

Manual for the Use of the Educational Service System via the Internet

Foreword

This manual for course enrollment via the Internet was prepared by the National Institute of Development Administration (NIDA) for its students use the enter the education service system. It provides students with guidance in course enrollment, inspection and search for different kinds of information and other services related to their studies through the web site <http://reg.nida.ac.th/registrar/home.asp>. The manual is composed of two parts as follows.

Part 1 : Basic information of the registration and processing system.

This part concerns basic information about the education service system via the Internet and about assumptions before entering the system. The aim is to educate students to have an understanding of entering the system and of terms used in the menu.

Part 2 : Procedures and practice for the initial use of the system

This part deals with procedures and practice for the initial use of the system. It describes in details different steps for entering the system, from entering the system, and carrying out different tasks until quitting the system.

The Registrar and Statistics Section under the Education Service Division, NIDA, hops that this manual will be useful for students who want to use the system.

Educational Service Division
National Institute of Development Administration
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Manual for Using the Educational Service System via the Internet
Part 1: Basic Information about the Registrar and processing System
1.1 the Educational service system via the Internet

The educational service system via the Internet is the service system for students via the Internet which provides services in registration, registration inspection, check or search for class/examination schedule, academic calendar, student records, expenses/costs, grades, graduation check, and others related to student's education. This Education Service Division's Website is <http://reg.nida.ac.th>

1.2 Assumption

- **Hints for entering the system**

Before entering the education service system through the Internet, students must have a basic skill in computer use, use of the Internet and the program Microsoft Internet Explorer version 5.0 or higher. They must adjust the width of the screen area to 1024x768 pixels and know how to use the browser for the Internet Explorer Version 5.0 or higher, which is suitable to show the outcome. When the system is entered but is not used for more than 15 minutes, the user will be logged out automatically

Note: Students who use Microsoft Internet Explorer version 7.0 and encounter the problem of using the educational service system can see the correction method from the following link. <http://reg.nida.ac.th/download/IE7Llx.pdf>

Menu and Meaning Menu

- > **Login**
- > **Course - Class**
- > **Calendar**

- > **Program Information**

- > **Q & A**
- > **Change Password**
- > **Student Bibliography**
- > **Enroll**
- > **Enrollment Result**
- > **Study / Exam Timetable**
- > **Debt/Scholarships**
- > **Studied Result**
- > **Comprehensive Exams**

- > **Graduation check**
- > **Course Search**
- > **Learn Time Table**
- > **Search Teach Time**

- > **Room's Timetable**

- > **Petition**
- > **Suggestion**
- > **Login Statistic**
- > **Instructional materials**

- > **Graduation Ceremony**

- > **Logout**

Meaning

- : Click to log in
- : Click to find out the courses offered
- : Click to see the details in the academic calendar

- : Click to find out the study programs offered
- : Click to the list of enquires
- : Click to change the password
- : Click to the student history
- : Click to make a regular registration
- : Click to see the registration result
- : Click to see the clan/examination
- : Click to see the costs/scholarships
- : Click to see the grade
- : Click when wanting to apply for comprehensive examinations
- : Click to check graduation
- : Click to search for courses
- : Click to see the class timetable
- : Click to see an instructor's class schedule

- : Click to see details of timetables for classroom use
- : Click to write some specific requests
- : Click to express opinions
- : Click to see the download instructional
- : Click to see the download instructional material

- : Click to press the intent to attend the graduation ceremony
- : Click to quit the system

Part 2: Steps and guidelines for initial use of the system

Students can enter the Education Service system via all computers that link with the Institute's network and/or the Internet by imposing Location or Website in the Address to <http://reg.nida.ac.th> and then push the Enter button. The system will take the student to the general information page that all students can access.

See Figure 1

Main Menu

- Login
- Course - Class
- Calendar
- Program Information
- FAQ
- Evaluation
- Registration
- NIDA Homepage
- Web Evaluation

Welcome to E-registrar

NEWS TOPIC

- How to apply for the Comprehensive Exam. through the Internet (HIGHEST PRIORITY)**
[Click here](#)
ANNOUNCED BY Educational Service Division ANNOUNCED DATE 7 January 2009
- Recommendation for Register (HIGHEST PRIORITY)**
Online registration process >>
ANNOUNCED BY ANNOUNCED DATE 9 October 2006
- forget password (VERY HIGH PRIORITY)**
[reset new password >>click here](#)
ANNOUNCED BY [www.nida.ac.th](#) ANNOUNCED DATE 26 October 2010

Figure1: Screen when first entering the system

The announcement page will pop up automatically as soon as the user enters the website to show information and announcements of the Institute that students should know.

In Figure 1, on the left is a menu to log in and general basic information that all students can access: courses offered, academic calendar, study programs, and enquires. If a student is interested in know any part in details, he/she can use the mouse to click at the menu for details as follows:

2.1 Login

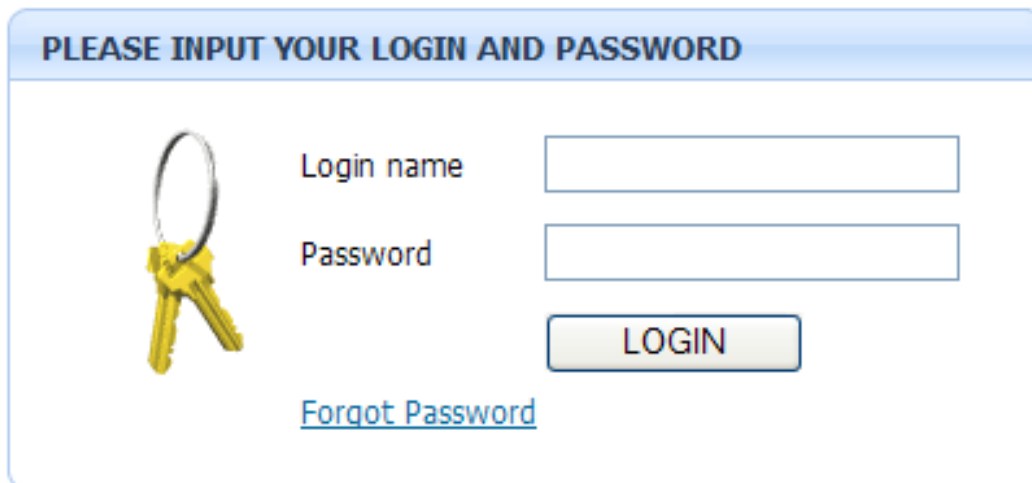
Regarding student-related activities, e.g. course registration, checking of registration, checking of class/examination timetable, checking of costs/scholarship, checking of student history, checking of grades, password change, making written requests, etc., students could do so By clicking the menu to “Login” When the question “There is a problem with this website's security certificate.” will appear, the student must click the “Continue to this website (not recommended).” message and enter your “Login name and password”. If the Login name and the password are correct, the system will allow the student to enter it.

Caution! The student must keep your password confidential, not telling it to a friend or any person because they can use the system as if that person were the student himself. If any loss incurs, it is the student’s responsibility.


System usage

- 1) Click the menu to “**Login**” The system will take the student to the “**Log in**” “screen as seen in **Figure 2**
- 2) Type the “**Login name**” in the “**Login name**” slot and the password in the “**password**” slot.
- 3) Click the “**Login**” button.

Please type the Login name and the password



PLEASE INPUT YOUR LOGIN AND PASSWORD

 Login name

Password

[Forgot Password](#)

Figure 2: The Log in screen to enter the system

In case that the student forgets the password to enter the educational service system, he/she must follow the steps shown in the following link.

http://reg.nida.ac.th/download/forget_password.pdf

2.2 Course - Class

It is the menu for general information for anyone to enter. The student can search for detailed information of each course from the menu “**Course- Class**” The information consisted of course code, course title, number of credits, the School that offers the course, the level of the program in which the course offers, number of groups, class day/time, classroom/building, number of students to be admitted, number of students already registering the course, number of the seats still available for registration etc.

Method of usage

1) Use the mouse to click the menu, “**Course- Class**” will appear on the screen Search for Course as seen in **Figure 3**.

The screenshot shows a web interface for course search. On the left is a 'Main Menu' sidebar with a 'Go Back' button. The main content area is titled 'COURSE SEARCH' and contains several input fields and a search button. Annotations with orange arrows point to specific parts of the form:

- STEP 1** points to the 'SCHOOL' dropdown menu, which is currently set to 'Applied Statistics'.
- STEP 2** points to the 'ACADEMIC YEAR' (2011), 'PROVINCE /CITY' (Bangkok), and 'DEGREE' (Master's Degree Programs (Non-Full Time Students)) dropdowns.
- STEP 3** points to the 'INPUT COURSECODE/COURSENAME AND CLICK BOTTON SEARCH FOR SEARCHING' section, which includes 'COURSECODE' (AS*) and 'COURSE NAME' input boxes, and a 'SEARCH' button.

Below the search fields, there are radio buttons for 'SPECIFY DAY-TIME FOR SEARCHING' with 'YES' and 'NO' options. An 'EXAMPLE' section lists five search scenarios:

- Searching for course code beginning with AS
Insert AS* into coursecode box
- Searching for financial in course name
Insert *financial* into course name box
- Searching for course code which is ending with finance
Insert *finance into course name box
- Course in of Business Administration
Select school of Business Administration
- Searching for course code beginning with AS and ending with *finance
Insert AS* into coursecode box and Insert *finance into course name box

Figure 3: Screen of the Courses Offered

2) **Setting conditions for searching courses.** First, identify the school that offers the course, year/semester, province, education level. Next type the course code and/or the course title to be searched. The student can use to identify some part of the course code and/or the course title to be searched, such as AS*. In case that nothing has been typed in the course Code slot and/or the Course Title slot, the system will search for the course by not taking the course code and the course title into account. **See Figures 4 and 5.**

Main Menu		ACADEMIC	
Go Back		PROGRAM	ACADEMIC CALENDAR
		ACADEMIC YEAR	◀2011 ▶ / 1 2 3
		LIST	
• First Semester			4 Jun 2011 4 Nov 2011
-			2 May 2011 13 May 2011
- Orientation Day			12 May 2011
- New student learn ND400			16 May 2011 27 May 2011
-			4 Jun 2011
-			6 Jun 2011
- Last day for addition of enrollment			17 Jun 2011
- Last day for withdrawal with refund			17 Jun 2011
- Wai Kru Day			7 Jul 2011
- MIDTERM EXAMINATION PERIOD			30 Jul 2011 11 Aug 2011
-			25 Sep 2011
-			30 Sep 2011
- FINAL EXAMINATION PERIOD			8 Oct 2011 21 Oct 2011
- Submitting Grade Period			21 Nov 2011
- Deadline for submitting grades for student n case of Independent study			13 Dec 2011

Figure 4: Course searched under the chosen condition

BA740 **FIXED INCOME SECURITIES**
 FIXED INCOME SECURITIES
 SCHOOL Business Administration
 Name of M.S. Program in Financial Investment and Risk
 Program Management(International)
 CREDIT 3

Course Description

A framework for properly valuing fixed income securities and alternative investment is developed. The valuation frameworks in consideration of the term structure of interest rates and the value of fixed income securities with complex structures and embedded options including callable and puttable bonds, mortgage-backed securities, asset-backed securities and convertible bonds. Methodologies for valuing interest rate futures, options on fixed income securities and interest rate caps and floors.

Figure 5: Details of course description when the student uses the mouse to click at the course code

3) Press the “Go Back” button when wanting to return to the main menu.

2.3 Calendar

This is a general information menu for anyone to use. The student can get in to see the academic year to check the Institute's schedules of registration time, late registration, additional course registration, course withdrawal, examination, for example.

Method of usage

- 1) Use the mouse to click the menu “**Calendar**”
- 2) The system will show different schedules in the academic calendar as in **Figure 6**. It is possible to choose academic calendar information at the “**Schedule**” to choose the desired out come program.

LIST	FIRST DATE	LAST DATE
• First Semester	4 Jun 2011	4 Nov 2011
-	2 May 2011	13 May 2011
- Orientation Day		12 May 2011
- New student learn ND400	16 May 2011	27 May 2011
-		4 Jun 2011
-		6 Jun 2011
- Last day for addition of enrollment		17 Jun 2011
- Last day for withdrawal with refund		17 Jun 2011
- Wai Kru Day		7 Jul 2011
- MIDTERM EXAMINATION PERIOD	30 Jul 2011	11 Aug 2011
-		25 Sep 2011
-		30 Sep 2011
- FINAL EXAMINATION PERIOD	8 Oct 2011	21 Oct 2011
- Submitting Grade Period		21 Nov 2011
- Deadline for submitting grades for student n case of Independent study		13 Dec 2011

Figure 6: Academic Calendar

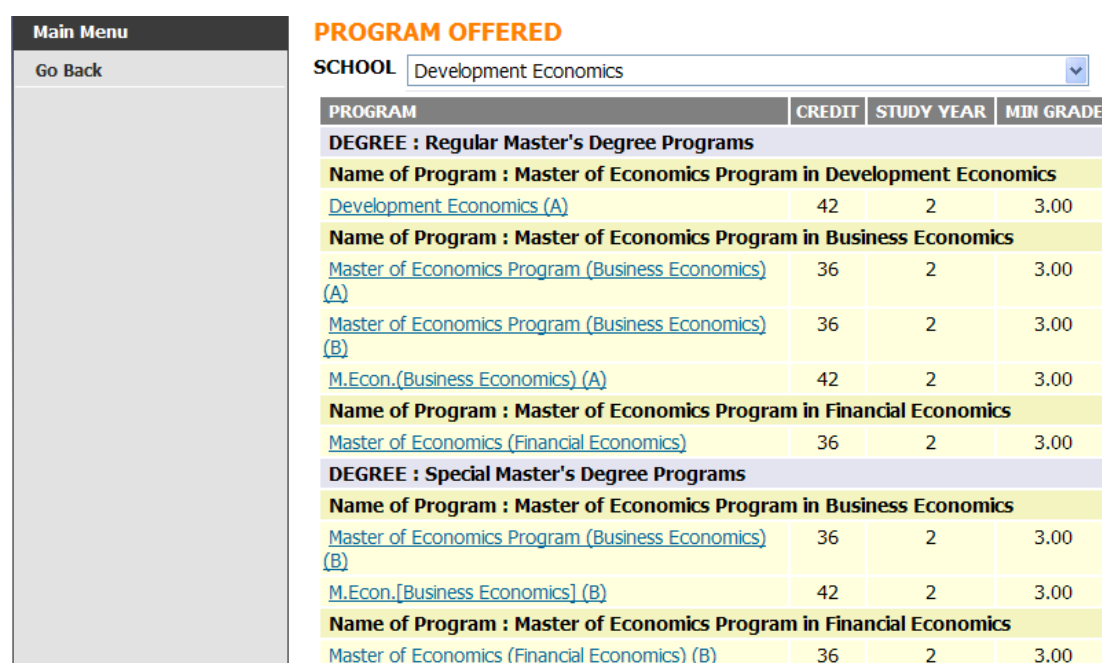
- 3) Press the “**Go Back**” button when wanting to return to the main menu.

2.4 Programs Information

It is a general information menu which everyone can use. The student can get in to see the details of programs offered at The Institute from the menu “**Programs Information**”, which will show lists of programs and their structure in details,

Method of usage

- 1) Use the mouse to click the menu “**Programs Information**”.
- 2) The system will take you to the page that shows the list of study programs offered at the Institute. Here you can choose the program list of the School you want to get detailed information by click the “**School**” which is a combo box on the top. The system will automatically show a list of programs offered by that School, as seen **Figure 7**.



PROGRAM	CREDIT	STUDY YEAR	MIN GRADE
DEGREE : Regular Master's Degree Programs			
Name of Program : Master of Economics Program in Development Economics			
Development Economics (A)	42	2	3.00
Name of Program : Master of Economics Program in Business Economics			
Master of Economics Program (Business Economics) (A)	36	2	3.00
Master of Economics Program (Business Economics) (B)	36	2	3.00
M.Econ.(Business Economics) (A)	42	2	3.00
Name of Program : Master of Economics Program in Financial Economics			
Master of Economics (Financial Economics)	36	2	3.00
DEGREE : Special Master's Degree Programs			
Name of Program : Master of Economics Program in Business Economics			
Master of Economics Program (Business Economics) (B)	36	2	3.00
M.Econ.[Business Economics] (B)	42	2	3.00
Name of Program : Master of Economics Program in Financial Economics			
Master of Economics (Financial Economics) (B)	36	2	3.00

Figure 7: List of study Programs in each School

- 3) In case that you want to see the program structure, click “**Program Title**”. The screen will show courses in the program structure. Then click “**Course Code**” to see individual course descriptions
- 4) Use the mouse to click “**Go Back**” to return to the screen showing the program structure, and press the button “**Go Back**” when you want to return to the main menu.

2.5 Q & A

The menu “Q & A” provides responses to all enquiries, comments concerning the educational system, complaints, admiration and others that enter the system. The responsible units will respond to all the issues on the page “**SUGGESTION FROM USER**” Enquiries and responses, along with the date and time will be show as seen in **Figure 8**.

- 1) Use the mouse to click the menu “Q & A” and the system will lead you to the screen that shows questions and answers. See **Figure 8**.

Main Menu		SUGGESTION FROM USER	
Go Back		MONTH ◀ January 2010 ▶	
DATE	TIME	MESSAGE	
31	23:10	FROM	Mrs.Busaraporn
		QUESTION	กำหนดลงทะเบียนวิชาศ.781คนเรปศ.ภาคพิเศษศูนย์ วันที่ 25ม.ค. - 5 ม.ค.53 แต่วันที่ 26 ม.ค. จนถึงวันนี้ทำไมไม่สามารถเข้าไปพรีนใบลงทะเบียนได้เนื่องจากไม่มีแถบลงทะเบียนให้เลือกเข้าไป กรุณาตอบกลับ
		ANSWER	

Figure 8: List of enquiries and response of the chosen month

- 2) Use the mouth of click the sign to see the enquiries and responses of the previous month and to see those of next month
- 3) Click the button “**Go Back**” to return to the main menu.

2.6 Change Password

The menu will appear on the screen when you have already log in. This will be used when you want to change your password for logging in. The new password should consist of letters and/or digits and should not be too short (at least 6 letter or as appropriate).

Beware!! If you want to change your password, you should use the password that you can remember accurately and that is convenient for your.

Entering the system

- 1) Use the mouse to click the menu “**Change Password**”, the system will take you to the “**Change Password**” screen. See **Figure 9**.
- 2) Type your current password in the slot “**Old password**”
- 3) Type the new password in the slot “**New password**”
- 4) Type the new password on more time in the slot “**Confirm new password**” to prevent a typing mistake
- 5) Click the button “**Change Password**” to complete the procedure.

CHANGE PASSWORD

OLD PASSWORD	<input type="text"/>
NEW PASSWORD	<input type="text"/>
CONFIRM NEW PASSWORD	<input type="text"/>

CAUTION: Don't want to change password click "Back".

Figure 9: Password Change Screen and Procedure

2.7 Student Bibliography

The student can retrieve your history and correct some information permitted by the Student Service Division.

Entering the system

- 1) Use the mouse to click the menu “**Student Bibliography**”, the system will take you to the screen showing the student’s personal information: education, address, student status, etc. **See Figure 10.**
- 2) To correct the information, use the mouse to click the slot for information to be corrected. The Student service Division will permit the student to correct only some information. After correction and check for accuracy, click the button “**SUBMIT**”.


Go Back	PERSONAL INFO			Print BioSTUDENT 
Activity	EDUCATION			
	Student ID		Lastname	
	Firstname (Thai)		Lastname	
	Firstname (Eng)		Level	Special Master's Degree Programs
	Campus	Bangkok	Name of Program	Master of Science Program in App Technology
	School	Applied Statistics	Name of Degree	Master of Science (Applied Statist
	Major Field	Computer Science	Date of Admission	03/11/2551 Date of Co
	Student Status	Regular		
	Adviser	ผู้ช่วยศาสตราจารย์ ดร.ปัทมาภรณ์ กิ่งเจริญ		
	Present Address :			
	Address 1 *	<input type="text"/>		
	Address 2 *	<input type="text" value="คลองกุ่ม"/>		
	District (Amphur) *	<input type="text" value="มีนบุรี"/>	Province /City *	<input type="text" value="BANGKOK"/>
	Zip *	<input type="text" value="10240"/>	Phone *	<input type="text"/>
	Mobile *	<input type="text"/>		
	In Case of Emergency :			
	Contract Name: *	<input type="text"/>		
	Address 1 *	<input type="text"/>		
	address 2 *	<input type="text" value="คลองกุ่ม"/>		
	District (Amphur) *	<input type="text" value="มีนบุรี"/>	Province /City *	<input type="text" value="BANGKOK"/>
	Zip *	<input type="text" value="10240"/>	Phone *	<input type="text"/>

Figure 10: Student History

- 3) Click the Button “**Go Back**” to return to the main menu.

2.8 Enroll

The student can make enrollment by choosing the menu “Enroll” and the system will take him/her to the “**Registration**” screen. (This menu will disappear upon the completion of registration or after the date specified in the calendar.) On the left hand side of the menu are functions for registration, e.g. study program, search for courses, calculation of expenses, class/examination schedules, and confirmation of registration.

Entering the system

- 1) Use the mouse to click the menu “**Enroll**”, the system will take you to the registration screen, which will show conditions for registration via the Internet. After studying the conditions and deciding to make registration, click “**Registration**”. If not, click “**Cancel**”, and the system will take you back to the main menu
- 2) You can type the course code in the slot “**Course Code**”. In case you do not know the course code, type the symbol (*) more specific, type the first two letters of the course code, followed by* (e.g. **HR***). Then, click the button “**Search**” to find the course to register. See **Figure 11**

Select **ENROLL** For go to Registration System or select **Cancel** for exit system

Select Menu

Go Back

Program Structor

Course Search

Fee

Study Timetable

Enrollment Confirm


COURSE FOR ENROLL

SEMESTER 2/2011 Type of enrollment: **NORMAL** [ADVANCE](#)

COURSECODE	COURSE NAME	CREDIT	GROUP	REGISTRATIONTYPE	TIME
HR6002 [DELETE]	ORGANIZATION THEORY AND MANAGEMENT	3	R1	Credit	
Enter COURSECODE		TOTAL CREDIT	3		FEE 8,500.00
<input type="text" value="HR*"/>				<input type="button" value="SEARCH"/>	<input type="button" value="CHECK"/> <input type="button" value="INSERT"/>

COURSECODE	SELECT	COURSE NAME	CREDIT	GROUP	TAKE/LEFTOVER	IN PLAN	TIME
COURSE CAN ENROLL							
		LEVELRegular Master's Degree Programs			Bangkok		
HR6002	<input type="checkbox"/>	ORGANIZATION THEORY AND MANAGEMENT	3	R1	99/85	<input type="checkbox"/>	
					RESERVE FOR		
HR6002	<input type="checkbox"/>	ORGANIZATION THEORY AND MANAGEMENT	3	R2	99/99	<input type="checkbox"/>	
					RESERVE FOR		

Figure 11: Registration Screen

- 3) The screen will show the searched course as seen in **Figure 12**. Click the picture  of the course code to register to store in the registration list. After you choose the course, the system will show the details of the course, i.e., course code, course name, group, number of credits, type of registration, date and time, classroom, and calculation of expenses. For calculation of expenses, click “**Calculate Enroll Fee**” to figure out and show all the registration expenses.
- To register more courses, follow the same steps.
 - To case any course from the registration list, click “[delete]”
 - **Two more buttons the student should know are (1) the button “**Check**” which is used to click whether there is overlapping of class schedule among registered course, or to check if the registration of a particular course was completed, and (2) the button “**Insert**” in case the student must make registration as planed.



COURSE FOR ENROLL							
SEMESTER 2/2011		Type of enrollment		NORMAL		ADVANCE	
COURSECODE		COURSE NAME	CREDIT	GROUP	REGISTRATIONTYPE	TIME	
HR6002		ORGANIZATION THEORY AND MANAGEMENT	3	R1	Credit		
Enter COURSECODE		TOTAL CREDIT		3			FEE 8,500.00
HR*			SEARCH		CHECK	INSERT	
COURSECODE	SELECT	COURSE NAME	CREDIT	GROUP	TAKE/LEFTOVER	IN PLAN	TIME
COURSE CAN ENROLL							
LEVELRegular Master's Degree Programs			Bangkok				
HR6002		ORGANIZATION THEORY AND MANAGEMENT	3	R1	99/85	<input type="checkbox"/>	
					RESERVE FOR		
HR6002		ORGANIZATION THEORY AND MANAGEMENT	3	R2	99/99	<input type="checkbox"/>	
					RESERVE FOR		

Figure 12: Courses Search and placed in the Registration List.

- 4) After checking to make sure that there is no problem in registration, click the menu petition “**Enrollment Confirm**” on the left. The system will take you to the screen showing all the registered courses. After checking for correctness, click the button “**Enrollment Confirm**” on the top.
- 5) After clicking the button, the system will show the confirmation of the registration in that particular semester, along with the total amount of money to be paid. This means that the registration procedure has been completed. The student can click the button “Enrollment Result” to see the registration result and to print the form of payment at the bank.
- 6) Click the button “**Go Back**” when you want return to the main menu.

2.8.1 Program Structure

This is a menu under the registration menu to show the program structure in the student's field of study, the screen will show different course categories, consisting of course codes, course titles in Thai/English, and number of credits. The student can also click to the course description

Entering the system

- 1) Use the mouse to click at the menu “**Program Structure**” and the system will take the student to the screen that shows the structure of the study program, which shows course codes courses titles in Thai/English, and the number of credits. **See Figure 13.**
- 2) Use the mouse to click “**Course Code**” to see the course description.
- 3) Use the mouse at “**Go Back**” to return to the registration screen.

PROGRAM OFFERED		MODE ▼
		0 Units
LN4000	ภาษาอังกฤษสำหรับการศึกษากฎหมาย ENGLISH FOR LEGAL STUDIES	0
		6 Units
LN5001	ความรู้พื้นฐานเกี่ยวกับกฎหมายและกระบวนการยุติธรรม FUNDAMENTAL OF LAW AND JUDICIARY PROCESS	3
LN5002	หลักนิติธรรม จริยธรรมและธรรมาภิบาล LEGAL PRINCIPLES,ETHICS AND GOOD GOVERNANCE	3
		18 Units
LN6001	หลักกฎหมายแพ่งและกระบวนการยุติธรรมทางแพ่ง PRINCIPLES OF CIVIL LAW AND CIVIL JUSTICE	3
LN6006	ระเบียบวิธีวิจัยทางกฎหมาย LEGAL RESEARCH METHODOLOGY	3

Figure 13: Illustration of Study Program

2.8.2 Course Search

In case that you do not know the course code, you can choose the menu “Course Search” to find the course to be registered. **This menu can be found in both the sub-menu of the registration menu and the main menu screen.** The steps of searching for a course are the same as the menu “Course - Class” as seen in Figures 14 and 15

Entering the system

- 1) Use the mouse to click at the menu “Course Search”, the system will take you to the search screen. The same procedures as the menu “Course - Class” are applied, but this part will directly show the Year/semester to register. See Figure 14.

COURSE SEARCH

STEP 1 SCHOOL Applied Statistics

STEP 2 ACADEMIC YEAR 2011 - 2
PROVINCE /CITY Bangkok
DEGREE Master's Degree Programs (Non-Full Time Students)

STEP 3 INPUT COURSECODE/COURSENAME AND CLICK BOTTON SEARCH FOR SEARCHING
COURSECODE AS* COURSE NAME SEARCH

SPECIFY DAY-TIME FOR SEARCHING YES NO

EXAMPLE

1. Searching for course code beginning with AS
Insert AS* into coursecode box
2. Searching for financial in coursename
Insert *financial* into coursename box
3. Searching for course code which is ending with finance
Insert *finance into coursename box
4. Course in of Business Administration
Select school of Business Administration
5. Searching for course code beginning with AS and ending with *finance
Insert AS* into coursecode box and Insert *finance into coursename box

Figure 14: Search Screen

The Gradual School of Human Resource Development Academic Year 2006/2
Use the mouse to click at the course code to see the details of that course

ALLSCHOOL
ACADEMIC YEAR 2011 / 2

>Click at course code for showing course's information

COURSECODE	COURSE NAME	CREDIT	TIME	GROUP	TAKE	ENTRY	LEFTOVER	STATUS	COURSE SYLLABUS
AC6001	COMMUNICATION THEORY	3		R1	30	13	17	NORMAL	
AC6002	MEDIA AND SOCIETY	3		R1	30	13	17	NORMAL	
AC6003	COMMUNICATION RESEARCH METHODOLOGY	3		R1	30	13	17	NORMAL	
AR5001	STATISTICS FOR RISK MANAGEMENT AND INSURANCE • อาจารย์ ดร.วิรัชกร ไชยมงคล	3		R1	99	43	56	NORMAL	
AR6601	FINANCIAL MATHEMATICS • รองศาสตราจารย์ ดร.สาธิต จงเจริญ	3		R1	99	30	69	NORMAL	

Figure 15: Individual Course in the study Program

- 2) Use the mouse to click at “**Course Code**” to see the details of the course, date/time, classroom, number of seats and click “**SELECT**” to register that course, which will be automatically placed in the registration list.
See Figure 16.

Select Menu		HR7024 ภาวะผู้นำในการพัฒนาองค์กร				
Go Back		LEADERSHIP IN ORGANIZATION DEVELOPMENT				
		SCHOOL Human Resource Development				
		Name of Program M.S. Program in Human Resource and Organization Development				
		CREDIT 3				
		Show student's campus and student's level course only. SEMESTER 2/2011				
		Bangkok				
		Regular Master's Degree Programs				
GROUP	DAY	TIME	CLASS ROOM	STUDY	SEAT(TOTAL SEAT - USED - REMAIN)	
R1	RECORD NOT FOUND				99	1 98
		INSTRUCTOR:				

Figure 16: Details of the course

- 3) Use the mouse to click at “**Go Back**” to return to the registration screen.

2.8.3 Study Timetable

This menu shows the class/examination schedule of the course you have chosen to register.

Entering the system

- 1) Use the mouse to click at the menu “**Study Timetable**” and the system will take you to the screen of class/exam schedule of the course chosen to register. See Figure 17.

Select Menu	
Go Back	
Learn Time Table	

STUDY/EXAMS SCHEDULE OF COURSE ENROLLED							
NAME							
STATUS		Regular					
SCHOOL		Business Administration					
Name of Program		Master of Business Administration Program					
PROGRAM		-					
CONSULTANT							
ACADEMIC YEAR		2011 / 1					

Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00
Mon		BA640, R1 ห้อง 501 ชั้น 5 อาคารสยามบรมราชกุมารี					
Tue							
Wed		BA630, R1 ห้อง 403 ชั้น 4 อาคารสยามบรมราชกุมารี					
Thu		BA620, R1 ห้อง 403 ชั้น 4 อาคารสยามบรมราชกุมารี			BA650, R1 ห้อง 401 ชั้น 4 อาคารสยามบรมราชกุมารี		
Fri							
Sat							
Sun							

* The following data as shown below combined with course code, group building classroom respectively.

Figure 17: Class/examination schedule of the registered course

- 2) Use the mouse to click at “**Go Back**” to return to the registration screen.

2.9 Enrollment Results

This is the menu in which the student can check the result of the registration, it will show all the registered courses.

Entering the system


1) Use the mouse to click at the menu “**Enrollment Results**”, the system will take you to the screen that shows the result of registration as well as all the registered courses. **See figure 18.**



The screenshot displays a web interface for enrollment results. On the left is a 'Select Menu' sidebar with 'Go Back', 'Point', and 'Logout' options. The main content area is titled 'REGISTRATION RESULT' and shows 'ACADEMIC YEAR 2011 / 1'. A link to 'Print your invoice payment' is visible. Below this is a 'COURSE ENROLLED LIST' table with one entry: ND4000, 'FOUNDATION FOR GRADUATE STUDIES', Non Credit, 3 credits, R4.6 group. A 'REGISTRATION HISTORY' table follows, listing two registrations: ITM4010 (COMPUTER PROGRAMMING AND PROBLEM SOLVING) and ITM5010 (INTRODUCTION TO INFORMATION TECHNOLOGY MANAGEMENT), both with 3 credits and R1 group, registered on 3 May 2011.

REGISTRATION HISTORY						
ORDER	DATE/COURSECODE	LIST	COURSE NAME	CREDIT	GROUP	PRINTED TIME
1	3 May 2011					3 May 2011
	ITM4010	REGISTRATION	การเขียนโปรแกรมคอมพิวเตอร์และการแก้ปัญหา COMPUTER PROGRAMMING AND PROBLEM SOLVING	3	R1	
	ITM5010	REGISTRATION	การจัดการเทคโนโลยีสารสนเทศเบื้องต้น INTRODUCTION TO INFORMATION TECHNOLOGY MANAGEMENT	3	R1	

Figure 18: List of the registered courses

- 2) Use the mouse to click the symbol  to print the receipt issued by the bank and the menu “**Point**” to see the grade of the registered course.
- 3) Click the button “**Go Back**” to return to the main menu or “**Logout**” to get out of the system

2.10 Study / Exam Timetable

The student can check the class/examination schedule of the registered courses. The system will show all the registered courses at the current year/semester, those in the past and next year/semester. It will display the course title, day/time for the class/examination.

Entering the system

- 1) Use the mouse to click at the menu “**Study / Exam Timetable**”, the system will display the class/examination schedule of the registered course. **See Figure 19.**
- 2) Use the mouse to click at the sign ◀ to see the previous academic year and click at the sign ▶ to see the next academic year or at the figure to choose the semester, and click at “**Learn Time Table**” when you want to find out the class schedule. The steps will be later described in the “**Learn Time Table**” menu.

Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00
Mon		BA640, R1 ห้อง 501 ชั้น 5 อาคารสยามบรมราชกุมารี					
Tue							
Wed		BA630, R1 ห้อง 403 ชั้น 4 อาคารสยามบรมราชกุมารี					
Thu		BA620, R1 ห้อง 403 ชั้น 4 อาคารสยามบรมราชกุมารี				BA650, R1 ห้อง 401 ชั้น 4 อาคารสยามบรมราชกุมารี	
Fri							
Sat							
Sun							

* The following data as shown below combined with course code, group building classroom respectively.

Figure 19: day/time for the class/examination

- 3) Click at the button “**Go Back**” to return to the main menu screen

2.11 Debt/scholarship

The student can check the expenses/fund at the menu “**Debt/scholarship**” which will display the expenses to be paid and the educational fund the student receives. Normally, the system will show the expenses/fund on the first screen when the student login in case that there is a debt outstanding.

Entering the system

- 1) Use the mouse to click the menu “**Debt/scholarship**”, and the system will take you to the screen displaying the expenses/fun. It will show all the debt outstanding and the fund the student receives. **See Figure 20.**

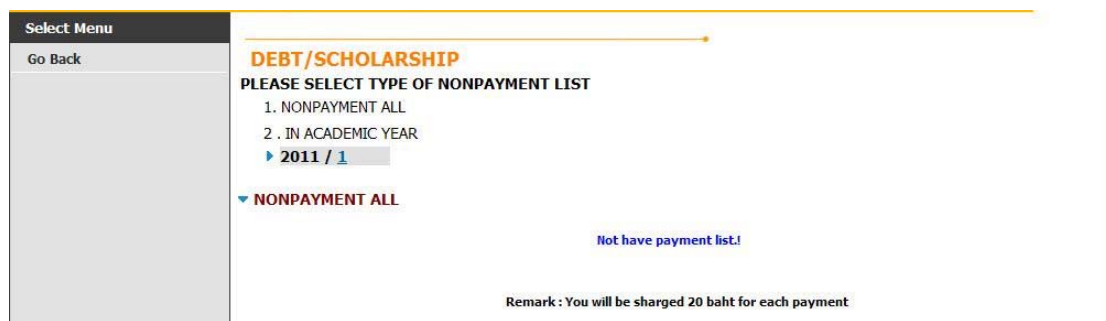


Figure 20: Educational expenses and fund

- 2) Click at the button “**Go Back**” to return to the main menu screen.

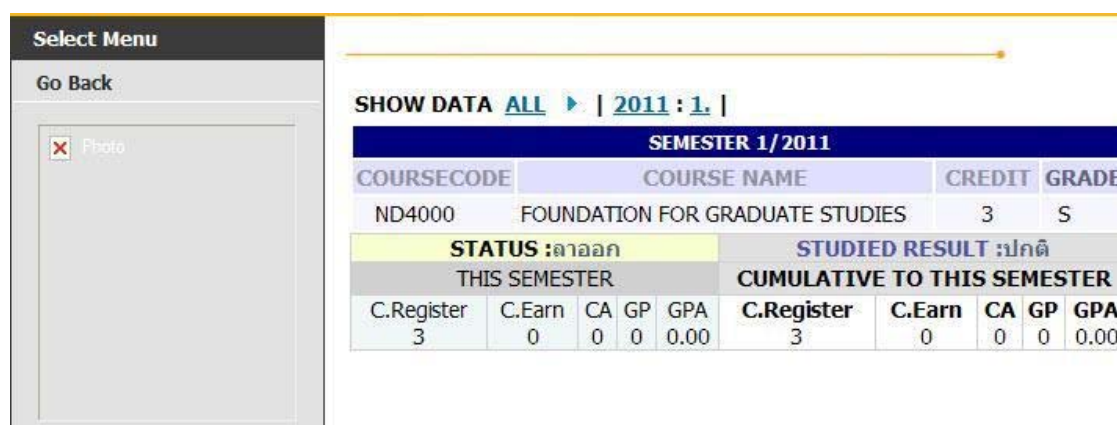
Note : The Institute will acknowledge the payment on the next day after it has received the report of payment from the bank. The student can check the acknowledgement via the website.

2.12 Studied Result

The student can check your grade from the menu “**Studied Result**”. The system will display all the grades of the current year/semester and in the previous years.

Entering the system

1) Use the mouse to click at the menu “**Studied Result**”, and the system will take you to the “**Grade**” screen, which consists of the course code, course title, credits, and grade of each course, including the grade point average displayed in consecutive year/semester. See **Figure 21**.



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'Select Menu', contains a 'Go Back' button and a placeholder for a photo. The main content area displays a table for 'SEMESTER 1/2011' with columns for COURSECODE, COURSE NAME, CREDIT, and GRADE. Below this is a summary table for 'STATUS : ลาออก' (Status: Withdrawn) and 'STUDIED RESULT : ปรกติ' (Studied Result: Normal). The summary table is divided into 'THIS SEMESTER' and 'CUMULATIVE TO THIS SEMESTER' with columns for C.Register, C.Earn, CA, GP, and GPA.

SEMESTER 1/2011									
COURSECODE	COURSE NAME				CREDIT	GRADE			
ND4000	FOUNDATION FOR GRADUATE STUDIES				3	S			
STATUS : ลาออก					STUDIED RESULT : ปรกติ				
THIS SEMESTER					CUMULATIVE TO THIS SEMESTER				
C.Register	C.Earn	CA	GP	GPA	C.Register	C.Earn	CA	GP	GPA
3	0	0	0	0.00	3	0	0	0	0.00

Figure 21: Grade from Each Course

2) Click at the button “**Go Back**” to return to the main menu screen.

2.13 Application for Comprehensive Examinations

The Institute provides several channel for students to apply for taking comprehensive examinations. Students can make an application only when the School has sent the application schedule to the Educational Service Division, which will open the system for application. However, the applicant must be qualified to take the comprehensive examinations.

Steps for applying to set for the comprehensive examinations can be found from <http://reg.nida.ac.th> The Educational Service Division will display these steps on its first page for student’s convenience.

2.14 Graduation Check

The student who wants to know the grade of his/her registered courses and whether he/she has already fulfill the program requirements can check the information from the menu “**Graduation Check**”. The system will automatically display the program structure, number of credits to be completed and number of acquired credits, including all details about the grade.

Entering the system

- 1) Use the mouse to click at the menu “**Graduation Check**” and the system will take you to the “**graduation Check**” screen. This system will display the program structure, the total required credits for graduation and the total acquired credits, along with other details related to grades. The student can choose such a display by clicking at the combo box on the top “**PLEASE SELECT**”. See **Figure 22**.

The screenshot shows the 'Graduation Check' interface. On the left is a 'Select Menu' sidebar with a 'Go Back' button and a photo placeholder. The main area displays the following information:

- GRADUATION CHECK** (Title)
- PLEASE SELECT** IN SUMMARY (Dropdown menu)
- PROGRAM OFFERED** 045260 : (Regular Master's Degree Programs) (Dropdown menu)
- RESULT** FAIL
- CREDIT** MISSED CREDIT 39
- MINIMUM CREDIT NEEDED** 39 | **CREDIT ENTRY** 3 | **CREDIT SATISFY** 0
- STUDY YEAR** PASS
- MAX YEAR** 5 | **STUDY YEAR** NORMAL 2 | **STUDENT YEAR** 1
- GPA** FAIL
- MINIMUM GPA NEEDED** 3.00 | **GPA** 0.00
- Other Exam** FAIL
- Comprehensive Exam. -
- Oral Exam. -

CATEGORY	DESCRIPTION	CREDIT	CA	CS	CW	CG	PT	GPA	STATUS
1		0	-	-	-	-	-	-	PASS
1.1		0	-	-	-	-	-	-	PASS
1.2		0	-	-	-	-	-	-	PASS

Figure 22: Graduation Check Screen

- 2) Click at the button “**Go Back**” to return to the main menu screen.

2.15 Learn Time Table

The student can search for his/her class schedule from the “**Learn Time Table**”. The system will display the class/examination schedule of the registered courses.

Entering the system

1) Use the mouse to click at the menu “**Learn Time Table**” and the system will take you to the “Search for Class Schedule” screen. Type your student number or/and first name, last name, status, school. Indicate the number of the courses to be displayed in order to search for the class schedules. **See Figure 23**. You can use the symbol * in making a search, e.g. 49*, som*, *pong. Then click at the button “**Search**”

Main Menu
Go Back

STUDIED TIMETABLE

STUDENT CODE NAME SURNAME

STATUS SCHOOL

SPECIFY THE MAX NUMBER OF RECORD

SUGGESTION

1. Searching for student's code which starting with 54 please insert 54* .
2. Searching for student's name which starting with som please insert som* .
3. Searching for student's name which ending with chai please insert *chai .
4. Specify student's status.
5. Specify the max number of record.
6. Press to start searching.

Figure 23: Search for Class Schedule

- 2) The screen will display the result of the search from the given information. When you want to see the class schedule, use the mouse to click at “**Student Code**”, the screen will show the class/examination schedule of the registered courses. The screen will display the similar result as the menu “**Studied Timetable**” You can choose to display the result by year/semester.
- 3) Click the button “**Go Back**” to return to the main menu screen.

2.16 Search Teach Time

The student can search for the class schedule of his/her instructor from the menu “**Search for Instructor’s Class Schedule**”. The system will display the class schedule of the instructor that the student wants to know, including the office, office hours and e-mail address.

Entering the system

- 1) Use the mouse to click at the menu “**Search Teach Time**” and the system will take you to the search screen as sun in **Figure 24**
- 2) Type the first name-last name of the instructor you want to search for or use the symbol* (like the search in other menus). Identify the number of instructors to search and click at the button “**Search**”. When the system will display the result of the search, use the mouse to click at the name of the instructor whose class schedule you want to know. The system will show the instructor’s class schedule, office, office hours, and e-mail address.

Main Menu
Go Back

TEACHING TIMETABLE

SPECIFY NAME SURNAME

SPECIFY THE MAX NUMBER OF RECORD

SUGGESTION

1. Searching for instructor whose name starting with som please insert som* .
2. Searching for instructor whose name ending with chai please insert *chai .
3. Specify the max number of record.
4. Press to start searching.

Figure 24: The Screen Displaying the Instructor’s Class Schedule

- 3) Click the button “**Go Back**” to return to the main menu screen.

2.17 Room's Timetable

The student can search for the classroom time table from the menu “**Room's Timetable**”. The system can provide the classroom time table of all the current year/semester or in the previous year.

Entering the system

- 1) Use the mouse to click at the menu “**Room's Timetable**”, and the system will take you to the screen displaying the time tables of different buildings of the Institute. You can choose one of the two display formats: Show once room and Show all room.
- 2) Use the mouse to click at the “**building Code**” to see the information about the classroom use of that particular building. The system will display the table of classroom use. But in case that you choose to see the use of an individual classroom, you can do so by clicking “**classroom-Choosing Slot**” on the top. See Figure 25.

CLASS ROOM'S TIMETABLE

SHOW DATA SHOW ONCE ROOM SHOW ALL ROOM

Select the building by clicking at the building code.

PROVINCE /CITY Bangkok

101
102
105

CLASS ROOM'S TIMETABLE

PROVINCE /CITY กรุงเทพฯ อาคาร 1

CLASS ROOM

01201 : ห้องบรรยาย อาคาร 1 ชั้น 2 ห้อง 201 TYPE : ห้องบรรยาย ไมโครโงน, AMP, ลำโพง, ไปรษณีย์, Visual, โน้ต

EQUIPMENT

ACADEMIC YEAR 2009

BETWEEN 29/8/2011 - 4

Day/Time	9:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00
Mon		DE4000, R1 L11 DE6100, R1 L11					
Tue		DE5000, R1 L11		DE4010, R1 L11		LC4002, R1 L11	
Wed				DE4000, R1 L11			EC733, R1 L11
Thu				DE4010, R1 L11			

Figure 25: Time Table of the Use of Classroom and Building at the Institute

- 3) Click the button “**Back**” to return to the main menu screen

2.18 Petition

The student can write some specific requests via the menu “**Petition**” to send into the system free of charge. As for any request that requires fee payment, the student must still contact the Educational Service Division. However, the follow-up can be made through the system.

Entering the system

- 1) Use the mouse to click the menu “**Petition**” and the system will take you to the screen that displays a request from through the Internet. The form consists of the date (the current date), type of request, year/semester, and blanks to fill up. See **Figure 26**.

The screenshot shows a web interface for submitting a petition. On the left is a 'Select Menu' sidebar with 'Go Back' and 'Petition Result' links. The main content area is titled 'PETITION' and displays the date 'Thursday, 1 September 2011'. Below the date are four numbered steps: Step 1 is 'SELECT REQUEST TYPE' with a dropdown arrow; Step 2 is 'Enter ACADEMIC YEAR' (dropdown with '2006') and 'SEMESTER' (dropdown with '1'); Step 3 is 'TYPE IN THE MESSAGE (NOT MORE THAN 100 CHARACTERS)' with a text input field and a character count box showing '0' and 'COUNT NO. OF CHARACTERS'; Step 4 is 'PRESS' with a 'SUBMIT' button.

Figure 26: The Request Form for the Internet

- 2) Choose the type of request from combo box. Identify the year/semester and fill out the form, using not more than 100 characters. The system will display the number of letters while you are filling out the form. There is a button for counting the number of letters. After checking the completeness, click the button “**SUBMIT**” to send the request to the system
- 3) Click at the menu “**Petition Result**” to find out the result of the request via the Internet.
- 4) Click at the button “**Go Back**” to return to the main menu screen.

2.19 Suggestion

This is a menu for students to express their views or to make enquires via the Internet. The student can identify to whom he/she wants to send his/her opinion.

Entering the system

- 1) Use the mouse to click at the menu “**Suggestion**” and the system will take you to the screen for writing a message. The system will display the current date, month and year, and blanks to fill up. The message must not contain more than 255 letters. The number of letters will be shown at the button while you are typing the message. The screen will also display the combo box for indentifying the receiver. After checking the completeness of the message, click at the button “**SUBMIT**” as seen in **Figure 27**.

The screenshot shows a web interface for submitting suggestions. On the left is a sidebar titled "Select Menu" with a "Go Back" button. The main area is titled "PLEASE SUGGEST & COMMENT". It features a dropdown menu for "SELECTINSTRUCTOR SCHOOL" currently showing "---เลือก---". Below this is the date "Thursday 1 September, 2011" and a large empty text area for the message. Underneath the text area is an "ANSWER" dropdown menu set to "NOT SPECIFY". A message states "You can't specify more than 500 charlecters." followed by "NO. OF CHARACTER(S)" and a small input field showing "0". At the bottom of the form is a "SUBMIT" button.

Figure 27: The Form for Expressing Opinions


- 2) Click at the button “**Go Back**” to return to the main menu screen.

2.20 Login Statistic

The student can check the information about his/her system use firm the menu “**Login Statistic**”. The screen will display date, time and the IP Address that he/she used to enter the system

Entering the system

- 1) Use the mouse to click at the menu “**Login Statistic**” and the system will take you to the screen that that displays the date, time, and IP Address that you sue to enter the system from the latest date back to previous dates. Use the mouse to click the sign ◀ to see the information of the previous month and click the sign ▶ to see that of next month. **See Figure 28.**



DATE	TIME	REMARK	FROM(IP)	IMPERSONATED BY	REMARK
1	16:10	ENGLLogin Pass	10.10.111.94		
	14:37	ENGLLogin Pass	10.10.111.94		
	14:29	ENGLLogin Pass	10.10.111.94		
	13:13	ENGLLogin Pass	10.10.111.94		
	13:13	Login Fail - No Password	10.10.111.94		
	11:01	ENGLLogin Pass	10.10.111.94		
	10:40	ENGLLogin Pass	10.10.111.94		
	10:05	ENGLLogin Pass	10.10.111.94		
	09:33	ENGLLogin Pass	10.10.111.139		
	09:12	ENGLLogin Pass	10.10.111.94		
	09:09	ENGLLogin Pass	10.10.111.94		
	09:07	ENGLLogin Pass	10.10.111.94		

Figure 28: Login Statistic

- 2) Click the button “**Go Back**” to return to the main menu screen.

2.21 Instructional Materials

The student can download the instructional materials of your registered courses. **This depends on whether that course has the instructional materials to download from the system or not.**

Entering the system

- 1) Use the mouse to click the menu “**Instructional materials**” and the system will take you to the screen displaying the instructional materials in his/her registered course.
- 2) To download the instructional materials, use the mouse to click at the desired file name and press “**save**” to download the file.
- 3) Click the button “**Go Back**” to return to the main menu screen

2.22 Graduation Ceremony

The student can show your intent to attend the graduation Ceremony via the Internet and can check and correct some part of your history that the Educational Service Division allows the student to correct by yourself.

Entering the system

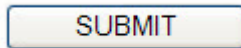
- 1) Use the mouse to click the menu “**Graduation Ceremony**” to express the intent to join the ceremony. **(This button will display the form only during the set period.)**
- 2) Enter the screen to confirm the attendance. The screen will display the student’s current home address and office address for him/her to check the correctness. If incorrect, the student can correct the information in only parts that he/she is allowed to do by himself/herself. If there is any mistake on the part that he/she is not allowed to correct by himself/herself, the student must contact the Education Service Division. **See Figure 30.**

Please complete the parts that have the sign * and press the “**Record**” button.

Select Menu		(GRADUATE)	
Go Back		Submit the Internet to attend the graduation ceremony	
Please input data that mark * and click submit			
ACADEMIC BACKGROUND			
Student ID		Citizen ID / Passport No.	
Fistname(Thai)		Lastname	
Fistname(Eng)		Lastname	
Campus		Level	
School	บริหารธุรกิจ	Name of Program	บริหารธุรกิจมหาบัณฑิต
Major Field	International Business	Name of Degree	Master of Business Administration
Student Status	GRADUATE	Date of Admission	3/11/2551
Thesis		Date of Conferred / Leaving	29/12/2553
ADDRESS			
ADDRESS			
Address 1 *		Address 2 *	คลองห้า
Amphur *	วังทอง	Province *	BANGKOK
Zip Code *	10230	Phone No. *	
Mobile *			
E-mail *			
Place of Birth *	BANGKOK		
Employment Status *			

Figure 30: Student History

3) After completing the form and checking for correctness, click at the button “**Submit**” to record the information and confirm the intent.

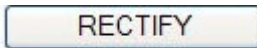


4) Click at the “**Print your invoice payment**” to get the bill to pay at the bank.



[Print your invoice payment](#)

5) To correct the current home address and office address, click at the button “**Edit**”



2.23 Entering the System (Log out)

This is used whom the student wants to log out or does not want to use, or has completed to job. Click at the menu “Logout” on the left hand side of the top of the main menu screen. See Figure 31.

Select Menu	Mr. Vichanon Tangnoi
Logout	WELCOME TO EDUCATIONAL SERVICE SYSTEM
Change Password	NEWS TOPIC
Bibliography	1. การแก้ไขข้อมูลที่อยู่
Enroll	นักศึกษาสามารถแก้ไขและเปลี่ยนแปลงข้อมูลที่อยู่ e-mail address และข้อมูลสถานะภาพการทำงานปัจจุบันได้ด้วยตนเอง โดยคลิกที่ปุ่มเมนูประวัตินักศึกษา เมื่อแก้ไขแล้วต้องกดปุ่มบันทึก
Enrollment Result	ANNOUNCED BY - ANNOUNCED DATE 10 August 2007
Study/Exam Timetable	2. ตรวจสอบการชำระเงินค่าลงทะเบียน
Dept./Scholarship	หลังชำระเงินผ่านธนาคารแล้ว ระบบทะเบียนจะทำการปรับปรุงข้อมูลการลงทะเบียน นศ. ในวันทำการถัดไป (เว้นวันหยุดราชการ) โดยสามารถ Login เข้าระบบเพื่อตรวจสอบการลงทะเบียนได้ใน 2 วันถัดจากวันที่ชำระเงิน
Studied Result	วิธีที่ 1 สังเกตจากหน้าแรกหลัง Login เข้าสู่ระบบ
Comprehensive Exam	- ถ้าแสดงข้อความ "มียอดเงินค้างชำระ" คือยังไม่ปรับปรุงข้อมูล หรือนักศึกษายังไม่ชำระเงิน
Graduation Check	- ถ้าไม่แสดงข้อความ "มียอดเงินค้างชำระ" คือได้ปรับปรุงข้อมูลเรียบร้อยแล้ว
Instructional Materials	วิธีที่ 2 คลิกที่ ปุ่มการชำระเงิน /ทุน
Course Search	- ถ้ายังไม่ปรับปรุงข้อมูล หรือยังไม่ชำระเงิน จะแสดงรายละเอียดหนี้ค้างชำระ
Learn Time Table	- ถ้าปรับปรุงข้อมูลแล้ว จะแสดงว่า " ขณะนี้ยังไม่มีรายการชำระเงิน "
Search Teach Time	ANNOUNCED BY - ANNOUNCED DATE 1 January 2008
Room's Timetable	
Petition	
Suggest	
Web Log	

Figure 31: Log out

Conditions for Registration via the Internet

1. The student contacts his/her school and show the intent to choose the course to register before registration via the Internet.
2. The student must make registration via the Internet himself only. He/She is not allowed to have any person do this for him/her. If there is any mistake, it is the student's responsibility
3. The registration can be made only writing the period set by the Institute. Late Registration will be fined. In the latter case, the student must notify an official at the Educational Service Division before registration. If a student does not make enrollment in any particular semester, he/she must pay a fee to maintain the 'student' status.
4. The student can change or cancel the registered courses. After he/she is sure about what course to take, he must press the button "Confirm" and print the bill. After that he/she must contact his/her school if he/she wants to add-withdraw any course, change the group, or the course status.
5. The student must pay the bill at the bank specified in the bill. If he does not make payment at the specified time period, the registered courses will be cancelled and the student must make registration again by contacting the school only.
6. After the payment at the bank, the system will adjust the registration information in the next working day (except the official holiday)
7. The registration will be completed only when the Institute has received the fee.
8. Please log out every time your job has been complete for information security.

Warning!

1. The student must register in accordance with the educational plan specified by the study program later than scheduled or the credits cannot be counted in the program. The student must be responsible for such a deed
2. Any course that has less than 5 students, that course will be closed. The student must follow the announcement in order to add-drop courses.

The student can follow the Institute's news/announcements and other information about education. He/She can download the request forms from the website of the Educational Service Division [URL:http://edserv.nida.ac.th](http://edserv.nida.ac.th)