The Student’s Internet Registration Manual

Registrar’s Office
King Mongkut’s University of Technology Thonburi
The student’s registration system is an online registration for KMUTT’s students at all levels. Through this system, academic advisors can easily monitor and approve students’ registration. The system can be accessible by students and their academic advisors via the university website entitled “Internet Registration” as follows:

1. Students under ‘probation’ cannot register unless receiving academic advisors’ prior approval. Academic advisors can approve or deny the registration and inform the students of their decision with additional reasons.

   Students with ‘normal status’ can register via this system. However, their academic advisors can also monitor their registration records from the system.

2. Academic advisors can mark students’ names for additional consultation if they notice that any students with the ‘normal status’ have lower accumulative grades. This can be administered via the appointment system prior to the students’ registrations.

3. If academic advisors do not approve the students’ registrations, the students will be notified by the system and they can re-register via the system under their academic advisors’ advice.

4. After receiving academic advisors’ approval, students must log into the system to confirm their registrations and pay the registration fee via the banking system to complete the registration process.

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After gaining access to the university website, click on “Current Students”. For undergraduate students, click on Information System “New ACIS”.

The system will show the login page as shown in figure 3.
From the Login page, enter User name and Password, and then click “Enter the System” as shown below.

**Stage 2: Registration**

Choose the menu: Course Registration > Registration

For first time registration, the system will show certain courses according to the study plan set up by the departments in each semester. As shown in figure 3, some courses will be automatically fixed for sections/groups. For unfixed section/group courses, the system will show “Section Selection”, and students can choose the section themselves. In the case of a fixed section, students can click the number of the section for more detailed information.
4: Group Selection

From figure 3, choose the course to register, and then click “Section Selection”. The system will show a pop-up screen as in figure 4.

![Figure 4: Section/group to be selected](image)

Click on the radio button to select the group, and then click “Record”. The system will show the result as in figure 5.

![Figure 5: Section selection result](image)

Click “OK”, and then the system will take you back to the main menu. In case the section is full and students cannot register, the system will show an Unavailable Seat pop-up as in figure 6.

![Figure 6: Unavailable seat](image)

In case students select a course and a section with the same learning schedule and examination, the system will show the notification as in figure 7.

![Figure 7: Overlapping learning schedule and examination](image)
Click “OK” to go back to section selection, avoid selecting the same learning schedule, and after selecting a non-overlapping section, the system will show the groups, courses and credits as in figure 8.

![Figure 8: Group/section selection](image)

5: Course Deletion

The course registered for can be deleted from “Course registration” by clicking on the course to delete it (a green bar will highlight the course). Click “Course Deletion”, and the system will show the notice for information deletion as in figure 9. If students want to cancel the pop-up message, they can just click on “OK”.

![Figure 9: Course deletion](image)
6: Course Addition

From the above figure, click on “Course Addition”, and the system will show the pop-up “Course Addition” as in figure 10 in the Course Code Box. Fill in at least 3 course code letters, and the system will show the courses of the same course code for selection.

![Figure 10: Course code entering](image)

After selecting the course, the system will show the section/group that is available.

![Figure 11: Group/section selection](image)

Click on the radio button in the section/group students want to study as in figure 11. Then, click “Record”. In case the course was already studied by the student, the system will show the notification as in figure 12.

![Figure 12: Already studied course](image)
In case students add the course already selected in the same semester, the system will show the warning as in figure 13.

Figure 13: The course selected twice in the same semester

After students finish selecting courses, the system will show the result as in figure 14.

Figure 14: The screen illustrating courses registered
7: Thesis registration

If students want to register for a thesis, click on “Course Addition”. The system will show the screen as in figure 15.

![Figure 15: Screen illustrating thesis registration](image)

After selecting courses, the system will show the number of credits and sections/groups. Students have to indicate the number of credits they want to register for. However, the number of credits must not be higher than the total credits of the thesis. Then, click “record” as shown in figure 16.

![Figure 16: The number of thesis credits](image)
If students want to correct the number of thesis credits, click on the Number of Credits as shown in figure 17.

Correct the number of credits by filling in the number of credits in “Notify the Number of Credits to Register” as shown in figure 18.
Then, go back to the main menu and the correct credits will be shown as in figure 19.

Figure 19: Illustrating the correct number of credits

After checking all the courses registered, click on “Next” to go to Step 2. But first, the system will check the accuracy of Step 1.

- In case the sections/groups are not completely selected, the system will show the notification as in figure 20. Click on “OK” to go back to Group/Section Selection.

Figure 20: Illustrating when groups/sections are not completely selected

- In case students register for more than the credits restricted by the university or departments, the system will show the notification as in figure 21. Click “OK” and delete some courses so the credits will be in accordance with the university requirement (not higher than 19 credits for undergraduates and not higher than 15 credits for post graduates).

Figure 21: Illustrating the number of credits higher than stipulated
Stage 3: Registration Confirmation

After students finish selecting courses and sections (figure 22), the system will summarize the courses registered and calculate all payments.

![Summary of courses registered and payments](image)

Figure 22: Summary of courses registered and payments
7. Students’ timetable

Students can click on “Timetables” to check designated timetables as in figure 23.

![Figure 23: Students’ timetables](image)

8. Registration Confirmation

After accuracy check, if the information is incorrect, click on “<< go back” to correct the information, and then click on “Registration Confirmation”. The Next Step illustration of each student will be different depending on the following conditions:

- If students have to see academic advisors (students under “Probation” or academic advisors’ request for appointment), the system will show Step 3 (Academic Advisor Appointment) as shown in figure 24.
- If students do not have to see academic advisors, the system will show Step 5 (Payment Procedure) as in figure 26.
Stage 4: Academic Advisor Appointment

Students under “probation” or those whose academic supervisors request an appointment will be notified to see academic advisors before undergoing the payment process as shown in figure 24.

Figure 24: Notification for students to meet academic advisors
Stage 5: Registration Result

If academic advisors approve the registration, students can proceed with stage 4 in which there will be notifications showing academic advisors’ opinions, and courses approved/not approved as in figure 25.

![Figure 25: Academic advisors’ opinions and courses approved](image)

From figure 25, click on “Payment Screen>>”, and the system will show Step 5 (Payment Procedure).
Stage 6: Payment Procedure

The Step 5 screen will show details of payment according to the following conditions:

- Payment Condition 1: Self-Funding Students as shown in figure 26

Figure 26 shows total amount and methods of payment (The system will start the payment procedure by initially setting the bank account payment). However, students can choose two methods of payment as follows:

- Paying via bank account: Students can choose banks as shown in figure 26.
  - Students click on “Print out registration sheet”. The system will show the report in a PDF file as in figure 29.
  - Students choose the banks for payment according to the ones that appear on the screen. Students need to open an account with a designated bank before doing this. (Please study the stages of Internet Banking Application on page 29 and Bank Account Payment Procedure on page 31.)

- Bill Payment: The system will show bill payment as in figure 27.
From figure 27, click on “Bill Payment/Registration Sheet”. The system will show Bill Payment and Courses Registration as in figures 28 and 29, respectively.

Students have to print out “Bill Payment” and pay at the bank as shown in the bill payment.  
*Students need to pay within the due date or else the bank will refuse such payment.*
Figure 28: Bill Payment (Payment Condition 1: Self-Funding Students)
### Figure 29: Registration Sheet

The Student’s Internet Registration Manual

<table>
<thead>
<tr>
<th>Seq No</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Section</th>
<th>No of Credit</th>
<th>Register Condition</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CVE221</td>
<td>SURVEYING</td>
<td>1</td>
<td>3</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CVE223</td>
<td>SURVEYING PRACTICES</td>
<td>1</td>
<td>1</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CVE233</td>
<td>MECHANICS OF MATERIALS</td>
<td>1</td>
<td>3</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CVE233</td>
<td>MECHANICS OF MATERIALS I</td>
<td>1</td>
<td>3</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CVE236</td>
<td>CIVIL ENGINEERING MATERIALS</td>
<td>1</td>
<td>2</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>LNG104</td>
<td>CONTENT-BASED LANGUAGE LEARNING I</td>
<td>2</td>
<td>3</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>MTH201</td>
<td>LINEAR ALGEBRA AND VECTOR CALCULUS</td>
<td>1</td>
<td>3</td>
<td>Credit</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 18

หมายเหตุ: หมายถึงที่มี กิจกรรมที่มี หมายถึงที่ไม่มี.
• Payment condition 2: Partial scholarship plus students need to pay additional amount. From Step 2, students confirm registration as in figure 30.
Click on “Registration Confirmation” to proceed to step 5. Students choose the method of payment as shown in figure 31.

Figure 31: Illustrating additional payment
Figure 32: Bill payment for payment condition 2: Partial Scholarship
Payment Condition 3: Full Scholarship as shown in figure 33

Click on “Registration Confirmation” to go to Step 5.
When clicking on “Bill Payment/ registration Sheet” the system will show the bill payment/registration sheet as in figure 34.
In case students have to see academic advisors before registration, and academic advisors recommend students to re-select courses, the system will go back to step 1 (Course Selection and Subject Selection) as in figure 35.
The system will show an academic advisor’s opinions together with the course/s for which the student/s is/are not allowed to register. Students may add courses by filling in “Additional course/s” as in figure 36.

Figure 36: Additional course/s
After adding course/s, click on “next>>” to go to Stage 2 (Registration Confirmation) as in figure 37.

The system will re-calculate the credit fee and total payment. Students confirm the registration by clicking on “Registration Confirmation”. The information will proceed to academic advisors for them to approve the registration as in figure 38.
After receiving academic advisors’ approval, students have to log in to see the registration result and confirm bank payment. Proceed with Step 4 (Registration Result) and Step 5 (Payment). The registration is then considered complete.

**Internet Banking Application Procedure**

**Krungthai Bank**

There are 3 options when paying via Krungthai bank as follows:

1. **Krungthai ATM**
   1. Insert your Krungthai ATM card and enter the PIN
   2. Select “Other”
   3. Select “Service Application”
   4. Select “KTB Online”
   5. Set up a temporary password (8 digits)
   6. Receive a slip for a temporary User ID

2. **Internet banking (KTB Online)**

   **** After receiving the temporary User ID, bring your “ID card and Krungthai Bank Passbook” to activate the account for eligibility confirmation at any Krungthai Bank branch.****
   1. Log in at https://www.ktbonline.ktb.ac.th/new
   2. Select “Online Application”
   3. Read conditions and agreements
   4. Select “Agreement”
   5. Fill in information and check for accuracy
   6. Set up a temporary password (8-20 digits)
   7. Receive a temporary User ID
   8. Bring your “ID card and Krungthai Bank Passbook” to activate the account for eligibility confirmation at any Krungthai Bank branch.
9. Log into the system with your User ID and temporary password
10. Change your User ID and password

(3) Krungthai Bank branches nationwide
   Bring your “ID card/passport and Krungthai-Krungthai passbook”

Bank Payment Procedure
When students choose any designated bank, the system will show the bank websites. Students have to open accounts with Krungthai Bank or Bank of Ayudhya.