The process of registration system

Each semester, current students register for classes for the next semester. Registration is a process that includes:

- Academic advising with faculty or staff member, which is required for some majors but optional for others
- Registering for classes online
- Paying a tuition and fee bill

Access Prince of Songkla University, Pattani Campus website or www.pn.psu.ac.th Version english “ English”, the screen will display as Figure 1.
From Figure 1, click on the menu “MIS center” the screen will display as Figure 2.

![Figure 2](image)

From Figure 2, click on the text Continue to this website (not recommended). The screen will display as Figure 3.

![Figure 3](image)

From Figure 3, log in using PSU Passport for username and password. Click on the “sign in”, the screen will display as Figure 4.
From Figure 4, click on the menu “Enrollment system”. The students are eligible to access the web registration system in the current access period. If students do not register within your assigned access times, the screen will display as Figure 5.
If students register within your access time, the screen will display 4 columns: Order, Subject code, type of registration, and section as shown in Figure 6.

After the students completely key data for registration, click “OK” at the bottom of the page. Then, the screen will display as Figure 7.

This screen allows students to check subject titles and section to meet the requirements. If the subject codes contain more than one name, you have to select the subject you want. For the thesis course of Master Degree, you must select a number of credits you want to register.

If there are any mistakes and you want to edit, click on the “Edit” icon. The screen will display as Figure 7 again. When everything is correct, click on the “Confirm” icon.
The screen will display as Figure 8.

![Figure 8](image1.png)

The screen will display a box. Click “**OK**” to see the registration result as shown in Figure 9.

![Figure 9](image2.png)

Wait until the screen is changed to a page of payment methods. Students select the method of payment, then click it to confirm the payment method as shown in Figure 10.
If there are some registration problems, the system will display messages stating those problems (Warning), for examples, no more open seats in a class; registration is in the wrong condition; credit is higher or lower than the limited or overlapping examination date and time (Figure 11). In order to fix the problem, click the "Edit" icon to return to the original screen or click on the "Cancel" icon in order to deal with the relevant sections to be completed before the next registration.

“Students click on the “Log out” icon to exit the system after finishing the registration.”
Changing course

After the students have confirmed the registration, you can change your course immediately or within one week after the first day of classes.

1. Adding – dropping courses

Before you add or drop a course, check the course change deadlines to make sure the Add/Drop period isn’t over.

If you forget to add a course during the Add/Drop period, you’ll need to submit a written appeal requesting that the course(s) to be added to your record and explaining why you were unable to add the course(s) during the Add/Drop period.

Access Prince of Songkla University, Pattani Campus website or www.pn.psu.ac.th Version english “English” click “MIS center”. Click on the text Continue to this website (not recommended) and log in using PSU Passport for username and password. Click on the “sign in”, the screen will display as Figure 12.

![MIS Center](image)

Figure 12

From Figure 12, Registration System, click on the menu “Enrollment system”.

The screen will display as Figure 13.
At the top of the menu bar, click on the menu “add-withdraw”. The screen will display as Figure 14.

From Figure 14, for dropping courses, click in □ behind the course that you want to drop. The symbol “✓” will appear.

From Figure 14, for adding courses, key the subject code, registration type and section in the course that you want to add.

Then students click “Add-Withdraw” icon at the bottom of the screen. The screen will show as Figure 15.
Students check the correction of the subject codes, subject title and section in the course which you want to drop and/or add. Then click on “Edit”, “Cancel” or “Confirm” icon depending on your cases.

If there is no registration problem after the confirmation, the screen will display as shown in Figure 16. Wait until the system restart as shown in Figure 9. The system will change the screen into the payment method menu. Students select or change the payment method by clicking here to confirm the payment method. (the same as the first time when you confirm the registration on Figure 10.)

2. Changing section

Students who want to change the course section, click on menu “Changing section” and click on the section number in the course which you want to change. Then, click “Change section” icon. Figure 17 is an example of section changing from sect 01 to sect 04.
3. Guidelines after Registration - adding - dropping - changing section

1. Every time when students register - add - drop - change section, check the registration result from the menu ‘enrollment result’. The screen will appear as shown in Figure 18.

2. Students can search for time - table of each courses by clicking the menu “Class Schedule”. The screen will display two rows for searching as shown in Figure 19.
Searching for time - table of each courses registered for student ID such as 582022006, click “Search” icon. Then, the screen will show as Figure 20.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Subject Code</th>
<th>Subject Title Required</th>
<th>Section</th>
<th>Class Room</th>
<th>Mid-term</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>17:00-19:55</td>
<td>521.471</td>
<td>Practical in Information Science</td>
<td>01</td>
<td>160-94</td>
<td>12-21-2019</td>
<td>12-29-2019</td>
</tr>
<tr>
<td>Tuesday</td>
<td>17:00-19:55</td>
<td>522.181</td>
<td>Practical in Social Development</td>
<td>01</td>
<td>160-94</td>
<td>12-23-2019</td>
<td>12-30-2019</td>
</tr>
<tr>
<td>Friday</td>
<td>17:00-19:55</td>
<td>522.181</td>
<td>Practical Training 1</td>
<td>01</td>
<td>160-94</td>
<td>12-23-2019</td>
<td>12-30-2019</td>
</tr>
</tbody>
</table>

Figure 20

4. Methods in Paying Tuition and Fee

Please pay your bill on time to avoid cancellation of registration or additional charges such as late payment fees.

4.1 There are two primary payment options:

**Method 1** Pay by debit via bank accounts of Siam Commercial Bank, Prince of Songkla University (Pattani) branch.

**Method 2** Pay at the counter (Bill Payment) of Siam Commercial Bank or Krung Thai Bank or Bangkok Bank, Nationwide.

4.2 How to choose payment methods

Students can choose or change the payment Methods every semester within the payment deadline scheduled by the university. Access the MIS center, click the menu to change the payment method for registration, then the screen will display as Figure 21.

When students change the payment method, click the icon to confirm the method of payment. The system will turn back to MIS center. If students don’t change the payment method, the university will consider that students choose to Method 1 Pay by debit via bank accounts of Siam Commercial Bank, Prince of Songkla University (Pattani) branch.
4.3 Before the date of the payment, students log in MIS center and click on the enrollment result to check the correct course. Then click bill payin to check all the money to be paid.

4.3.1 Students who choose to pay by debit via bank accounts of Siam-Commercial Bank, deposit money into the accounts before 3.00 pm of the day of your deadlines.

4.3.2 Students who choose to pay at the bank counter, click on menu “payment form”. Then the screen will appear as shown in Figure 22.

From Figure 22, students should learn how to print the payment form before printing out a paper from menu “Pay in”. (These buttons will appear during the payment scheduled by the university for printing.) and the correct payment form has only one page.

When the students set the paper format and click on “Pay In” icon, the screen will show payment fees, which separated into two sections: for students and bank as shown in Figure 23.
Then, students print out the paper and pay at bank counter of Siam Commercial Bank or Krung Thai Bank or Bangkok Bank Nationwide.

4.4 After the 5th days of payment, students can check the payment result of registration at MIS center. Log in using PSU Passport for username and password, click on the “Sign In” icon. The screen will display the first page of the system. At financial menu, click on the “Tuition fees payment” icon, the screen will appear as shown in Figure 24.

If the university cannot charge and it is not the students’ fault, students should contact the registration section as soon as possible by bringing the relevant documents. If using the account passbook, students should update it to be present.
4.5 Since the semester 2/2014 onwards, students can print receipts by themselves from the main menu as Figure 4. At the Enrollment System menu, click “Receipt form”. The screen will display as Figure 25. You can choose any documents you want to print out such as receipt, fee details, announcement of fee and Comptroller General’s Department (The case of students whose parents bring the receipt for reimbursement).

![Figure 25](image_url)