (desired) password in NEW PASSWORD box
- Re-type your new (desired) password in CONFIRM NEW PASSWORD box
- Click **“CHANGE PASSWORD”** button to complete the process.
- Then the PROCESS COMPLETED page will be shown





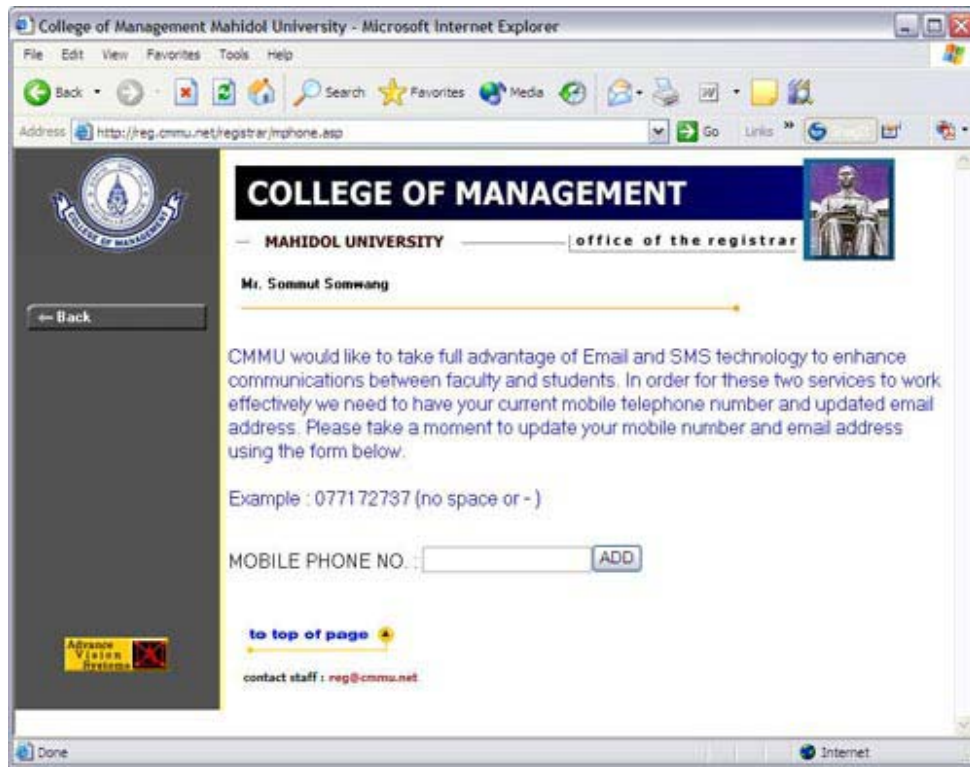
To return to the SIS Main Screen, click the **“Back”** button.



### **To Maintain Your Contact Information**

Please also make sure that you always keep your mobile phone number and your email address in the SIS system up to date by following the instructions given on the screen. These are the contact details that the College uses to inform you of urgent news.

**To update your mobile phone number**, click [CLICK HERE TO UPDATE YOUR MOBILE-PHONE] on the Welcome Screen. The system will lead you to Mobile Phone Update screen shown below.

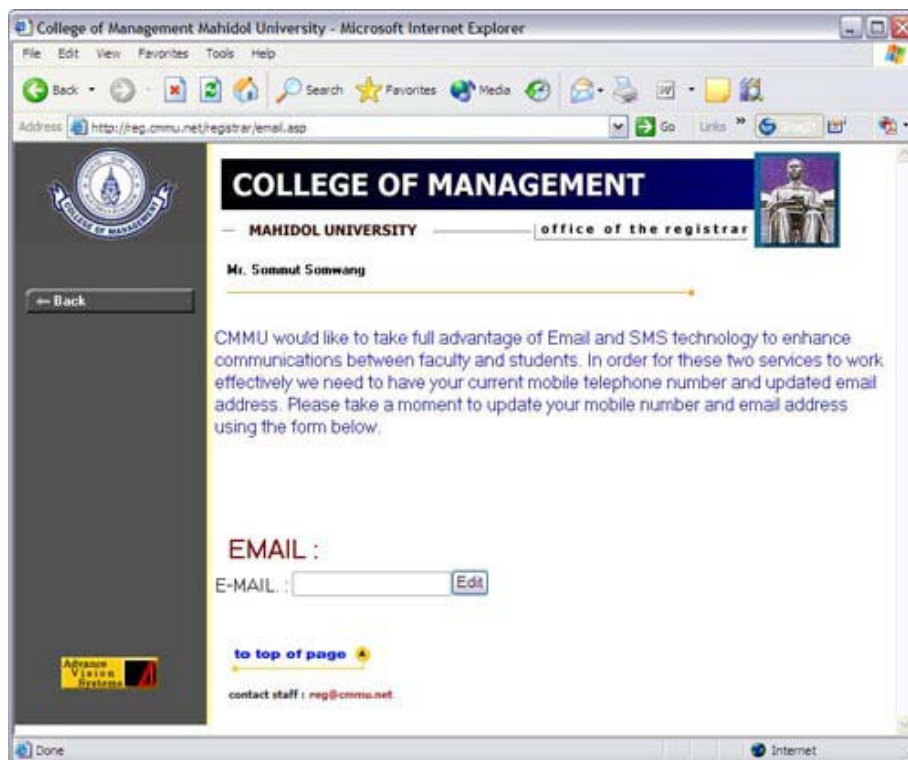


Type in your current mobile phone number then click **“ADD”** to complete the process.

To return to the SIS Main Screen, click the **“Back”** button.

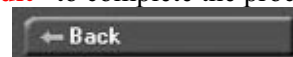


To update your email address, click [CLICK HERE TO UPDATE YOUR E-MAIL] on the Welcome Screen. The system will lead you to Mobile Phone Update screen.



Type in your current email address in the box, then click **“Edit”** to complete the process.

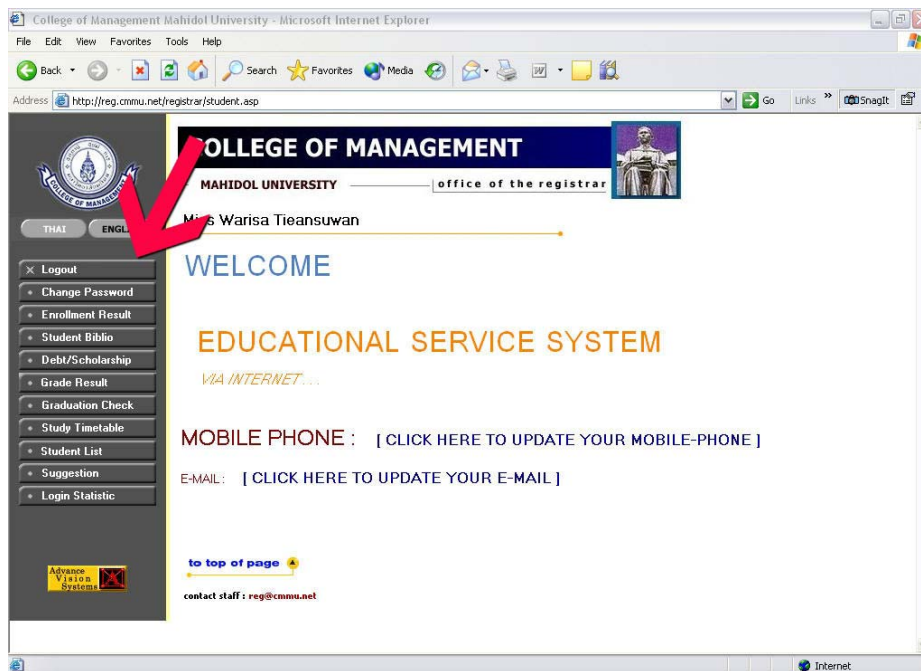
To return to the SIS Main Screen, click the **“Back”** button.



## To Log Out of the System

Once you are finished with the system, it is important that you log out so that no one else can access your information.

If you are not at the Welcome Screen, click **“Back”** until you reach the Welcome Screen.



Click the **“Logout”** button on the menu.

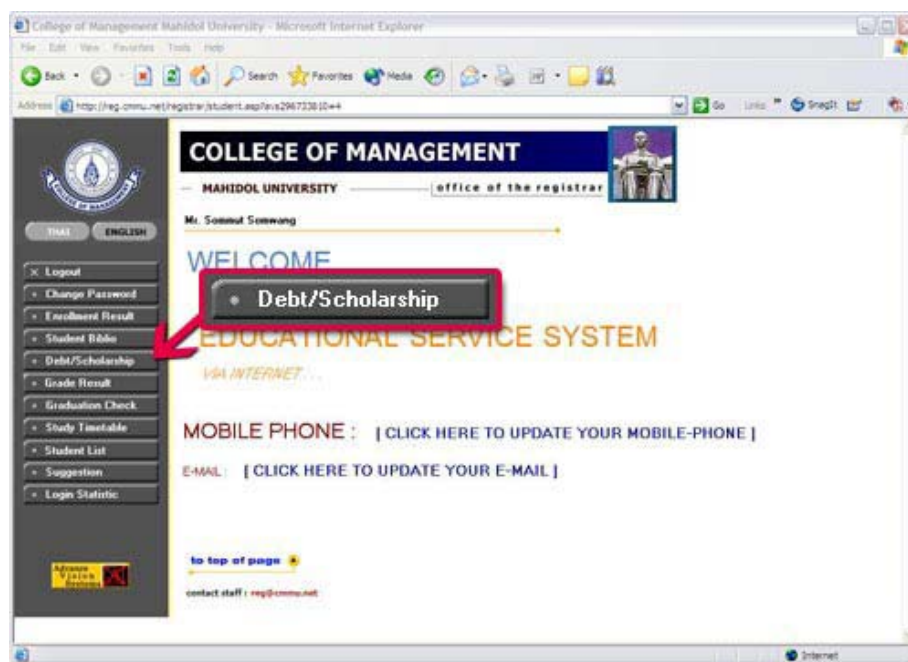
### III. Starting at CMMU

CMMU offers you a place on our graduate program through an announcement of entrance results on the CMMU web site, followed by a written confirmation by mail. You accept our offer by paying the College Entrance Fee (or Program Fee) and the fee for any pre-courses that you are required to take. This is the first time that you use SIS and the College provides an Admission Payment Guide to introduce you to SIS. However, this function is described again briefly in the SIS Student Guide for completeness.


#### Entrance and Pre-course Payment

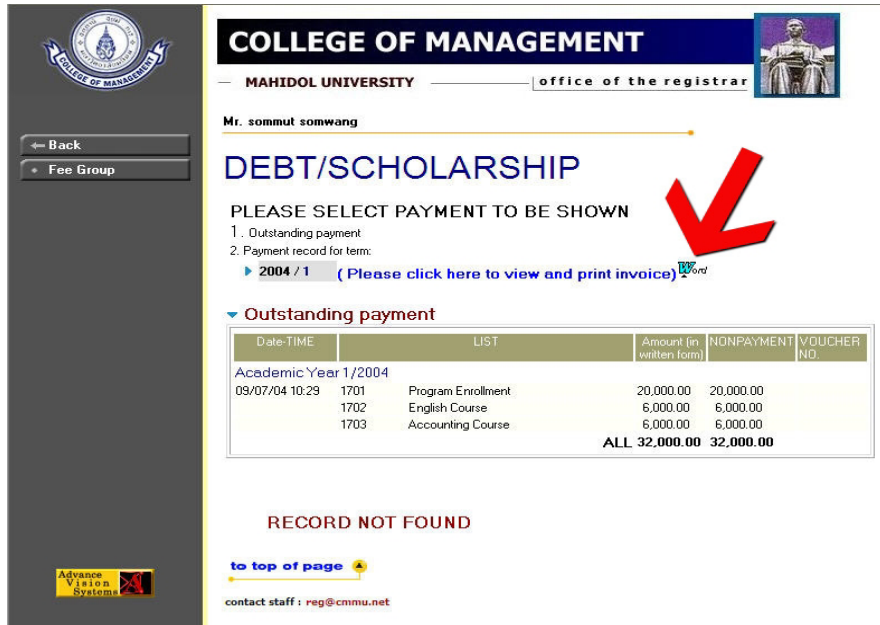
This function is performed only once when a student first enters CMMU, therefore it is only activated when the College is admitting a new intake.

To access the system, enter and log in to SIS as described under Section II. When you arrive at the Welcome Screen, click **“Debt/Scholarship”** on the main menu.



This leads you to the Debt/Scholarship screen which gives you the details of the fees to be paid.

Click on  to access the invoice - an example is shown on the next page - then print it.




**COLLEGE OF MANAGEMENT**  
 MAHIDOL UNIVERSITY | office of the registrar

Mr. sommut somwang

**DEBT/SCHOLARSHIP**

PLEASE SELECT PAYMENT TO BE SHOWN

1. Outstanding payment  
 2. Payment record for term:

▶ 2004 / 1 ( [Please click here to view and print invoice](#)  )

▼ Outstanding payment

Date-TIME	LIST	Amount (in written form)	NONPAYMENT	VOUCHER NO.
Academic Year 1/2004				
09/07/04 10:29	1701 Program Enrollment	20,000.00	20,000.00	
	1702 English Course	6,000.00	6,000.00	
	1703 Accounting Course	6,000.00	6,000.00	
		<b>ALL 32,000.00</b>	<b>32,000.00</b>	


**RECORD NOT FOUND**

[to top of page](#) ↑


contact staff : [reg@cmmu.net](mailto:reg@cmmu.net)

You can select a payment method which is the most convenient for you e.g. via ATM, via the Internet, over the counter at a branch of SCB. These payment options are described in details in Section VI.

Example of Invoice/Receipt

				(For Student)
		<b>COLLEGE OF MANAGEMENT MAHIDOL UNIVERSITY</b>		
		<b>INVOICE/RECEIPT</b>		
Student ID:	4749999	Term:	2/2547	
Student Name:	Mr. Sommut Somwang	Ref.No.:	4714749999	Printed:8/07/04
No.	Description			Baht
1	Program Enrollment			20,000.00
2	English Course			12,000.00
3	Accounting Course			6,000.00
4	Bank Charge			15.00
<b>Remarks:</b>				<b>38,015.00</b>
1) Payment must be made by June 12, 2004. Late payment will incur a late payment fee; if late please contact CMMU Finance Dept. to confirm the fee.			For bank use only	
2) If payment is by cheque this receipt is valid only when the cheque has been cleared.			Received by	

CUT HERE

				(For Bank)
		<b>COLLEGE OF MANAGEMENT MAHIDOL UNIVERSITY</b>		
		วันที่/Date.....		
<b>Payment only at any branch of The Siam Commercial Bank Plc.</b>		SERVICE CODE: CMMU		
A/C Name:	Mahidol University	Name: Mr. Sommut Somwang		
A/C Number:	316-3-02206-2	Student ID / Cust.No: 4749999		
Branch:	Salaya	Ref.No: 4714749999		
<input type="checkbox"/>	<input type="checkbox"/>	ผู้ชำระเงิน/Paid By:		
ยอดเงินสด/Amount in Cash				
ชื่อธนาคารสาขา/Bank-Branch	หมายเลขเช็ค/Cheque No.	จำนวนเงิน/Amount		
จำนวนเงินตัวอักษร/Amount in words				



### Keeping Your Bibliography Up-to-date

Please make sure that you keep your bibliographic information up-to-date. Some information may have been entered by the College from your application form, so on entry to the College you should make sure that your information is complete and correct. The College uses the details in SIS for all matters concerning you, from sending you SMS messages for urgent news to your mobile phone, to printing your contact address in the Alumni Contact List when you graduate. To maintain your personal information, select **“Student Bibliography”** on the menu of the Welcome screen.

This will lead to your personal details as in the screen below:

There are 5 parts on this page:

1. Educational Data contains your current and your past educational data (editing not allowed)
2. Grade Results contains your up-to-date grade results (editing not allowed)
3. Your current contact information (editing allowed in part 4)
4. To update your contact information. To complete the editing, click **“Submit”** Button.
5. Other Information (editing not allowed)

To return to the SIS Main Screen, click the **“Back”** button.



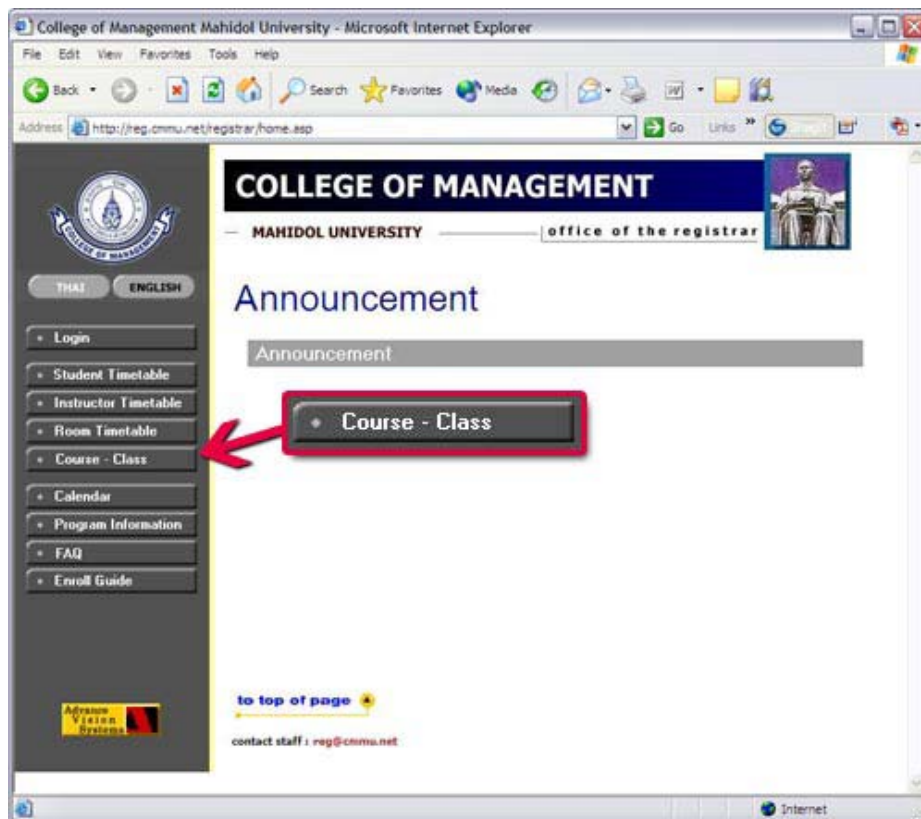
## IV. Registering Your Courses

### Pre-registration and Registration

You should by now be familiar with the registration process at CMMU. This process, involving pre-registration then real registration is explained in the Introduction (Section I.). What you do to register via SIS is similar on both occasions. So in this manual we will describe what you do for pre-registration and registration at the same time, with highlights of the differences.

### To Look for Courses to Register Next Term

To find out what courses are offered in the next term, go to <http://reg.cmmu.net> and select “**Course - Class**” on the Main SIS (Announcement) screen.



The system will lead you to the Course - Class Screen.

**COLLEGE OF MANAGEMENT**  
MAHIDOL UNIVERSITY office of the registrar

← Back

STEP 1 COURSE GROUP: EXISTING COURSE CODE

STEP 2 DEPARTMENT OWNER: All

STEP 3 SEARCH RESULT SHOULD NOT EXCEED: 50

STEP 4 Academic Year: [ ] - [ ]  
Campus: All  
Program: All

STEP 5 Input coursecode/course name into the given space and click the button SEARCH  
[ ] - [ ] SEARCH

SEARCH BY DAY-TIME: YES NO

**EXAMPLE**

- Searching for course code number beginning with 102  
Input 102\* into course code box
- Searching for world in course name  
Input \*world\* into course name box
- Searching for course code ending with finance  
Input \*finance into course name box
- Show courses in the Faculty of Engineering  
Select section in the Faculty of Engineering
- Search for course code beginning with 102 and ending basic  
Input 102\* into course code box and input \*basic into course name box

to top of page  
contact staff : reg@cmnu.net

**STEP 1:** Select **“Existing Course Code”** (default value) from the drop down menu.

**STEP 2:** Select **“All”** (default value).

**STEP 3:** Select **“100”** to make sure that you see all the courses offered.

**STEP 4:** For **Academic Year**, enter **Year** and **Term** that you want to register (see Note below).  
For **Campus**, select **Your Campus** e.g. International Program, Thai Program  
For **Program**, select **All**.

**STEP 5:** Click **SEARCH** to see all the courses at your campus.

If you wish to limit your search you can specify your search condition in STEP 5 as described under EXAMPLE.

**Note:**

Each Academic Year starts with Term 1 in June, followed by Term 2 in September, and Term 3 in January of the following year. So the term starting June 2004 is Academic Year 2004 Term 1, starting September 2004 - Academic Year 2004 Term 2 and starting January 2005 - Academic Year 2004 Term 3.

You will see all the classes offered, when, and who the instructors are:

**COLLEGE OF MANAGEMENT**  
 MAHIDOL UNIVERSITY | office of the registrar

All COURSE  
 All FACULTY  
 Academic Year 2004 / 1  
 SEARCH RESULT SHOULD NOT EXCEED 50 LIST

Click at course code to display course information

Course CODE	COURSE NAME	CREDIT	TIME	Course information by academic year 2004/1			
				SECTION	Open	Registered	LEFT/OVERT STATUS
24710	Buyer Behaviour	3 (3-0-0)		1	30	14	16 N
24720	Marketing Research	3 (3-0-0)		1	30	0	30 N
24730	Advanced Marketing Management	3 (3-0-0)		1	30	7	23 N
24735	Marketing Communications	3 (3-0-0)		1	30	14	16 N
MGMG501	Principles of Management • Daniel Fuchs	3 (3-0-0)	Tu13:30-16:30	504	1	30	16 14 W
MGMG501	Principles of Management • Patchanee Tansinnia	3 (3-0-0)	Tu10:00-21:00	504	2	30	24 6 W
MGMG501	Principles of Management • Alex Blackwood	3 (3-0-0)	We10:00-21:00	501	3	34	34 0 W
MGMG501	Principles of Management • Porakorn Kantamias	3 (3-0-0)	Sa13:30-16:30	406	4	30	26 4 W
MGMG501	Principles of Management • Daniel Fuchs	3 (3-0-0)	Sa13:30-16:30	501	5	30	29 1 W
MGMG501	Principles of Management • Daniel Fuchs	3 (3-0-0)	Su09:00-12:00	504	6	30	29 1 W
MGMG601	Seminar on General Management	3 (3-0-0)			1	1	1 0 N
MGMG602	Organization Development and Management for Changes • Michita Rodsiri	3 (3-0-0)	Mo10:00-21:00	501	1	31	27 4 W
MGMG603	Business Communications	3 (3-0-0)			1	1	0 1 C
MGMG604	Leadership and Team Development • Soekkan Kantabutra	3 (3-0-0)	Tu10:00-21:00	504	1	30	29 1 W
MGMG605	Project Management • Michael Symons	3 (3-0-0)	Tu10:00-21:00	501	1	30	26 4 W
MGMG605	Project Management • Tanai Charoian	3 (3-0-0)	Sa13:30-16:30	501	2	32	32 0 W
MGMG606	Product Development • Soraputh Vahanavisuthi	3 (3-0-0)	Sa13:30-16:30	407	1	31	30 1 W
MGMG607	Small Business Management • Chedok Kukiatrun	3 (3-0-0)	Sa09:00-12:00	504	1	30	30 0 W
MGMG608	International Business Management • Preechakorn Suvaphan	3 (3-0-0)	Sa13:30-16:30	403	1	30	29 1 W
MGMG608	International Business Management	3 (3-0-0)			2	1	0 1 C
MGMG616	Franchise Management	3 (3-0-0)			1	30	0 30 C
MGMG617	International Financial Planning and Control • Aicha Radham	3 (3-0-0)	We10:00-21:00	507	1	32	32 0 W

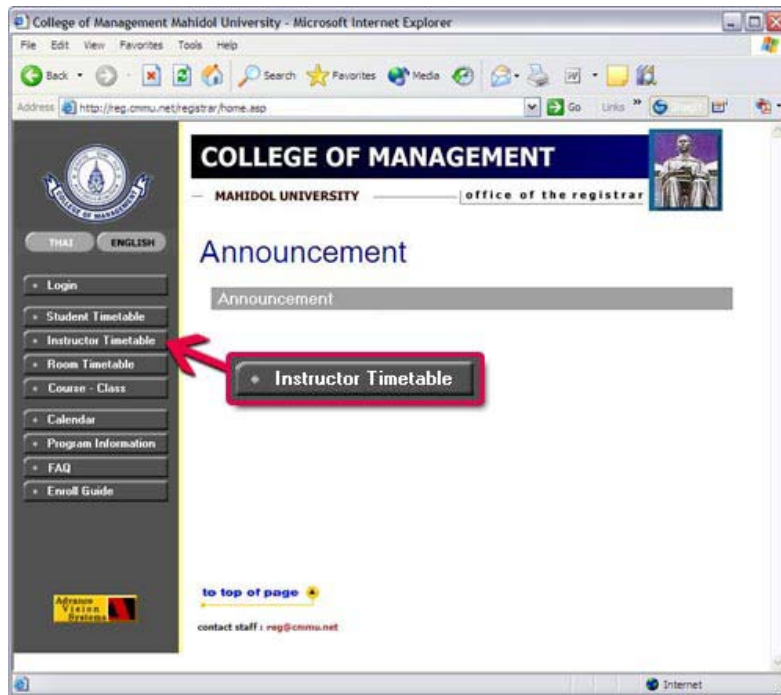
[PREVIOUS] [NEXT]  
 REMARK STATUS  
 A = ENGLISH WEB ไม้เว้น  
 C = ENGLISH  
 D = ENGLISH WEB ไม้เว้น  
 N = ENGLISH ไม้เว้น  
 W = ENGLISH ไม้เว้น  
 X = ENGLISH WEB ไม้เว้น

to top of page  
 contact staff : mg@mahidol.ac.th

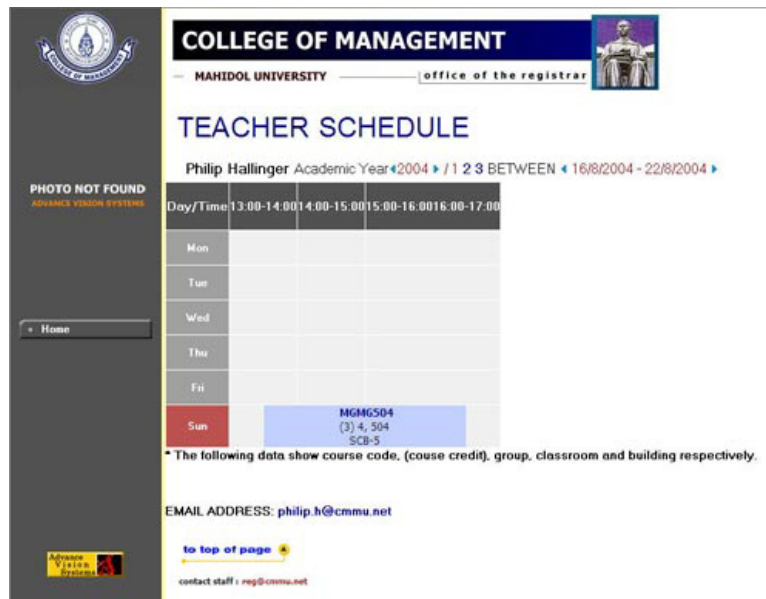
Select 3 courses and the sections that you intend to enroll, make note of the Course Code and Section Number. You may wish to keep another course in mind in case you are unable to register for one of your preferred subjects.

### To Look for Courses Taught by an Instructor

In addition to the class list, you may also be interested in seeing what courses a particular instructor is teaching next term. In which case select **“Instructor Timetable”** on the Main SIS (Announcement) screen.



You will see the instructor’s timetable as shown below:



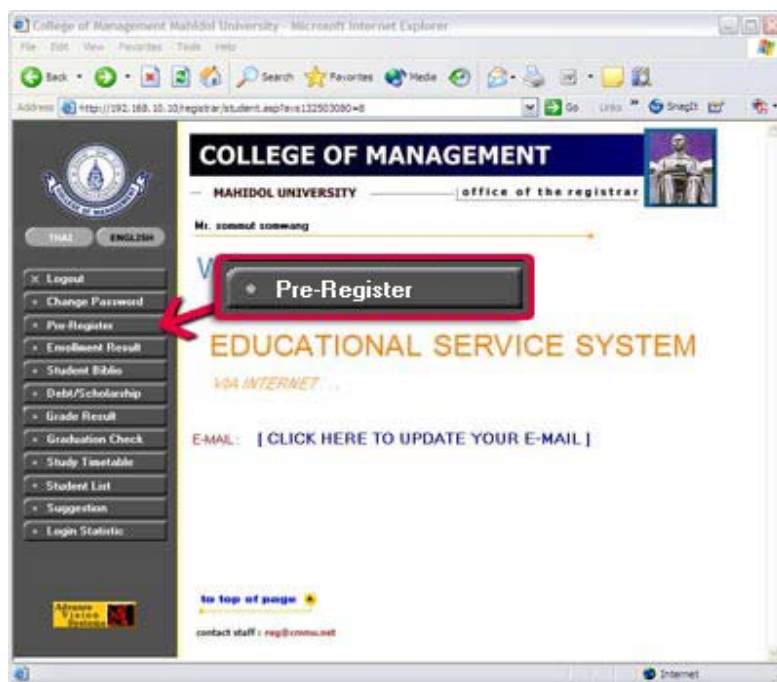
### To Enroll in Your Chosen Classes

Having selected your courses and sections, you should now enroll yourself on the courses. At pre-registration you express your interest in the courses, your requests may or may not be fulfilled as the College has to consider and balance several factors. But successful enrollment at registration time means that your registration is confirmed.

### To Pre-register

Go to the SIS Main Screen (<http://reg.cmmu.mahidol.ac.th>) and login (see Section II). On the SIS Main Screen click **“Pre-register”** on the left menu to access the Pre-registration process.

**\*\*Note: The Pre-register option is activated during pre-registration periods only\*\***



You will now see the Enrollment Screen as shown below.



**COLLEGE OF MANAGEMENT**  
 MAHIDOL UNIVERSITY office of the registrar

Mr. sommit somwang

### Subjects required

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION
<input type="text"/>			<input type="text"/>

**STEP 1** Normal /FONT>-or  
**STEP 2** thesis or accumulative credits.  
**STEP 3** CLICK  to record in database  
**STEP 4** Repeat steps 1 ad 2 after registration is completed  
*You must confirm enrollment.*

**SUGGESTION**  
 \* Pass [  ] when you want to delete course.  
 \* You can search course code from menu on the left.  
 \* You can calculate payment from menu on the left.  
 \* You can check studylexam timetable from menu on the left.

[to top of page](#)  
 contact staff : reg@cmu.net

To register key in the course codes and sections that you have selected and click **“SUBMIT”**.

### Subjects required

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION
mgmg501			1

Repeat the process until you have completed all your courses pre-registration.

### Subjects required

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION
MGMG501	Principles of Management	3	1 [DELETE]
MGMG506	Thai Economy in Global Context	3	1 [DELETE]
MGMG508	Strategic Marketing Management	3	1 [DELETE]
TOTAL CREDITS		9	

It is important that you remember to **“SUBMIT”**; otherwise your registration will have no effect.

If you make a mistake during the pre-registration process, the erroneous data will be shown in red. You must correct the mistake and click **“SUBMIT”** again to make your enrollment effective.



At pre-registration, **“SUBMIT”** records your selections in SIS. After you have submitted all the selected courses (maximum 3 courses per term), your pre-registration is complete and you can exit from this page. (Note that the registration process is different at this point.)

As explained earlier, a successful pre-registration does not necessarily mean that you have a place in your chosen class, so you must check during the registration period.

### To Enroll in More Than 3 Courses check contents page

You may normally enroll in the maximum of 3 courses each term, and SIS enforces this rule. If you wish to study 4 courses you will need a formal approval from your Program Chair. Once your request has been approved, notify Academic Services who will register your 4th course for you.

If you try to register more than 4 courses yourself, SIS will send you an error message that your registration exceeds the maximum allowed.

**Subjects required**

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION	
MGMG501	Principles of Management	3	1	[DELETE]
MGMG506	Thai Economy in Global Context	3	1	[DELETE]
MGMG508	Strategic Marketing Management	3	1	[DELETE]
MGMG509	Strategic Management	3	1	[DELETE]
TOTAL CREDITS		12		
MGMG509	Strategic Management		<input type="text" value="1"/>	

\*\*\* จำนวนเต็มเวลาที่ลงทะเบียนได้ MAX = 9.CURRENT = 12\*\*\*

You must then **“DELETE”** one course from the list.

### Check Your Pre-Registration Results

As explained in the Introduction in Section I., the College tries to match course offerings to students' demand through a “pre-registration” process. Following pre-registration the College will adjust its course offerings to match students demand as far as possible. Class seats are allocated on a first-come-first-served basis and program priority is considered for allocation of seats in specialization courses.

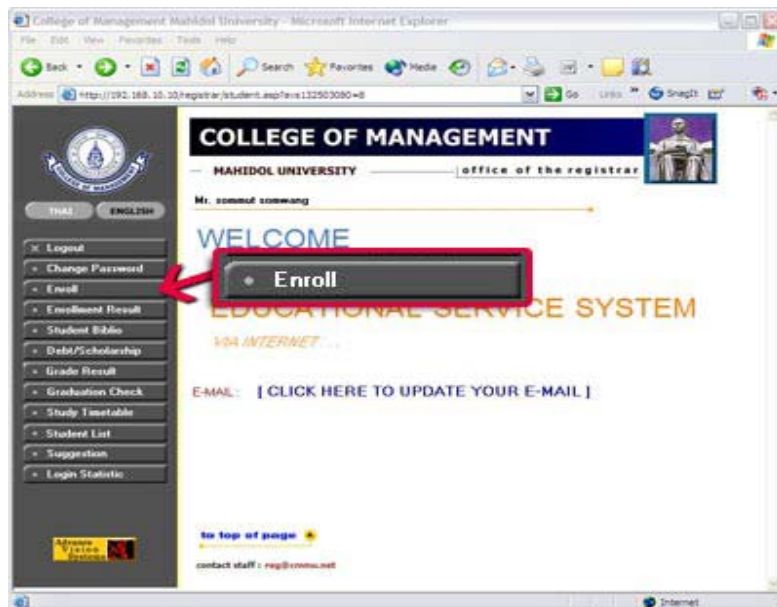
During this stage, the College may have made adjustments to your original enrollments. Thus you need to check your pre-registration results during the registration period. You may find that you are given a seat in an alternative section of a selected course, or you have been unsuccessful with a course and will need to select a different course during registration.

If you are satisfied with your pre-registration results you need not register again. The results will be your formal registration for next term unless you change it after this stage (during the Add/Drop period). If you are not satisfied, you must adjust your enrollment during the Registration period.

### To Register

Go to the SIS Main Screen (<http://reg.cmmu.mahidol.ac.th>) and login (see Section II). On the SIS Main Screen click **“Enroll”** on the left menu to see your pre-registration results and adjust your enrollment.

**\*\*Note: The Registration option is activated during registration periods only\*\***



You will now see the Enrollment Screen as shown next.

### Subjects required

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION
MGMG501	Principles of Management	3	1 [DELETE]
MGMG506	Thai Economy in Global Context	3	1 [DELETE]
MGMG508	Strategic Marketing Management	3	1 [DELETE]
TOTAL CREDITS		9	

From this screen you can delete unwanted courses, change to a different section and add another course (remember to **“SUBMIT”** each one).

After you have submitted all your requirements (maximum 3 courses per term), click **“Enrollment Confirm”** button on the menu. It is very important to **“confirm”** your enrollment otherwise your registration will not take effect.

**COLLEGE OF MANAGEMENT**  
 MAHIDOL UNIVERSITY office of the registrar

Mr. somrut somwang

### Subjects required

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION	
MGMG501	Principles of Management	3	1	[DELETE]
MGMG506	Thai Economy in Global Context	3	1	[DELETE]
MGMG508	Strategic Marketing Management	3	1	[DELETE]
TOTAL CREDITS		9		

**Enrollment Confirm**      [SUBMIT]

**STEP 1** Normal /FONT>-or  
**STEP 2** thesis or accumulative credits.  
**STEP 3** CLICK [SUBMIT] to record in database  
**STEP 4** Repeat steps 1 ad 2 after registration is completed  
 You must confirm enrollment.

**SUGGESTION**  
 \* Pass [ DELETE ] when you want to delete course.  
 \* You can search course code from menu on the left.  
 \* You can calculate payment from menu on the left.  
 \* You can check studylexam timetable from menu on the left.

to top of page  
 contact staff : reg@mahidol.ac.th

If your enrollment in the classes selected on the previous screen is accepted, SIS will ask you to confirm your registration as shown below.

**COLLEGE OF MANAGEMENT**  
 MAHIDOL UNIVERSITY office of the registrar

Mr. Somrut Sonwang

**Registration Confirmation**

Please check enrollment list after confirmation Please click the button  
 Registration Confirmation

Subjects required				
Course CODE	COURSE NAME	STUDY TYPE	CREDIT	SECTION
MGMG501	Principles of Management หลักการจัดการบริหาร	GD	3	1
MGMG506	Thai Economy in Global Context เศรษฐกิจไทยในภาวะโลกาภิวัตน์	GD	3	1
MGMG508	Strategic Marketing Management การจัดการการตลาดเชิงกลยุทธ์	GD	3	1
			TOTAL CREDITS	9

EXAM SCHEDULE				
Course CODE	COURSE NAME	SECTION	MIDTERM EXAM	Final Exam
MGMG501	Principles of Management หลักการจัดการบริหาร	1	-	-
MGMG506	Thai Economy in Global Context เศรษฐกิจไทยในภาวะโลกาภิวัตน์	1	-	-
MGMG508	Strategic Marketing Management การจัดการการตลาดเชิงกลยุทธ์	1	-	-

REMARK: C = Lec L = Lab R = Con S = Self T = Tut

to top of page

contact staff : reg@cmu.ac.th

Re-check your registration carefully then click **Registration Confirmation**.

The system will confirm the result if the process is completely done and the following screen will be shown.

**COLLEGE OF MANAGEMENT**  
 MAHIDOL UNIVERSITY office of the registrar

Mr. Somrut Sonwang

**Registration Confirmation**

Congratulations  
 \* PROCESS COMPLETED \*  
 Please click to see the enrollment result  
 ENROLLMENT RESULTS

to top of page

contact staff : reg@cmu.ac.th

**Remark:** If you make a mistake during the registration process, the erroneous data will be shown in red. You must correct the mistake and click **“SUBMIT”** again to confirm the enrollment.

Note that class size is not limited during pre-registration but is limited during registration.

### What do you see if the course is full?

The system will show the erroneous data in red and require you to correct your course submission.

You may enroll in the maximum of 3 courses each term. If you wish to study 4 courses you will need a formal approval from your Program Chair and Academics Services will register your 4th course for you.

### To Cancel Your Registration

Having enrolled on a course, you may wish to cancel your registration.

Go to the SIS Main Screen (<http://reg.cmmu.mahidol.ac.th>) and login (see Section II). On the SIS Main Screen click **“Enroll”** on the left menu. You will now see the Enrollment Screen shown below:

**Subjects required**

Academic Year 2004/2      Type of enrollment    NORMAL    Special

Course CODE	DESCRIPTION	CREDIT	SECTION	
MGMG501	Principles of Management	3	1	[DELETE]
MGMG506	Thai Economy in Global Context	3	1	[DELETE]
MGMG508	Strategic Marketing Management	3	1	[DELETE]
TOTAL CREDITS		9		

STEP 1 Normal /FONT>-or  
STEP 2 thesis or accumulative credits.  
STEP 3 CLICK [SUBMIT] to record in database  
STEP 4 Repeat steps 1 and 2 after registration is completed  
You must confirm enrollment.

**SUGGESTION**

- \* Pass [DELETE] when you want to delete course.
- \* You can search course code from menu on the left.
- \* You can calculate payment from menu on the left.
- \* You can check study/exam timetable from menu on the left.

Click **“[DELETE]”** after the course codes and sections that you wish to cancel your enrollment. The deleted course(s) will disappear.



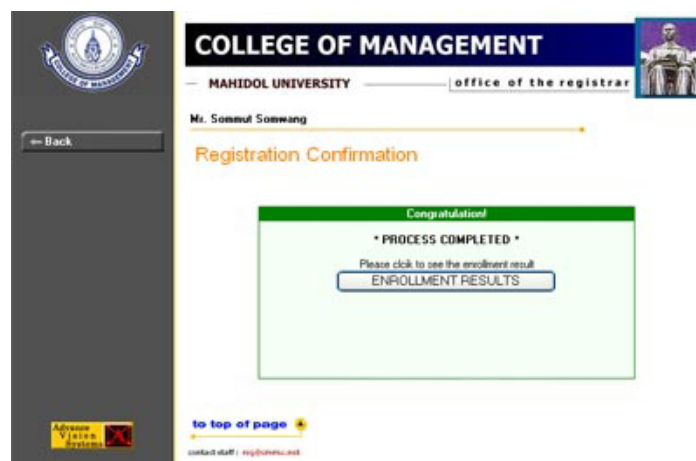
During registration, you can cancel an enrollment and submit another one by following the steps described earlier.

When you are satisfied with your registration, you can then proceed to check your fees by checking the outstanding balance and printing the invoice for payment.

In case you already confirm your registration but you need to cancel your registration, you need to see the Academic & Student Services on 10th Floor case by case.

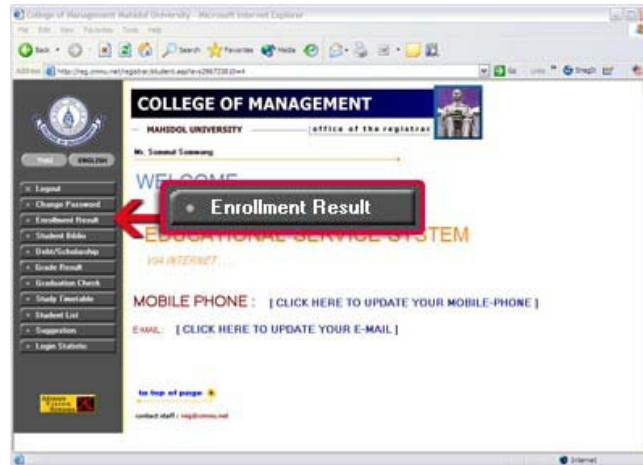
### To Check Your Registration Results

Click on Enrollment Results Button on the screen when your registration is completely done.

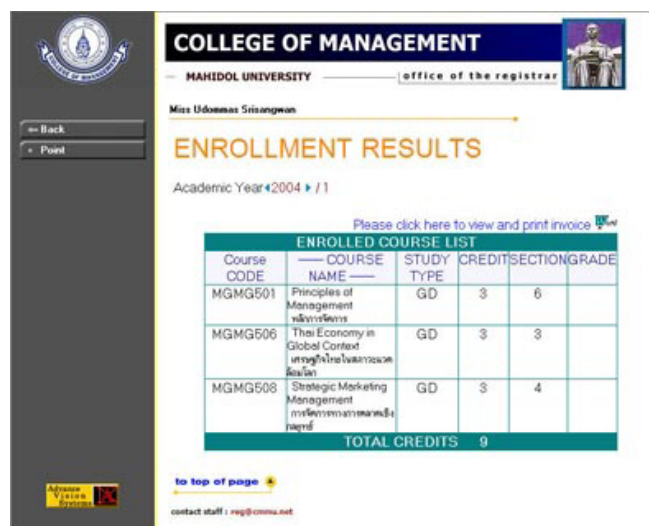


Or click on Enrollment Results Button on left menu.





This leads you to the screen shown below.



You will see all courses that you need to enroll in such term on the Enrollment Results Page.

## V. Checking Your Fees

### To Check Fees and Print Invoice

After your course selections are confirmed, check your payment details and print the Invoice/Receipt for payment. You will need to log in via (<http://reg.cmmu.mahidol.ac.th>) if you have not already done so.

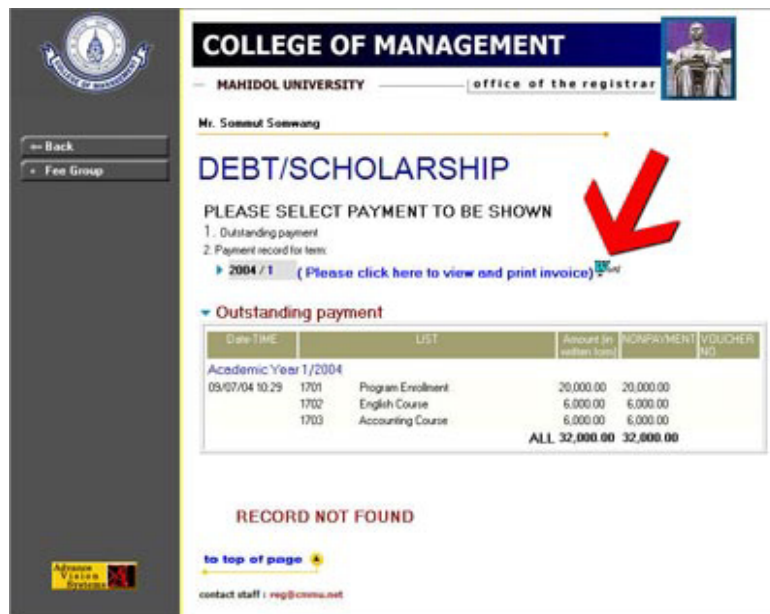
When you arrive at the SIS Welcome Screen, click **“Debt/Scholarship”** or **“Enrollment Result”** on the menu.


If you click **“Debt/Scholarship”**



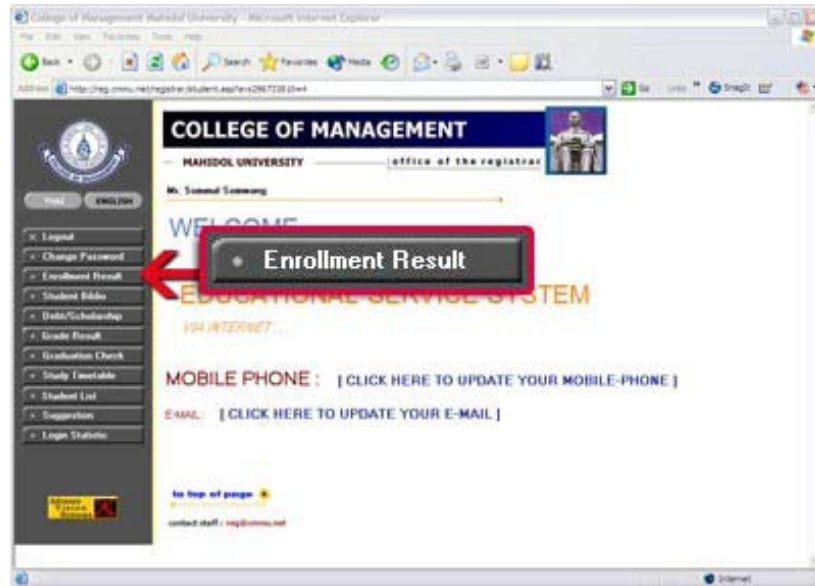


You will see the Debt/Scholarship screen which gives you the details of the fees to be paid.

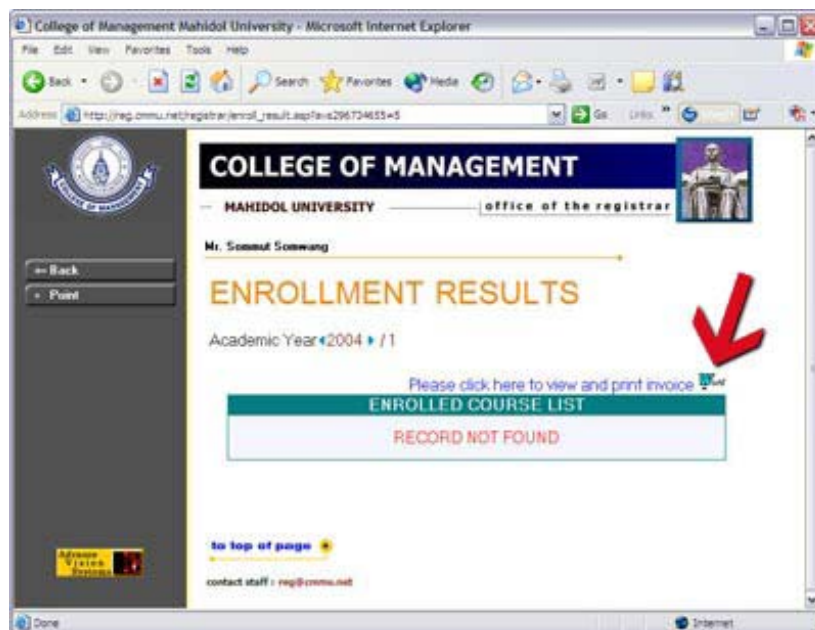


Click on  to access the invoice - an example is shown on the next page - then print it.

If you click **“Enrollment Result”**




You will see the screen below. Click on  to access the invoice, and then print it.



You can then select a payment method which is the most convenient for you e.g. via ATM, via the Internet, over the counter at a branch of SCB. These payment options are described in details in Section VI.

Example of Invoice/Receipt

		(For Student)	
		<b>COLLEGE OF MANAGEMENT MAHIDOL UNIVERSITY</b>	
<b>INVOICE/RECEIPT</b>			
Student ID:	4749999	Term:	2/2547
Student Name:	Mr. Sommut Somwang	Ref. No.:	4714749999
			Printed 8/07/04
No.	Description	Baht	
1	Matriculation	25,000.00	
2	Registration Fee	34,650.00	
		<b>59,655.00</b>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                 Students are responsible for paying 15 Baht bank charge directly to the bank.             </div>			
<b>Remarks:</b>			
1) Payment must be made by June 12, 2004. Late payment will incur a late payment fee; if late please contact CMMU Finance Dept. to confirm the fee.		For bank use only	
2) If payment is by cheque this receipt is valid only when the cheque has been cleared.		Received by	

CUT HERE

		(For Bank)	
		<b>COLLEGE OF MANAGEMENT MAHIDOL UNIVERSITY</b>	
		วันที่/Date .....	
<b>Payment only at any branch of The Siam Commercial Bank Plc.</b>		<b>SERVICE CODE: CMMU</b>	
A/C Name:	Mahidol University	Name:	Mr. Sommut Somwang
A/C Number:	316-3-02206-2	Student ID / Curt. No.:	4749999
Branch:	Salaya	Ref. No.:	4714749999
		ผู้ชำระเงิน/Paid By:	
(Payer pays 15 Baht bank charge)			
Cash/Cheque		หมายเลขเช็ค/Cheque No.	ชื่อธนาคารสาขา/Bank-Branch
<input type="checkbox"/> เงินสด	<input type="checkbox"/> เช็ค		
			จำนวนเงิน/Amount
			59,655.00
จำนวนเงินตัวอักษร/Amount in words		ห้าหมื่นเก้าพันหกร้อยห้าสิบบาทถ้วน	

## VI. How to Pay Your Fees

Fee payment starts with the College Entrance Fee when you enter the College, followed by payment of matriculation and credit fees before the beginning of each term. On each occasion, you can find the invoice giving details of your outstanding payment by selecting the Debt/Scholarship menu on the Welcome Screen (See Sections V: To Check Fees and Print Invoice).

The College has made an arrangement with the **Siam Commercial Bank (SCB)** where you can pay your fees by a method of your choice, when and where it is convenient for you. Once you have paid a fee you need not take any further action, the bank will confirm your payment directly to us. The bank will charge a small fee for this service which you pay directly to them.

Please note that each fee must be paid by a certain date, and payment after the due date will attract a late payment fine.

### Payment Due Date

Please carefully check the payment due date which is shown in the Remark section on the Invoice/Receipt. If your payment is after the due date, please contact the Finance Department at the College or call our Help Desk for advice. (The Help Desk telephone number and email address are on the front cover of this guide.)

### Select Your Payment Methods

Please pay your fees through **Siam Commercial Bank (SCB)** only. You can use any of the payment methods described below.

#### For students who have an account with the Siam Commercial Bank (SCB):

- Transfer payment to the “Mahidol University” account via ATM or
- Transfer payment to the “Mahidol University” account via Internet, SCB Easy web service at <http://www.scbeasy.com> or
- Transfer payment to the “Mahidol University” account via SCB Phone Banking or
- Cash or check payment over the counter of any branch of SCB.

#### For students who do not have an account with the Siam Commercial Bank (SCB):

- Cash or check payment over the counter of any branch of SCB.

### Payment Methods in Detail

#### Transfer payment to the “Mahidol University” account via ATM

Step 1: Insert ATM Card

Step 2: Enter your 4-digit ATM password

Step 3: The screen will automatically turn to “Withdrawal Express” Select “Others”.

Step 4: Select “Products & Services Payment”

Step 5: Select the type of your account

Step 6: Fill in the CMMU account number shown on the Invoice/Receipt. Then click “OK”

Step 7: Fill in the amount of money you want to transfer as shown on the invoice. Then click “OK”

Step 8: Fill in the Customer No. on the Invoice/Receipt. (This is your Student ID). Then click “OK”

Step 9: Fill in the Reference No. shown on the Invoice/Receipt. Then click “OK”

Step 10: Review all the information shown on the screen. Click “OK” if all is correct.

Step 11: Keep the transaction slip as your payment reference.

**Transfer payment to the “Mahidol University” account via Internet, SCB Easy web service**

Step 1: Go to <http://www.scbeasy.com>

Step 2: Log in to your account

Step 3: Follow the regular steps when you make a payment via the web service using the payment details from the invoice.

Step 4: Print out the reference page after the payment is complete in case you want to keep a hard copy of the payment reference.

**Transfer payment to the “Mahidol University” account via SCB Phone Banking**

Call 02-777-7777. Follow the steps guided via the phone using the payment details from the invoice. Please note that if you use this method, a hard copy of the payment reference is available only if you use a fax machine.

**Cash or check payment over the counter of any branch of SCB**

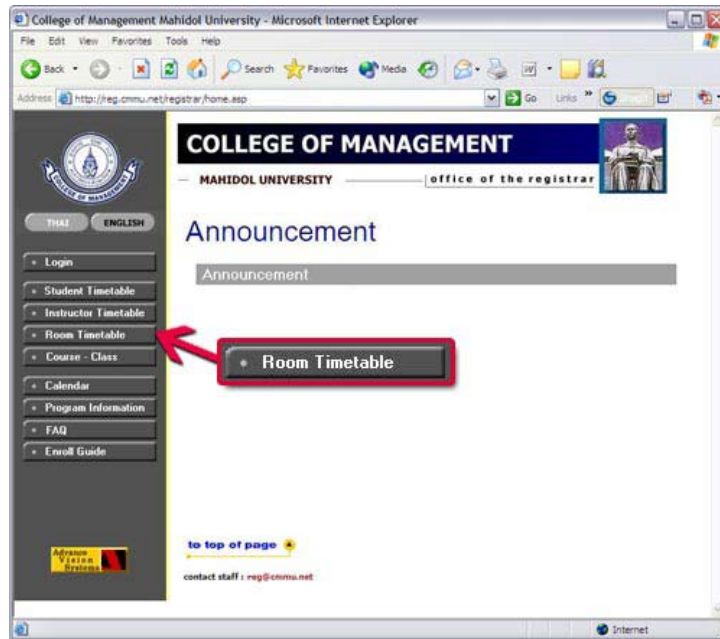
This method is the same as making payments over the counter for other products and services.

**Please only use the CMMU Invoice/Receipt form printed out via the online registration system for payment.** The bank will stamp the top part of the invoice/receipt (marked “For Student”) which you should then keep as your receipt. The bank will retain the bottom part of the invoice/receipt (marked “For Bank”) and use the details to confirm your payment directly to the College. If you pay by check, please cross the check “a/c payee only”; the receipt stamped by the bank is valid only when the check has been cleared.

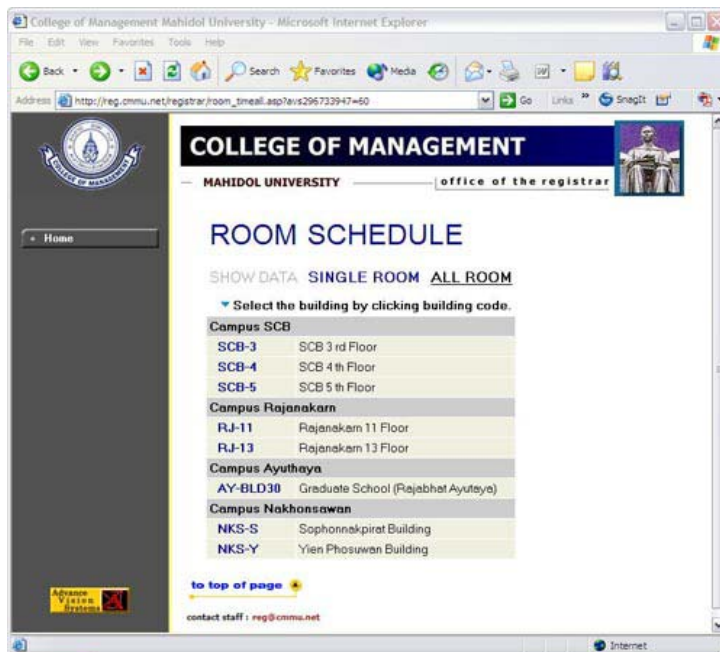
## VII. General Scheduling Information

### To See the Room Timetable

Click on the **Room Timetable** menu on the Main SIS (Announcement) screen.



You will see the Room Schedule as shown below:





Click the specific floor e.g. CMMU-3. The screen below will be shown.

**COLLEGE OF MANAGEMENT**  
MAHIDOL UNIVERSITY | office of the registrar

**ROOM SCHEDULE**  
Campus: SCB, SCE 3rd Floor  
Date: [LULU] [Sunday/Monday/Tuesday/Wednesday/Thursday/Friday/Saturday]  
Academic Year: 2004 BETWEEN 15/02/04 - 20/05/04

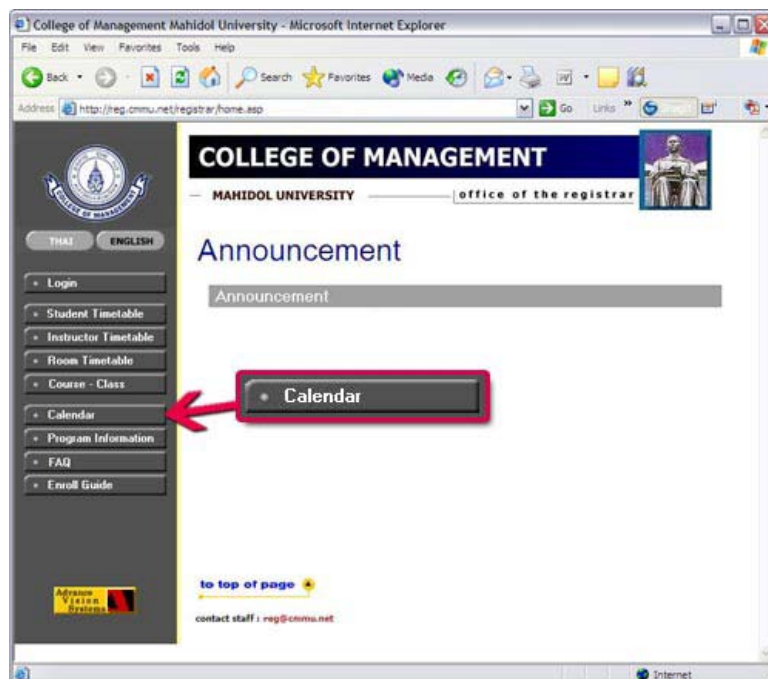
Day	Room	Section	Section	Section
Mon	301	Group 10 (MBA) ROOMING	Group 11 (MBA) ROOMING	Group 12 (MBA) ROOMING
Tue				
Wed	301			Group 13 (MBA) ROOMING
Thu				
Fri	301			Group 14 (MBA) ROOMING
Sat	301	Group 15 (MBA) ROOMING	Group 16 (MBA) ROOMING	Group 17 (MBA) ROOMING

The data in table consists of course codes (code), group, academic degree

L1 = MM-ENG  
L2 = MM-THAI  
L3 = MM-THAI-PARTTIME FOR EXECUTIVE(MBA)  
L4 = MM-THAI - FULLTIME  
L7 = MM-THAI - PARTTIME  
L8 = MM-THAI - PARTTIME FOR EXECUTIVE  
L9 = MM-THAI-PART(A)

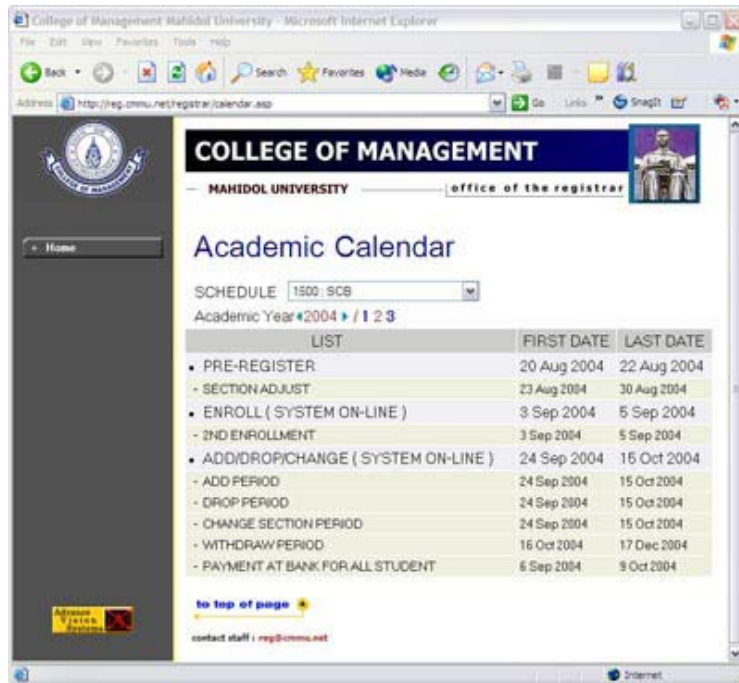
### To See the Calendar

Click on the **Calendar** menu on the Main SIS (Announcement) screen.



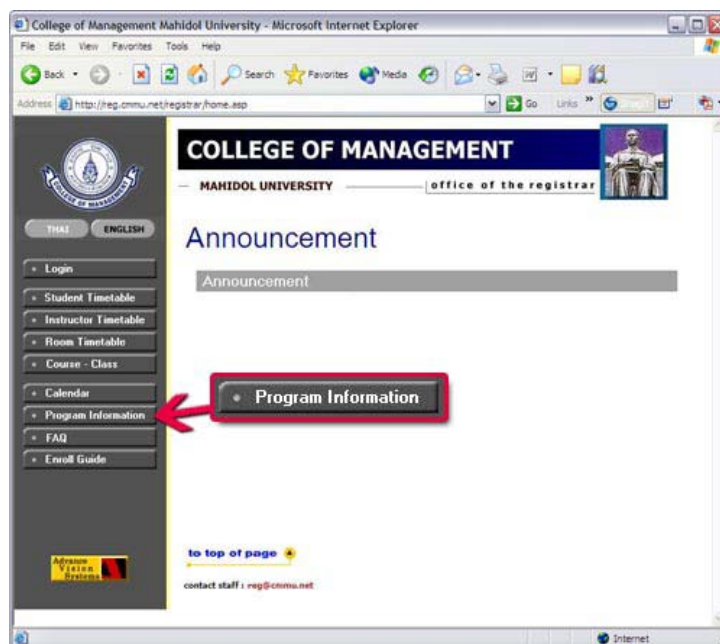


You will see the Academic Calendar as shown below:



### To See Program Structure and Study Plan

Click on the **Program Information** menu on the Main SIS (Announcement) screen.



You will see the Program Information as shown below:

**COLLEGE OF MANAGEMENT**  
MAHIDOL UNIVERSITY office of the registrar

**PROGRAM**  
Program : BBA (EM)  
FACULTY : Faculty of Management  
PROGRAM : General Management

1. Total Required Minimum CREDIT : 120

COURSE	COURSE	CREDIT
MG001	English	3.000
MG002	Mathematics	3.000
MG003	Thai Language	3.000

2. Core Required Minimum CREDIT : 18

COURSE	COURSE	CREDIT
MG004	Business Administration	3.000
MG005	Business Administration Systems	3.000
MG006	Business Administration	3.000
MG007	Business Administration	3.000
MG008	Business Administration	3.000

3. Elective Required Minimum CREDIT : 6

COURSE	COURSE	CREDIT
MG009	Business Administration	3.000
MG010	Business Administration	3.000
MG011	Business Administration	3.000

4. Specialization Required Minimum CREDIT : 12

COURSE	COURSE	CREDIT
MG012	Business Administration	3.000
MG013	Business Administration	3.000
MG014	Business Administration	3.000
MG015	Business Administration	3.000
MG016	Business Administration	3.000
MG017	Business Administration	3.000
MG018	Business Administration	3.000
MG019	Business Administration	3.000
MG020	Business Administration	3.000
MG021	Business Administration	3.000
MG022	Business Administration	3.000
MG023	Business Administration	3.000
MG024	Business Administration	3.000
MG025	Business Administration	3.000
MG026	Business Administration	3.000
MG027	Business Administration	3.000
MG028	Business Administration	3.000
MG029	Business Administration	3.000
MG030	Business Administration	3.000

5. Elective Required Minimum CREDIT : 6

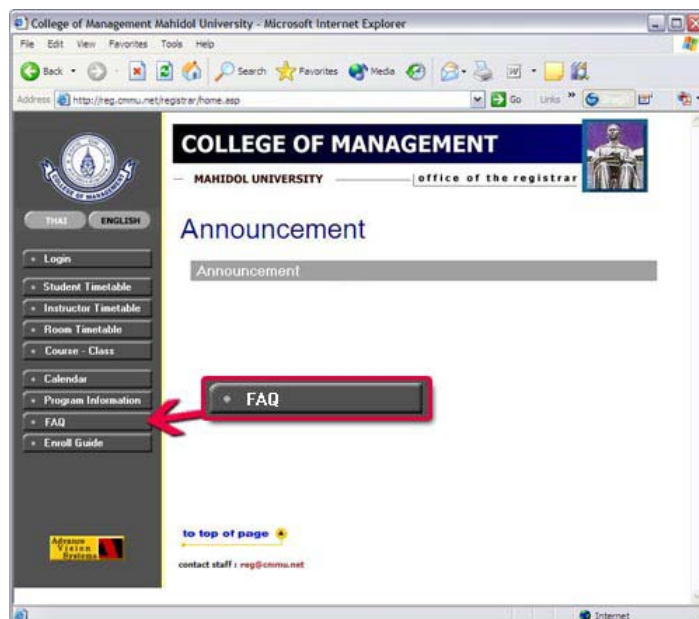
COURSE	COURSE	CREDIT
MG031	Business Administration	3.000
MG032	Business Administration	3.000
MG033	Business Administration	3.000

6. Elective Required Minimum CREDIT : 6

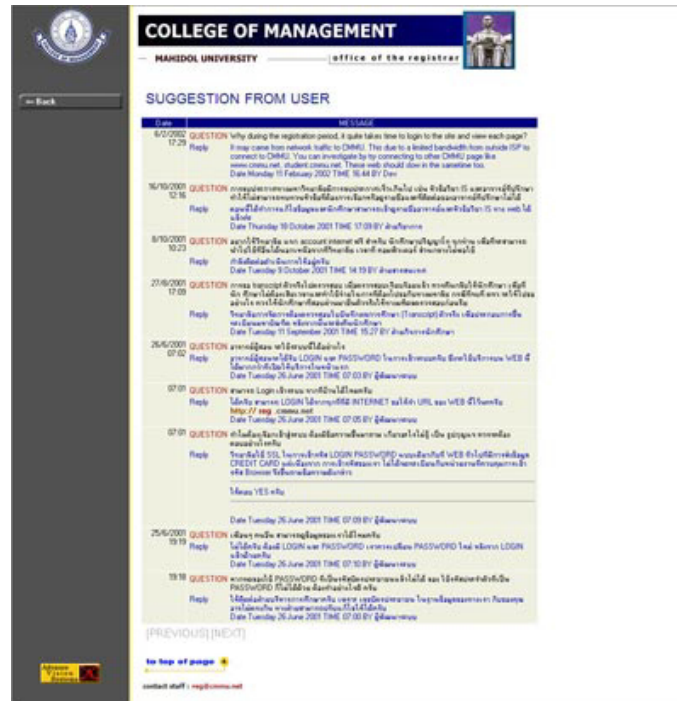
COURSE	COURSE	CREDIT
MG034	Business Administration	3.000
MG035	Business Administration	3.000
MG036	Business Administration	3.000

**To See Frequently Asked Questions about CMMU**

Click on the **FAQ** menu on the Main SIS (Announcement) screen.

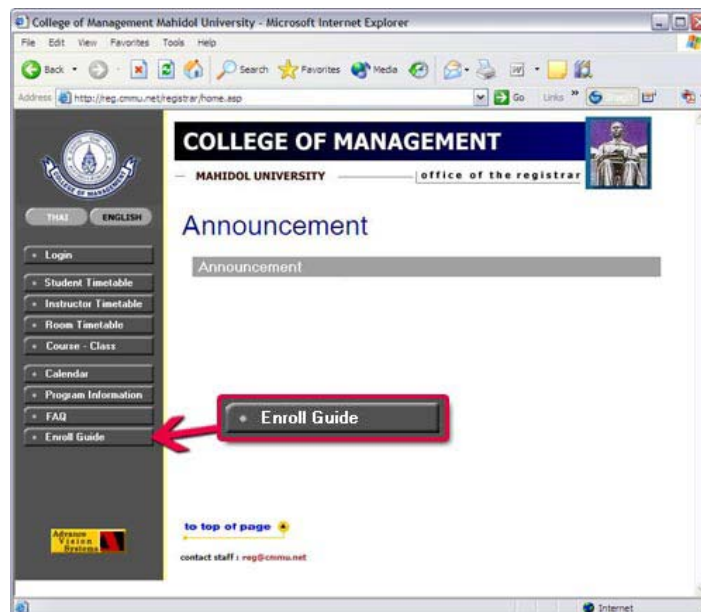


You will see the Frequently Asked Questions from Users as shown below:



**To See an Enrollment Guide**

Click on the **Enroll Guide** menu on the Main SIS (Announcement) screen.



You will see a brief enrollment guide as shown below:

**Enrollment Process**

**1. Enter the system - LOGIN**

Before entering the system, student need to login by clicking of "Login". Please input student code and password. The initial password will be last 4 letters of personal ID card. After inputting student code and password, please click "Submit".

**2. Enroll**

After login in, click "Enroll" in the left menu to enter to the enrollment system. This menu will be activated only in enrollment period. Select enrollment type which are:

**2.1 Normal enrollment**

For general enrollment. Please input course code and group to enroll and click "Submit".

**COURSE ENROLL**

ACADEMIC YEAR 2011/2 Type of enrollment: NORMAL ADVANCE

CODE	CR. SCHEDULE	CREDITS	GRADE
62001		3	F

**2.2 Special enrollment**

In case the enrollment for different education level, education type or specify credits to enroll, please input education level, course code, group, credits or grade and click "Submit" to enroll.

**REMARK:** Final enrollment will display the course in enrollment process. Student needs to correct the mistake before confirming the enrollment. If student would like to cancel the selected course, please click "Cancel".

**3. Enrollment confirmation**

The enrollment is still invalid if student have not confirm the process which can be done by clicking "Enrollment Confirm" in the left menu. The system will display the result and exam schedule. Student needs to click "Enrollment Confirm" to confirm the enroll process.

Please check enrolled list after making sure. Please click the button: **ENROLLMENT CONFIRM**

CODE	COURSE NAME	STUDY TYPE	CREDIT	SECT
62001	Management Information System	GD	3	F
TOTAL CREDIT			3	

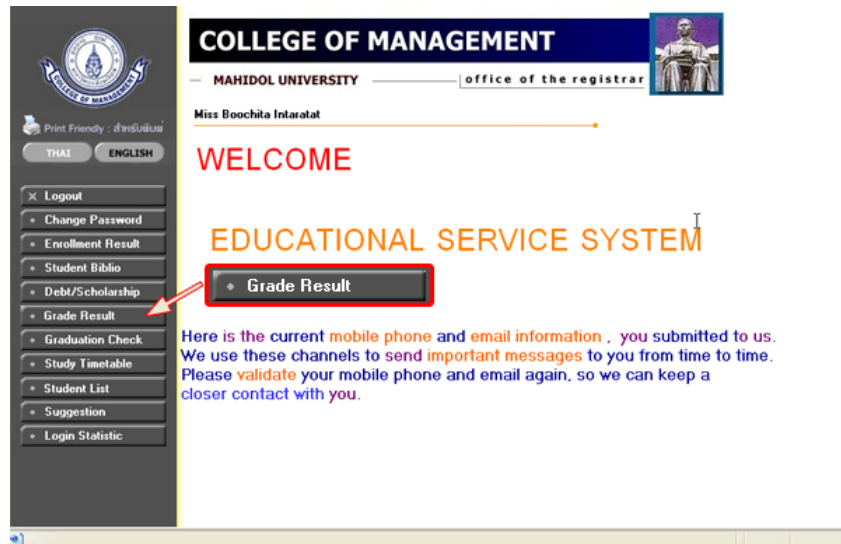
**4. Payment**

Student need to check the total payment and pay of the bank by transfer money to Siam Commercial Bank account Branch: Salaya Account No. 518-8-82266-3 Pay to "MAHIDOL UNIVERSITY"

and bring the copy (Phe. 3sp) to (CMM) within the payment due date. Please specify name and surname in this in order to publish the receipt. CMM does not accept FAX or copy of the slip.

## VIII. How To Check Your Grades

Go to the SIS Main Screen (<http://reg.cmmu.mahidol.ac.th>) and login (see Section II). On the SIS Main Screen click **“Grade Result”** on the left menu to see your grade results.



## IX. How to Check Your Graduation Status

Go to the SIS Main Screen (<http://reg.cmmu.mahidol.ac.th>) and login (see Section II). On the SIS Main Screen click **“Graduation Check”** on the left menu to see your graduation status.

