

SERVICE HANDBOOK

Registration and Educational Services Office

June 2012

AMBITION

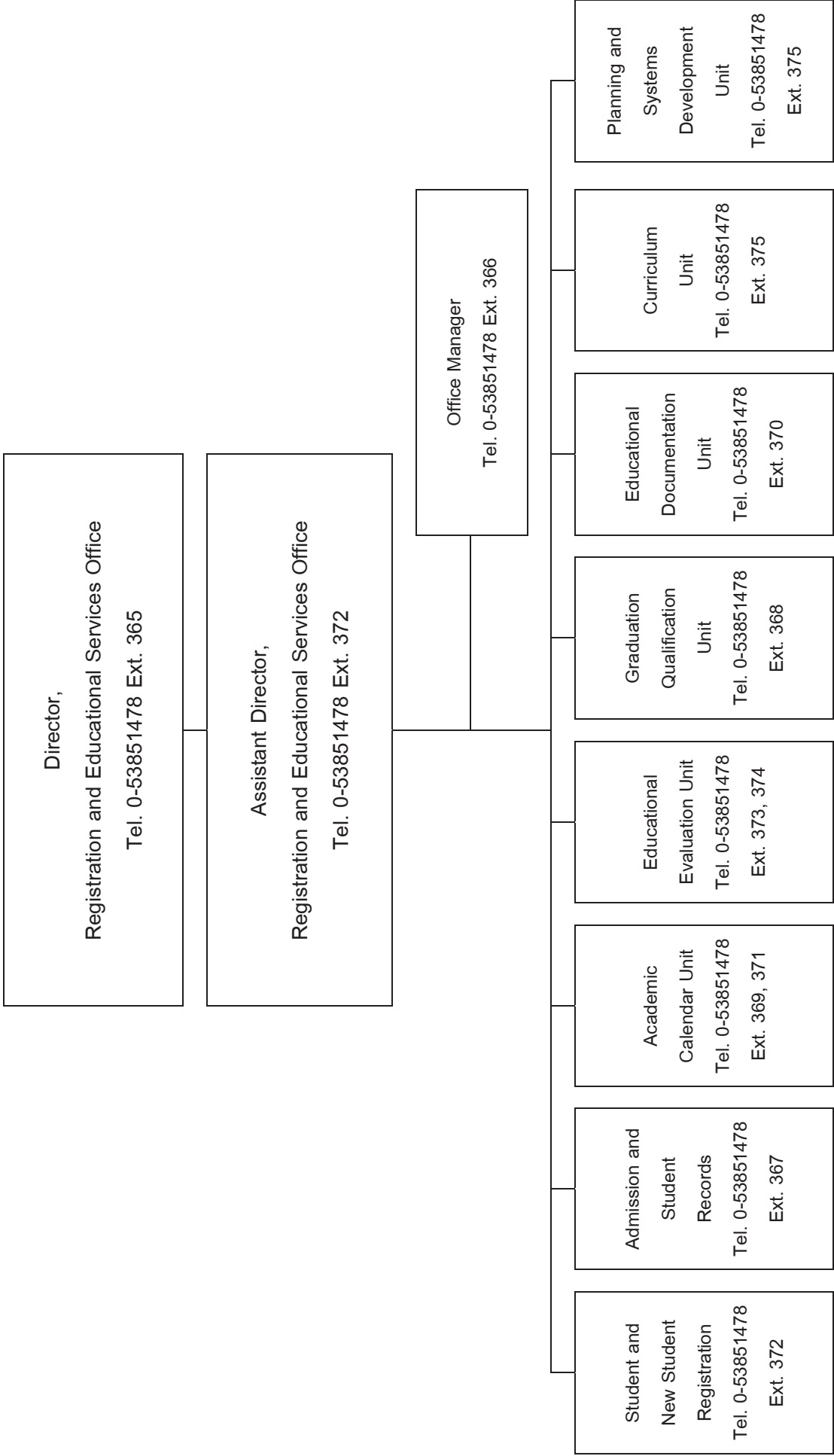
Standards and Quality

Prompt Service with Hospitality

OBJECTIVES

- To be a center of keeping records, giving services and information to students with qualitative academics.
- To give other services in academic support.

ADMINISTRATION CHART



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Ambition

Objectives

Administration Chart of the Registration and Educational Services Office

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Update all news and information from Registration Office

Sign up by Web

1. Login form **<http://reg.payap.ac.th>**
2. Click menu “**Free SMS**”
 - 2.1. Enter your mobile phone number ***AIS Only***
 - 2.2. Press “**Send SMS**” and wait for “**Confirmation Code**” in your mobile phone
 - 2.3. Enter received “**Confirmation Code**”
 - 2.4. Press “**Confirm**” button and wait for confirmation message from SMS

Sign up by SMS

1. Type SMS **StudentID, Web Password** and send to **9010184**
2. Wait for confirmation message from SMS

SERVICES FOR PROSPECTIVE STUDENTS

REPORTING TO PAYAP UNIVERSITY

Unit: Student and New Student Registration

Telephone: 0-5385-1478 Ext. 372

Procedures:

3. Present an acceptance letter and submit a copy of ID card to the Student and New Student Registration Unit.
 4. Fill out a "Student Profile" form (PYU 0221/1/4/53).
 5. Submit the following documents (all photocopied documents have to be certified):
 - 5.1. A "Student Profile" form (PYU 0221/1/4/53)
 - 5.2. An original, complete transcript and its two photocopies or (if graduated from overseas) an "Equivalency Certification" issued by the National Institute of Educational Testing Service, Ministry of Education
 - 5.3. A photocopy of a student's national ID card
 - 5.4. A photocopy of a student's house registration
 - 5.5. A photocopy of a guardian's house registration (as identified in the student profile)
 - 5.6. A photocopy of a changed first/last name document (if their first/last names on their transcripts/diplomas are different from their current first/last names).
- Remark: Students who fail to submit any document specified above are required to sign an agreement to submit all documents requested on a set date (within the first one month of a semester). If they still cannot meet the due date agreed, Payap University needs to act according to the regulations.
6. Receive an official student ID code and detailed information about tuition fees.
 7. Pick up "Information for New Students."
 8. Have a photo taken which will be kept on e-Registrar.
 9. Pay for the tuition fees at the Finance Office.
 10. Students can check their records in e-Registrar (<http://reg.payap.ac.th>) once they receive the student ID codes. The codes are their first time login password. Students can access e-Registrar to see any information by clicking the academic year and the semester they are registered to be Payap University students.

REQUEST FOR CREDIT TRANSFER FROM HIGHER VOCATIONAL CERTIFICATE LEVEL

Unit: Educational Evaluation Unit

Telephone: 0-5385-1478 Ext. 373

Procedures:

1. Contact Office of Public Relations and Admissions (Ext. 241) to obtain a "Request for Credit Transfer from Higher Vocational Certificate Level Form" (PYU 0221/1/2/2553).
2. Fill out the form and submit the completed form, an original transcript from previous institutions, and its photocopy to the Educational Evaluation Unit.
3. The Office of Academic Affairs (Ext. 341) will notify the following information to students within one week.
 - 3.1. The transfer result; and
 - 3.2. Course placement tests (if any) and a placement test appointment
4. Report to Payap University for registration at the Registration and Educational Services Office (by following the specified instructions on Page 1).

SERVICES FOR ENROLLED STUDENTS

COURSE CREDIT TRANSFER

Students are required to report to Payap University before submitting a request for credit transfer. This request has to be performed no later than two weeks before each semester begins.

Unit: Educational Evaluation Unit

Telephone: 0-5385-1478 Ext. 373

CREDIT TRANSFER FROM OTHER UNIVERSITIES

Transfer procedures:

1. Present Student ID Cards to obtain a "Request Form for Course Equivalent and Transfer of Credit from Other Institutions (PYU 0211/4/2/53) at the Registration and Educational Services Office.
2. Fill out the form and attach the following documents:
 - 2.1. An original transcript and its copy from previous universities

- 2.2. Course descriptions of all courses on the transcript with earned letter grades of at least “C” or its equivalent
3. Pay for the fee of 500 THB at the Finance Office.
4. The transfer result will be notified within one week. Students can either check for the result in person or check via e-Registrar (<http://reg.payap.ac.th>).

CREDIT TRANSFER FOR SECOND DEGREE

Transfer procedures:

1. Present Student ID Cards to obtain a “Request to Study for a Second Bachelor’s Degree Form” (PYU 0211/4/3/53) at the Registration and Educational Services Office.
2. Fill out the form and attach the following documents:
 - 2.1. An original transcript from previous universities and its copy
 - 2.2. Course descriptions of all courses on the transcript with earned letter grades of at least “C” or its equivalent
3. Pay for the fee of 500 THB at the Finance Office.
4. The transfer result will be notified within one week. Students can either check for the result in person or check via e-Registrar (<http://reg.payap.ac.th>).

CREDIT TRANSFER FOR FORMER PAYAP UNIVERSITY STUDENTS

Procedures:

1. Present Student ID Cards to obtain a “Request for Transfer of Credits Form (for Former Payap University Students)” (PYU 0221/4/4/2553) at the Registration and Educational Services Office.
2. Fill out the form and pay the fee of 500 THB at the Finance Office.
3. The transfer result will be notified within one week. Students can either check for the result in person or check via e-Registrar (<http://reg.payap.ac.th>).

CREDIT TRANSFER FROM EXEMPTION TESTS

Application procedures:

1. Students cannot take an exemption test in any course they previously registered for.
2. Present Student ID Cards to obtain a “Request for an Exemption Examination Form” (PYU 0221/4/4/51) at the Educational Evaluation Unit two weeks before each semester begins.

3. Follow the specified instructions.
4. Pay the fee of 1,500 THB per course requested at the Finance Office.
5. Exemption Tests are given by an affiliated department.
6. The transfer result will be notified within two weeks. Students can either check for the result in person or check via e-Registrar (<http://reg.payap.ac.th>). The approved letter grades are recorded as “CE” (Credits from Examination).

REQUEST TO EARN CREDITS BY PROPOSING PORTFOLIO

Procedures:

1. Students can request to earn credits by proposing portfolio in any course they have never enrolled before.
2. The request can be performed only once per course. It cannot be cancelled once the approval has been made.
3. Present Student ID Cards to obtain a “Request to Earn Credits by Proposing Portfolio Form” at the Educational Evaluation Unit two weeks before each semester begins.
4. Follow the specified instructions.
5. Pay the fee of 1,500 THB per course requested at the Finance Office.
6. The transfer result will be notified within two weeks. Students can either check for the result in person or check via e-Registrar (<http://reg.payap.ac.th>). The approved letter grades are recorded as “CP” (Credits from Portfolio).

REQUEST FOR NEW STUDENT ID CARDS

Unit: Admission and Student Records

Telephone: 0-5385-1478 Ext. 367

Students can request to have their Student ID Cards at the Admission and Student Records Unit, the Registration and Educational Services Office, during the office hours (Mondays to Fridays, 8:30-11:30 am. and 1:00-4:00 pm.). When coming to have their photos taken, students must dress properly as outlined in the university’s dress codes and avoid wearing jewelry, such as necklaces, earrings, head bands, and ribbons.

GETTING STUDENT ID CARDS FOR ALL NEW STUDENTS

Procedures:

1. Students must have their photos taken on the day they are registered to be Payap University student. The photos will then be kept in e-Registrar. Students are supposed to check the correctness of their first/last names (both in Thai and in English) and personal information on e-Registrar (<http://reg.payap.ac.th>). If any incorrect information is found, contact the Admission and Student Records Unit for changes.
2. Student ID Cards pick-up date will be notified on e-Registrar (<http://reg.payap.ac.th>) after a semester has begun.
3. Student ID Cards are valid for the length of students' programs.

STUDENT ID CARDS REPLACEMENT (IN CASE OF LOSS)

Procedures:

1. File a report at a police station and bring the report to request a replacement ID card from the Registration and Educational Services Office.
2. Fill out a "Student ID Card Request Form" (PYU 0221/1/2/49).
3. Take this form to pay fees at the Finance Office.
4. Submit this form and the police notification to reissue a new Student ID Card at the Registration and Educational Services Office.

STUDENT ID CARDS REPLACEMENT (IN CASE OF DAMAGE/EXPIRATION)

Procedures:

1. Present Student ID Cards to obtain a "Student ID Card Request Form" (PYU 0221/1/2/49).
2. Take this form to pay fees at the Finance Office.
3. Submit the form and the existing Student ID Card to reissue a new one at the Registration and Educational Services Office.

STUDENT ID CARDS REPLACEMENT (IN CASE OF FIRST/LAST NAMES CHANGE)

Procedures:

1. Present Student ID Cards to obtain a "Change of First Name, Last Name, Address Form" (PYU 0221/1/5/49) and a photocopy of the changed first/last name document to the Admission and Student Records Unit.
2. Fill out a "Student ID Card Request Form" (PYU 0221/1/2/49).
3. Take this form to pay fees at the Finance Office.
4. Submit the form and the existing Student ID Card to reissue a new one at the Registration and Educational Services Office.

FIRST NAMES/LAST NAMES/ADDRESS CHANGE NOTIFICATION

Unit: Admission and Student Records

Telephone: 0-5385-1478 Ext. 367

FIRST/LAST NAMES CHANGE NOTIFICATION

Procedures:

1. Present Student ID Cards to obtain a "Change of First Name, Last Name, Address Form" (PYU 0221/1/5/49).
2. Submit the form and a photocopy of the changed first/last name document to the Admission and Student Records Unit.
3. Have a new Student ID Card issued.
4. Check to see the change via "STUDENT BIOGRAPHY" menu on e-Registrar.

ADDRESS CHANGE NOTIFICATION

Procedures:

1. Present National ID Cards to obtain a "Change of First Name, Last Name, Address Form" (PYU 0221/1/5/49).
2. Submit the form and a photocopy of a new house registration to the Admission and Student Records Unit.
3. Check to see the change via "STUDENT BIOGRAPHY" menu on e-Registrar.

COURSE AND EXAMINATION SCHEDULES

Unit: Academic Calendar Unit

Telephone: 0-5385-1478 Ext. 369, 371

Students can check to see course and examination schedules in order to prepare for their enrollment on e-Registrar (<http://reg.payap.ac.th>).

Procedures:

Click "COURSE-CLASS" menu and follow the instructions as shown on "SYSTEM GUIDE" menu provided via e-Registrar (<http://reg.payap.ac.th>).

BUILDING CODES

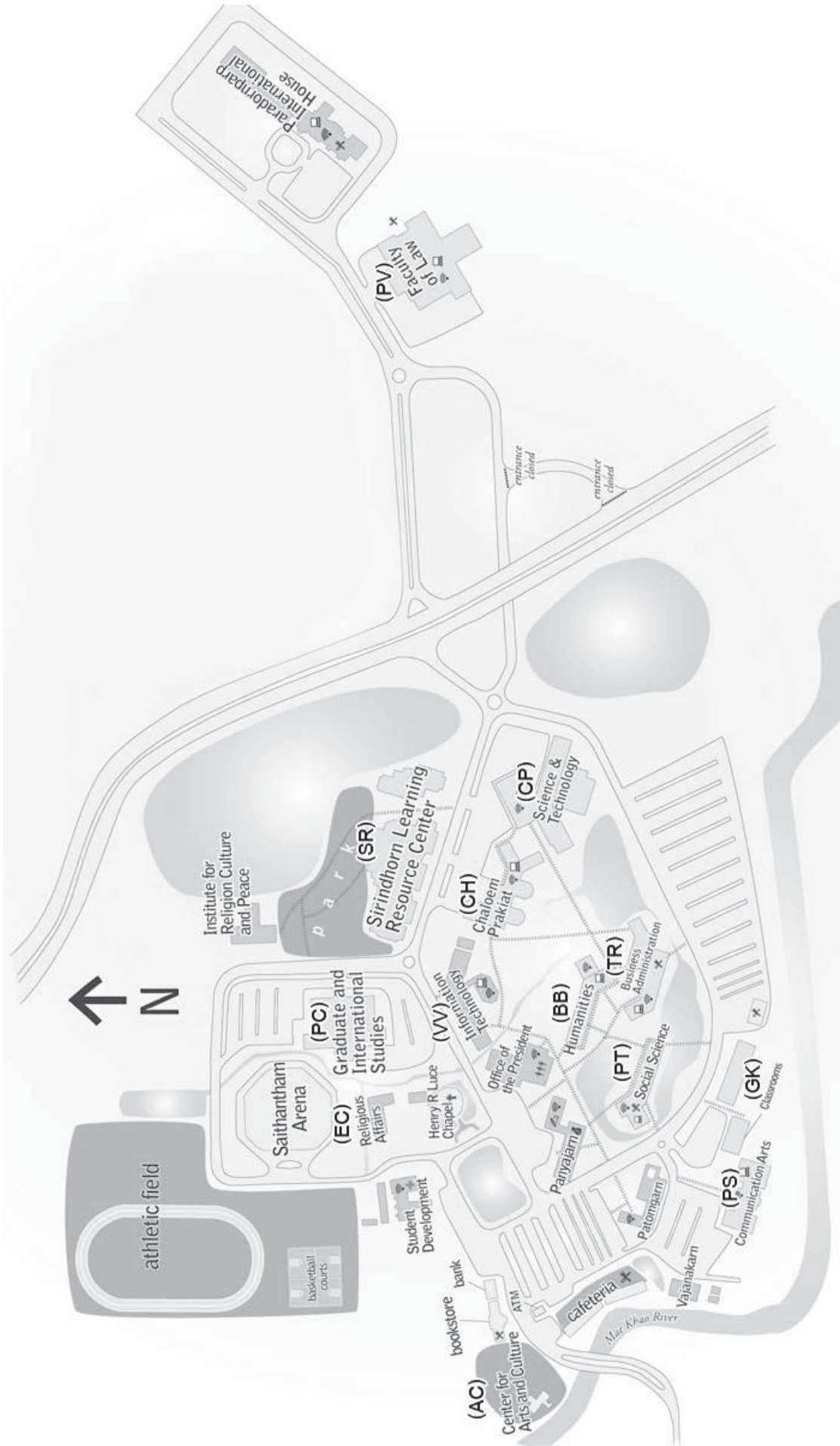
Students can check to see abbreviations of each classroom building from "ROOM TIMETABLE" menu on e-Registrar (<http://reg.payap.ac.th>).

Kaew Nawarat Campus

ABBR.	Building Names	Office/Faculty
MG	McGILVARY	The McGilvary College of Divinity
PH	Community Pharmacy Station	Drug Store, Faculty of Pharmacy
SL	SOMSAWALI	McCormick Faculty of Nursing
SW	SRISANGWAL	College of Music

Mae Khao Campus

ABBR.	Building Names	Office/Faculty
AC	ARTS AND CULTURE	
BB	BENJABAN	Faculty of Arts
CH	CHALOEM PRAKIAT	Faculty of Accountancy Finance and Banking Faculty of Economics
CP	CHUMPABARN (SHEPHERD)	Faculty of Pharmacy
EC	ECUMENICS	Religious Affairs and Community Relations
GK	GITTIKOON (GOSPEL)	Faculty of Communication Arts
PC	PENTECOST	International College
PJ	PANYAJARN	Registration and Educational Services Office Finance Office, Academic Affairs Office
PN	PANTAKORN	Student Development Affairs
PS	PRAGASOK (PROPHET)	Operations Building, Faculty of Communication Relations
PT	PANTASANYA (COVENANT)	Faculty of Social Sciences and Humanities
PV	PUVINICHCHAI (JUDGES)	Faculty of Law
SR	SIRINDHORN LEARNING RESOURCE CENTER	Office of Public Relations and Admissions Payap University Library
TR	TRINITY	Faculty of Business Administration
VV	VIVORN (REVELATION)	Faculty of Science Office of Information and Technology



ACADEMIC CALENDAR

Unit: Student and New Student Registration

Telephone: 0-5385-1478 Ext. 372

Students can check an academic calendar from “CALENDAR” menu provided on e-Registrar (<http://reg.payap.ac.th>). Students must comply with all schedules specified on the academic calendar.

COURSE ENROLLMENT/ADDING/DROPPING

Unit: Student and New Student Registration

Telephone: 0-5385-1478 Ext. 372

ENROLLMENT PREPARATION

Procedures:

1. Check course and examination schedules from “COURSE-CLASS” menu.
2. Students can study how to register/enroll courses at “SYSTEM GUIDE” menu on e-Registrar (<http://reg.payap.ac.th>).
3. Students can check to see an academic calendar at “CALENDAR” menu on e-Registrar (<http://reg.payap.ac.th>). They must comply with all schedules specified.
4. Students are required to clear their outstanding debts (if any) at the Finance Office.
5. Students having overdue books are required to contact the library.
6. Students who have already submitted a “Request for Graduation” form in a previous semester but cannot graduate or would like to enroll courses in the following semesters are required to contact the Graduation Qualification Unit, Registration and Educational Services Office.
7. Scholarship students are required to have their scholarship matter completed before enrollment.
8. Consult academic advisors for enrollment preparation.

ONLINE COURSE ENROLLMENT AND ADDING-DROPPING

Procedures:

1. Students check the specified period on “CALENDAR” menu provided via e-Registrar (<http://reg.payap.ac.th>).
2. During the enrollment period, students can see “REGISTER” menu after logging in.
3. Key in the courses students wish to enroll and check the correctness. If any problem occurs during the course enrollment, the e-Registrar will display the problem to the students. The students need to “DELETE” that particular courses and repeat the enrollment procedures. If there is no problem, students must click “ENROLLMENT CONFIRM.” The e-Registrar will then display “ENROLLMENT RESULT” menu which students can check the result of their enrollment.
4. If a course “SECTION” that the students wish to enroll is fully reserved but they need to enroll in that particular “SECTION,” the students are required to contact the class instructor directly. If the instructor gives them permission to enroll, the students need to repeat the enrollment procedures of that course.
5. Once the enrollment is confirmed, the “ENROLL” menu will be changed to “ADD/DROP ENROLL” menu which contains the same procedures as those mentioned in Item 3.
6. For any course enrollment procedure which needs to use forms, students have to present their Student ID Cards to obtain the relevant forms at the Student and New Student Registration Unit or download them from e-Registrar (<http://reg.payap.ac.th>). Follow the specified instructions and submit the request forms to the Student and New Student Registration Unit during the drop-add period.

Forms Relevant to Enrollment:

- 6.1. “Request to Enroll More Credits Than Those Stipulated” (PYU 0221/3/22/49)
Students are allowed to enroll not more than 22 credits in a normal semester and 6 credits in summer session.
- 6.2. “Request to Enroll in Courses with Concurrent Examinations” (PYU 0221/3/1/51)
- 6.3. “Request to Enroll in a Course Concurrently with a Prerequisite Course” (PYU 0221/4/27/49)
7. Print an invoice and pay fees at all branches of the Siam Commercial Bank during the specified period announced on the academic calendar.
8. For students who fail to pay their tuition fees during the payment period, their course enrollment will be cancelled. They have to file a request for a leave of absence within the first 60 days of a semester (except for a summer session); otherwise their student status will be revoked.

LATE ENROLLMENT USING A REQUEST FORM

Students who wish to enroll after the online enrollment period have to do the following procedures:

1. Present Student ID Cards to obtain a “Late Registration Form” at the Student and New Student Registration Unit.
2. Follow the specified instructions.
(Late enrollment is subject to a fine of 50 THB a day starting from the first day of a semester)
3. Pay for the tuition fees at the Finance Office.
4. For students who fail to pay their tuition fees during the payment period, their course enrollment will be cancelled. They have to file a request for a leave of absence within the first 60 days of a semester (except for a summer session); otherwise their student status will be revoked.

COURSE WITHDRAWAL WITH “W” LETTER GRADE

Unit: Educational Evaluation Unit

Telephone: 0-5385-1478 Ext. 373, 374

Procedures:

1. Present Student ID Cards to obtain a “W” Withdrawal Form” (PYU 0221/4/6/51) at the Registration and Educational Services Office or download the form provided on e-Registrar (<http://reg.payap.ac.th>).
2. Follow the specified instructions.
3. Submit the form to the Educational Evaluation Unit within the set date announced on the academic calendar.

REQUEST FOR A LEAVE OF ABSENCE

Unit: Admission and Student Records

Telephone: 0-5385-1478 Ext. 367

Procedures:

1. Present Student ID Cards to obtain a “Leave of Absence Request Form” (PYU 0221/1/1/51) at the Admission and Student Records Unit.
2. Students are granted up to two successive semesters for a leave of absence.
(All periods on leave of absence are included in a length of study.)
3. Any outstanding debts to the university must be cleared before going on leave.
4. Follow the specified instructions.
5. Pay for the fee of 500 THB each semester at the Finance Office.
6. Submit the approved request to the Admission and Student Records Unit.

7. Students can perform their online enrollment as usual after the period on leave of absence is completed.

REQUEST TO RESUME STUDIES

**(IN CASE OF BEING TERMINATED OF STUDENT STATUS DUE TO LOSING CONTACT WITH PAYAP
UNIVERSITY MORE THAN 60 DAYS, EXCEPT IN SUMMER SESSION)**

Unit: Admission and Student Records

Telephone: 0-5385-1478 Ext. 367

Procedures:

1. Present Student ID Cards to obtain a "Request to Resume Studies Form" (PYU 0221/1/1/52).
2. Follow the specified instructions.
3. Pay for the fee of 1,000 THB at the Finance Office.
4. Submit the approved request to the Admission and Student Records Unit.

REQUEST FOR MAINTAINING STUDENT STATUS

(IN CASE OF NOT HAVING ANY ENROLLED COURSE IN A PARTICULAR SEMESTER)

Unit: Admission and Student Records

Telephone: 0-5385-1478 Ext. 367

Procedures:

1. Present Student ID Cards to obtain a "Request for Maintaining Student Status Form" (PYU 0221/1/4/52).
2. Follow the specified instructions.
3. Pay the fee of 500 THB each semester at the Finance Office.
4. Submit the approved request to the Admission and Student Records Unit.

REQUEST FOR APPROVAL OF/WITHDRAWING FROM A MINOR PROGRAM

Unit: Admission and Student Records

Telephone: 0-5385-1478 Ext. 367

REQUEST FOR APPROVAL OF A MINOR PROGRAM

Procedures:

1. Present Student ID Cards to obtain a "Request for Approval of a Minor Program Form" (PYU 0221/1/1/53) at the Admission and Student Records Unit before enrolling in any semester students would like to request a minor program.
2. Follow the specified instructions.
3. Pay the fee of 100 THB at the Finance Office.
4. Submit the approved request to the Admission and Student Records Unit.
5. Set an enrollment plan with academic advisors. The curriculum of the minor program approved has to be in the same academic year as that of the students requesting.

REQUEST TO WITHDRAW FROM A MINOR PROGRAM

Procedures:

1. Present Student ID Cards to obtain a "Request to Withdraw from a Minor Program Form" (PYU 31/48) at the Admission and Student Records Unit.
2. Follow the specified instructions.
3. Submit the approved request to the Admission and Student Records Unit.

EXPECTING TO GRADUATE NOTIFICATION

Unit: Graduation Qualification Unit

Telephone: 0-5385-1478 Ext. 368

Procedures:

1. Students check the specified period on the academic calendar.
2. Students can download the forms relevant to graduation expectation on e-Registrar (<http://reg.payap.ac.th>).
 - 2.1. "Request for Graduation (Bachelor's Degree)" (PYU 0221/5/40/49)

- 2.2. "Data Checking Report in Semester of Thesis Enrollment or Written Comprehensive Examination (Master's Degree)" (PYU 0221/5/1/50)
3. Check information in "STUDENT BIOGRAPHY" menu on e-Registrar (<http://reg.payap.ac.th>). Print it out and certify by signing your name.
4. Check information in "GRADUATION CHECK" menu on e-Registrar (<http://reg.payap.ac.th>) (Choose "PATTERN 1: DISPLAY PROGRAM STRUCTURE"). Print it out and certify by signing your name.
5. Consider approving from academic advisors.
6. Pay for the graduation information fee at the Finance Office.
7. Present the form to have your photos taken which will be kept in "STUDENT BIOGRAPHY" at the Registration and Educational Services Office.
8. Submit the form to the Graduation Qualification Unit.

Remark: For their own benefit, students are required to check the correctness of their personal information displayed on e-Registrar. If any incorrect information is found, they must inform to have it corrected, especially the spelling of their first/last names (Thai-English) which must be similar to those on their ID cards or passport. Any correction cannot be made once the Registration and Educational Services Office has already proposed the graduates' list to Payap University Board of Trustees.

REQUEST FOR EDUCATIONAL DOCUMENTATIONS

Students who fail to pay outstanding debts to the university and/or fail to return books to the library will have their educational documentations withheld until the status of these items is cleared to the satisfaction of the university.

Unit: Educational Documentation Unit

Telephone: 0-5385-1478 Ext. 370

REQUEST FOR A CONFIRMATION OF STUDENT STATUS LETTER

This request is reserved for current students and/or students whose active status is maintained.

Procedures:

1. Present Student ID Cards to obtain a “Confirmation of Student Status Request Form” (PYU 0221/6/1/51).
2. Check outstanding debts and pay the request fee at the Finance Office.
3. Submit the form to the Educational Documentation Unit.

REQUEST FOR AN OFFICIAL TRANSCRIPT AND/OR A CERTIFICATE

Procedures:

1. Present Student ID Cards to obtain the request forms or download them from e-Registrar (<http://reg.payap.ac.th>), the Educational Documentation Unit.
2. Fill out an “Official Transcript Request Form” (PYU 0221/6/48/49).
3. Fill out a “Certificate Request Form” (PYU 0221/6/53/49).
4. Check outstanding debts and pay the request fee at the Finance Office.
5. Submit the form to the Educational Documentation Unit.

SERVICES PROVIDED ON E-REGISTRAR

First Page

“NEWS TOPIC”: Announcements for students

Service Menu	Explanation
1. LOGIN	Click to login to the system.
2. EXAM SCHEDULE	Click to see examination schedules one week before the examinations period.
3. INSTRUCTOR TIMETABLE	Click to see instructors' class and examination schedules.
4. ROOM TIMETABLE	Click to see classrooms information.
5. COURSE-CLASS	Click to see available courses offered in each semester.
6. CALENDAR	Students have to comply with all schedules specified on an academic calendar.

Service Menu	Explanation
7. PROGRAM INFORMATION	Click to see program information offered in the university.
8. EXPECT GRADUATE	Click to see statistical information about graduation expectation.
9. DOWNLOAD FORMS	Forms relevant to the Registration and Educational Services Office
10. FAQ	Display frequent questions and answers via e-Registrar.
11. SYSTEM GUIDE	Give suggestions and instructions needed to login e-Registrar.

LOGIN TO E-REGISTRAR

Username Student ID Code

Password Use a Student ID Code for first time login.

Service Menu	Explanation
1. LOGOUT	Students are supposed to click this menu to exit e-Registrar after use. Don't leave the page without logging off because other people might take a chance to access your system.
2. CHANGE PASSWORD	Use a Student ID Code for first time login. Later, all students are supposed to change their password. It must be kept confidential at all times and should never be divulged to anyone.
3. ENROLLMENT RESULT	Click to see the enrollment result of each semester.
4. STUDY TIMETABLE	Click to study course and examination schedules.
5. STUDENT BIOGRAPHY	Click to see student profile.
6. DEBT/SCHOLARSHIP	Click to see outstanding debts or scholarship granted.
7. GRADE RESULT	Click to see students' grades of each semester
8. GRADUATION CHECK	Click to see what courses students have already enrolled earlier and the curriculum structure in order to plan their studies.
9. DOWNLOAD FORMS	Forms of the Registration and Educational Services Office can be downloaded here.

Service Menu	Explanation
10. PETITION RESULT	Click to see whether the requests students have submitted are approved or denied.
11. SUGGESTIONS	Click to give suggestions via e-Registrar.
12. LOGIN STATISTIC	Click to see users' access statistics.
13. GET FREE SMS ALERT	Students who use AIS mobile service can apply to get free messages sent by the Registration and Educational Services Office.

Remark:

- Students can see the information in a particular semester or academic year by clicking at that semester or academic year.
- Students are required to check their information in e-Registrar on a regular basis. If any incorrect information is found, please contact the Registration and Educational Services Office for changes.

SERVICES FOR GRADUATES AND FORMER STUDENTS

REQUEST FOR AN OFFICIAL TRANSCRIPT AND/OR A CERTIFICATE

Unit: Educational Documentation Unit

Telephone: 0-5385-1478 Ext. 370

Procedures:

1. Present Student ID Cards to obtain a PYU 0221/6/48/49 request form at the Educational Documentation Unit or download the form on e-Registrar (<http://reg.payap.ac.th>).
2. Check outstanding debts and pay the request fee at the Finance Office.
3. Submit the form to the Educational Documentation Unit.

**REQUEST TO OBTAIN A DIPLOMA
(IN CASE OF NOT ATTENDING THE GRADUATION CEREMONY)**

Unit: Educational Documentation Unit

Telephone: 0-5385-1478 Ext 370

Procedures:

1. Contact the Educational Documentation Unit in person to obtain a PYU 0221/6/45/49 request form.
2. Should the request be submitted by a representative, please enclose a letter of attorney and present photocopies of both the representative's and graduate's ID cards.
3. Check outstanding debts and pay the request fee at the Finance Office.
4. Pick up the diploma.

REQUEST FOR AN ENGLISH TRANSLATION OF THE DIPLOMA

Unit: Educational Documentation Unit

Telephone: 0-5385-1478 Ext. 370

Procedures:

1. Present a photocopy of a student's Thai diploma to obtain "An English Translation of the Diploma Request Form" (PYU 3/45).
2. Pay the fee of 200 THB at the Finance Office.
3. Submit the form to the Educational Documentation Unit.

SERVICES PROVIDED ON E-REGISTRAR

Procedures:

1. Graduates and former students are given the same services as those of current students.
2. Graduates and former students are supposed to update their profiles in e-Registrar regularly in order for the university to keep them informed on latest university news.