



## Prince of Songkla University (PSU) Announcement

### Title: Guideline for Registration Procedures in the First Semester of the Academic Year 2016

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Prince of Songkla University has identified the registration period for the First Semester of the Academic Year 2016 to be from 8 – 21 August 2016. In order to facilitate the registration procedure, students are required to follow this guideline.

#### 1. Tuition Fee Payment

The payment can be made through <https://sis.psu.ac.th> and students can select one of the two (2) methods of payment as follows:

##### 1.1 Bill Payment System

Students can pay their tuition fee through Siam Commercial Bank Public Company Limited, Bangkok Bank Public Company Limited, or Krung Thai Bank Public Company Limited starting from 25 July – 17 August 2016. The bill must be settled at least two (2) working days before the registration period. Students are strongly requested to carefully check the reference number of the payment slip that must have the same digits with the reference document issued by the Bank. In case of any mistake, student should immediately contact the Bank for the correction, otherwise, the registration will not be completed.

##### 1.2 Direct Pay System

The money will be withdrawn online directly from student's Siam Commercial Bank Public Company Limited account from 25 July – 21 August 2016. The payment procedures can be obtained from <https://sis.psu.ac.th>. In order to enable the Direct Pay System, students are required to open an account at the Siam Commercial Bank Public Company Limited and apply for an ATM card. Moreover, students have to sign the Authorization Form which allows the Siam Commercial Bank Public Company Limited to online withdraw money from their account via the ATM machine at least 7 working days before the registration period. The authorization form is valid from the signing date and is effective for every semester thereafter.

However, in some cases, students might be requested to resign the Authorization Form because of the following reasons:

- the unintended lost of the account number from the system,
- the wrong account number,
- the change of the account number or student ID number.

Students who want to settle the bill with this system must deposit in their account an amount of money including the total amount of tuition fee they have to pay, plus at least 300 Baht more. Payment made after 21 August 2016 is subject to a fine of 500 Baht.

## **2. Scholarship Students and Students Eligible for Delay of Tuition Fee's Payment**

### **2.1 Undergraduate Students**

2.1.1 Faculty scholarship students must contact the relevant staff at their own faculty.

2.1.2 University scholarship students must contact the Student Affairs Division. Scholarship students must contact the relevant faculties or the Student Affairs Division by 6 July 2016 in order to record the data into the Financial Information System and be eligible for the registration.

### **2.2 Graduate Students**

2.2.1 Scholarship students must contact the relevant faculty or the Graduate School by 25 July 2016 in order to record the data in the Financial Information System and be eligible for the registration.

2.2.2 Graduate students are not allowed to make delayed payments for their tuition fee.

## **3. Registration Instructions**

3.1 Students must meet the supervisor before the registration, otherwise their registration might be suspend by their supervisor.

3.2 Students with a GAP lower than 2.00 must meet the supervisor in order to get the approval for registration.

3.3. Students who register for subjects that have the same mid-term or final examination date with other subjects, must submit the Request Form for Concurrent Examinations at the relevant faculty before registration. The registration must be done by the due date.

3.4 Students wishing to register for subjects that limit the number of attendees or accept only specific groups of students, must submit the Limited-enrollment Course Registration Request Form together with a permission from the subject's lecturer. For the subjects offered by the Department of Languages and Linguistics, Faculty of Liberal Arts, students must get the approval seal from this Department before submitting the registration form to the Registration Unit at the Registrar's Division. Students can further process their registration after two (2) hours from submitting the registration form, and the registration must be finished within the same day.

3.5 Graduate students wishing to register for the thesis, must submit the approved Advisor Assignment Form (Bor Wor 1) to the Registration Unit at the Registrar's Division before registration

### 3.6 Amount of Credits for Registration (normal semester)

Student Status	Undergraduate students			Graduate students
	With Student ID issued before 2009	With Student ID issued from 2009-2014	With Student ID issued from 2015 onward	
Regular Students	9-22	9-22	3-22	1-15
Warned Students	9-22	9-16	3-16	
Probation Students	9-16	9-16	3-16	

Students wishing to register for more or less credits than specified by university's regulation, must submit the Request Form to Register More/Less Credits than Specified before making the registration, as follows:

3.6.1 Undergraduate students must submit the request form approved by their supervisor to the relevant faculty and complete the registration procedures by the next following day within the registration period.

3.6.2 Graduate students must submit the request form approved by their supervisor to the Registration Unit at the Registrar's Division.

In case of changing the student's status after the registration, which requires an adjustment of the total number of registered credits, student must submit the Request Form for Register More/Less Credits than Specified by 13 September 2016.

#### **4. Conditions and Schedule for Registration Period**

4.1 Students can register via the website <https://sis.psu.ac.th> at the following date and time:

##### **Undergraduate Students**

- Freshmen students have to register on 8 August 2016 from 08.30–23.59 hrs.
- Senior students have to register on 9 August 2016 from 08.30–23.59 hrs.
- Junior students have to register on 10 August 2016 from 08.30–23.59 hrs.
- Sophomore students have to register on 11 August 2016 from 08.30–23.59

hrs.

##### **Graduate Students**

- All students can register from 8 – 21 August 2016.

The undergraduate students who are unable to register on the aforementioned date can also do their registration from 12 – 21 August 2016.

4.2 Students can withdraw from any subjects without recording “W” grade on their transcript from 22 – 28 August 2016.

4.3 The “W” grade will be recorded on the transcript for the withdrawal from any subjects after 29 August – 6 November 2016.

**5.** More information on the registration procedures in order to meet with the requirements of Prince of Songkla University Regulations and Procedures for Undergraduate Study System, Prince of Songkla University Regulations and Procedures for Graduate Study System (item 10), and the 2016 Academic Calendar, can be obtained from <http://reg.psu.ac.th>. Students can check their registration result and make payments via <https://sis.psu.ac.th>.

#### **6. For any inquiry, please contact:**

6.1 For problems logging into the system, call 074–282082 or send an email to [support@cc.psu.ac.th](mailto:support@cc.psu.ac.th)

6.2 To request more information on registration procedures, call the Registration Unit of the Registrar's Division, at 074 289260 – 4 (internal call: 9260 - 4), or send a message on the Facebook fanpage: [www.facebook.com/Registra](http://www.facebook.com/Registra)

6.3 To request more information on payment procedures, call the Financial Division at 074 282143 – 4 (internal call: 2143 – 4) during the working days.

Announced on June 22 , 2016

A handwritten signature in black ink that reads "S. Kovitaya". The signature is written in a cursive style with a large initial "S" and a stylized "Kovitaya".

(Asst. Prof. Supote Kovitaya)  
Vice President for Student Development and Alumni Affairs  
For Vice President for Academic Affairs  
Acting for the President of Prince of Songkla University