Sirindhorn International Institute of Technology

Online Registration Procedures ASR@SIIT.TU.AC.TH

How to Login

On the online registration webpage, students can find all general information through the system such as course information, study timetable for each program, and instructor timetables.
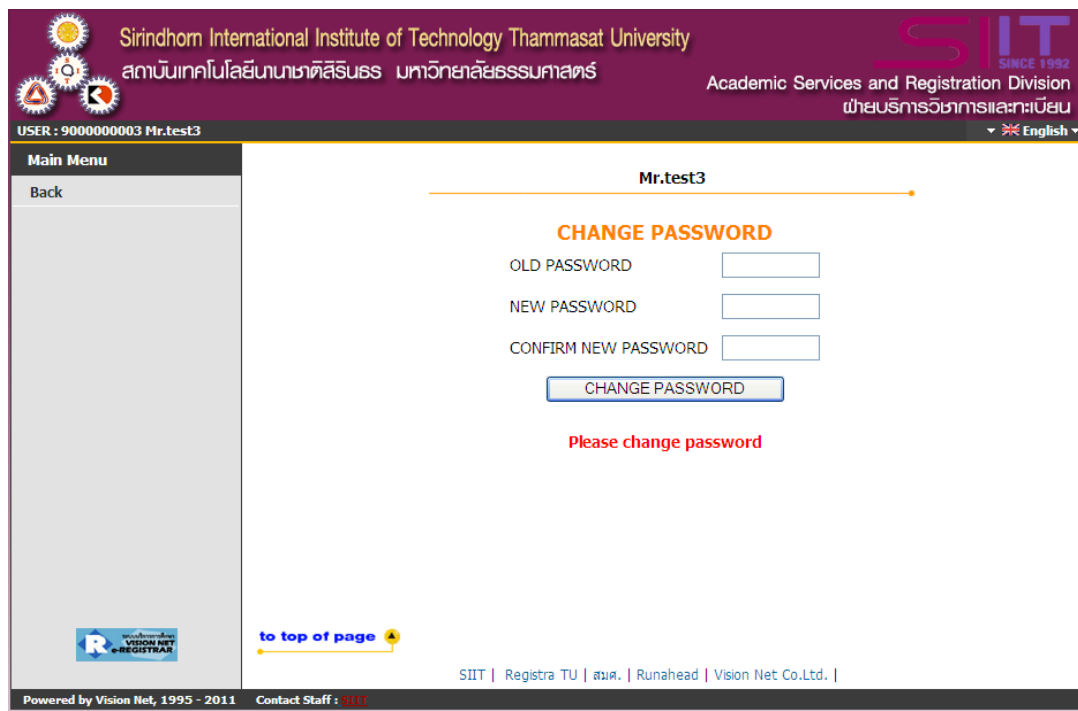
1. Click [Login] to enter the registration system.

2. Fill your username and password.Username: Student ID, Password: Thai ID(for Thai) or Passport no.(for non-Thai).

3. When you enter the system successfully, please change your password immediately to prevent privacy issues, or click "Back" to skip this process.

Registration Procedures

1. Click **Enroll** to enter the registration page. This menu is shown only in the registration period of each Academic Calendar.
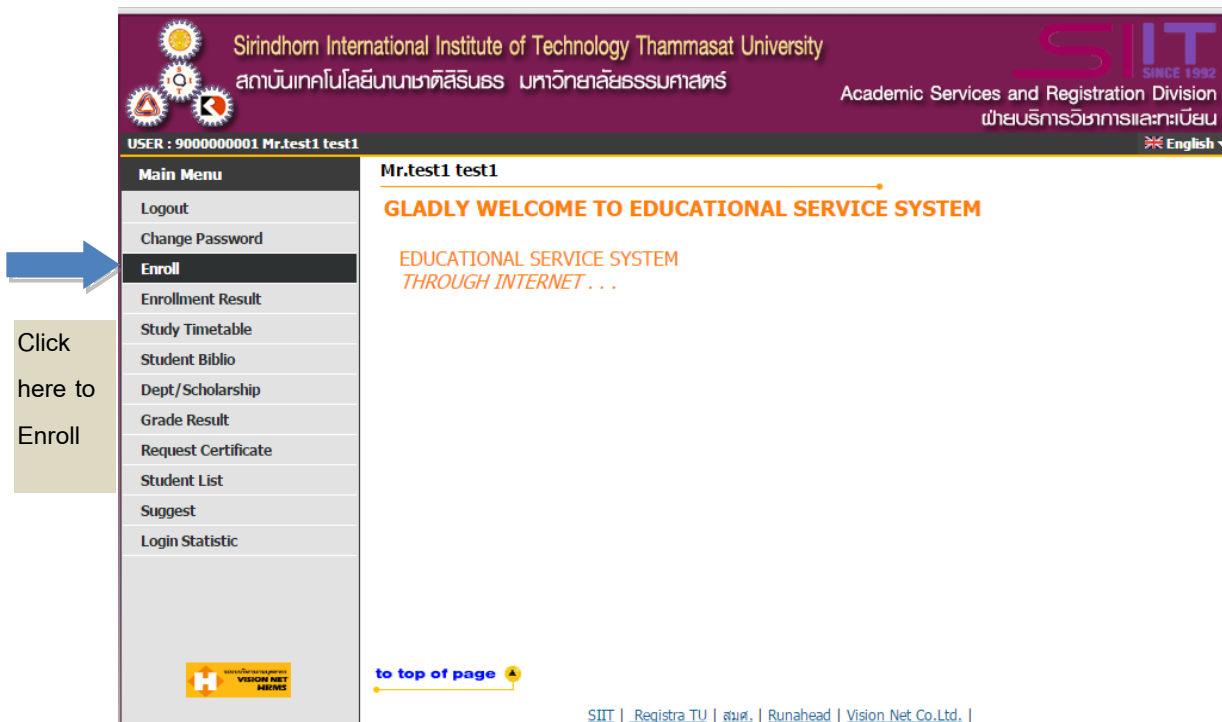
2. When you click the **Enroll button**, the screen shows all activities of registration. On this page, there are submenu buttons that assist you with your registration, such as *Program Structure, Course Search, Calculate Enroll Fee, Study Time Table, etc.*

2.1 Students can search required subjects for registration by typing each subject code or subject title (Typing " * " to search all subjects). To proceed, click SEARCH and all available subjects will be shown for selection.

2.2 Click 🛒 to select your required subject. The chosen subjects will be moved up to the front of the page. This means that each subject has been recorded already for registration (For subjects that do not show the picture 🛒 , students are not eligible to register for that subject. If you need subject for registration, please contact Academic service and Registration Division).

2.3 The system will verify the accuracy of your registration for cases of redundancy of study timetable and examination conflicts, as well as the following errors: insufficient course credits and pre-requisite subjects.

3. If students need to cancel or delete selected subjects in step 2, please click the [DELETE] button below the subject.

4. To confirm your enrollment, click the " Enrollment Confirm " button to check the accuracy of your registration. If your registration information is not correct, you have to change all previous registration information before proceeding.

5. Click the " <u>Enrollment Confirm</u> " button again in the middle of the screen if your registration information is correct.

6. After you click the "<u>Enrollment Confirm</u>" button, and your registration is successful, the system will show your Enrollment Confirm information along with the total fees. Click the "Enrollment Result" button to see all details of your registration.

7. After clicking the "**Enrollment Result**" button, the system will show a list of registered subjects, and students can print out the bill and pay for the fees at any of the affiliated banks.

8. When your correct payment is completed, the system will automatically record your registration information. This indicates that your registration is successfully completed.

Calculate Enroll Fee

1. Click "**Calculate Enroll Fee**" button to check the total enroll fees of your subjects before confirming your registration.

2. Click the " Back" button, to previous page.

Study Timetable Check

1. Click the "**Study Timetable**" button to check the dates and times of study sessions and examinations after your registration is completed.

2. When you are satisfied with your registration in the semester please click the " Enrollment Confirm " button.

3. If you do not click the "**Enrollment Confirm**" button, your registration is not complete. Consequently, any other students who make a complete registration are eligible to take your seat in each class (For a limited class), and your registration in each required subject is not successfully recorded in the system.