Prince of Songkla University (PSU) Announcement

Title: Guideline for International Student Registration Procedures in the Second Semester of the Academic Year 2018

Prince of Songkla University has identified the registration period for the Second Semester of the Academic Year 2018 to be from 2 – 13 January 2019. 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

Students can pay their tuition fee through Siam Commercial Bank Public Company Limited, Bangkok Bank Public Company Limited, Krung Thai Bank Public Company Limited or 7-Eleven Counter service starting from 10 December 2018 – 9 January 2019. 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The money will be withdrawn online directly from student’s Siam Commercial Bank Public Company Limited account from 10 December 2018 – 13 January 2019. 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.

1.3 For new students admit to study in the Second semester of the Academic Year 2018, must pay tuition fee by Bill Payment only.

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 before register within 2 weeks 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 before register within 2 weeks 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 with a GAP lower than 2.00 must meet the supervisor in order to get the approval for registration.

3.2 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.

3.3 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 and must submit 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.

3.4 Graduate students wishing to register for the thesis, must submit the approved Advisor Assignment Form (GS 1) to the Registration Unit at the Registrar’s Division before registration.

3.5 Students who had paid tuition fees and already registered but need to resign or leave of absence must submit the resignation or the leave of absence form within 30 days from the first day of the semester. Then, the tuition fees can be refunded.
Note: For new students who admit the University or study in the Second Semester of the Academic Year 2018, the University will not refund the tuition fees in any case even though the students decline university admission afterwards.

3.6 Amount of Credits for Registration

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Undergraduate students</th>
<th>Graduate students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With Student ID issued from 2009 - 2014</td>
<td>With Student ID issued from 2015 onward</td>
</tr>
<tr>
<td>Regular Students</td>
<td>9-22</td>
<td>3-22</td>
</tr>
<tr>
<td>Warned Students</td>
<td>9-16</td>
<td>3-16</td>
</tr>
<tr>
<td>Probation Students</td>
<td>9-16</td>
<td>3-16</td>
</tr>
</tbody>
</table>

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 29 March 2019.

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**
- Senior students have to register on 2 January 2019 from 08.30–23.59 hrs.
- Junior students have to register on 3 January 2019 from 08.30–23.59 hrs.
- Sophomore students have to register on 4 January 2019 from 08.30–23.59 hrs.
- Freshmen students have to register on 5 from 08.30–23.59 hrs.

**Graduate Students**
- All students can register from 2 – 13 January 2019.

The undergraduate students who are unable to register on the aforementioned date can also do their registration from 6 – 13 January 2019.
4.2 Students can withdraw from any subjects without recording “W” grade on their transcript from 14 – 20 January 2019.

4.3 The “W” grade will be recorded on the transcript for the withdrawal from any subjects after 21 January – 31 March 2019.

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 2018 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.

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: https://www.facebook.com/RegistrarPSU/.

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 November 9th, 2018

(Assoc. Prof. Dr. Chutamas Satasook)
Vice President for Academic Affairs
Acting for the President of Prince of Songkla University