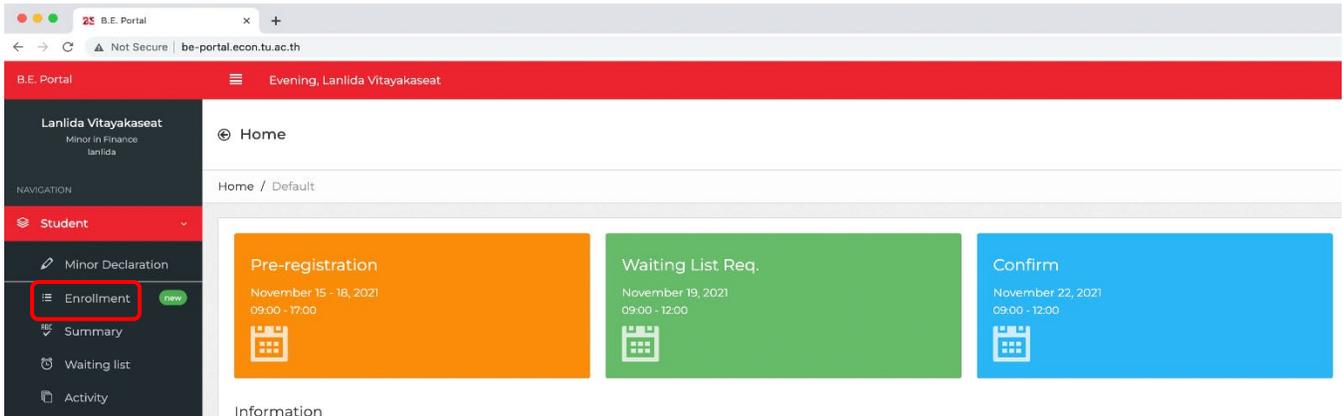


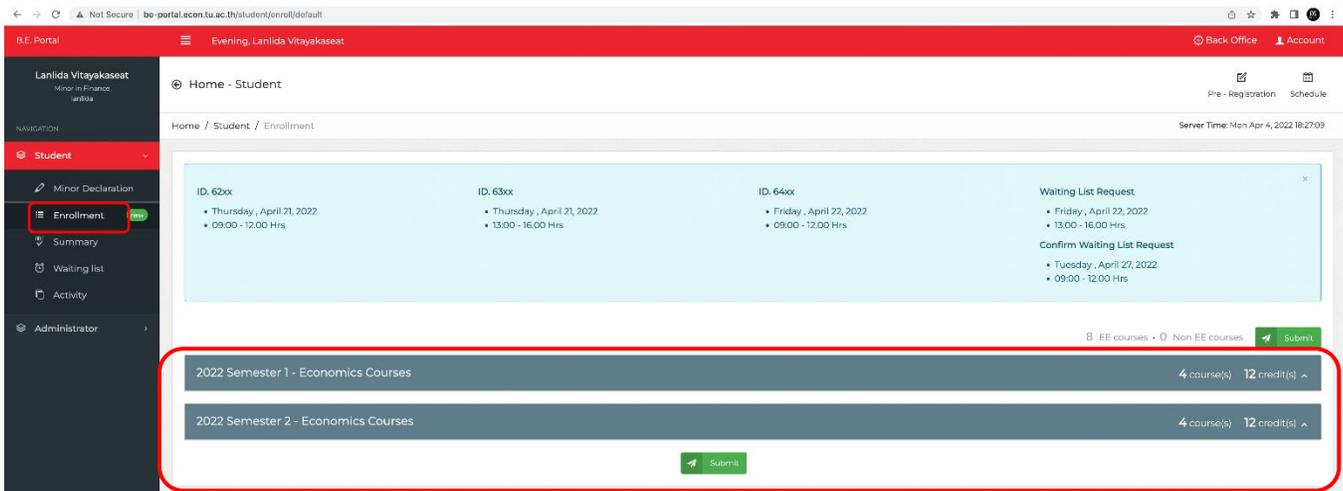
BE Portal System User Manual for EE Preregistration

1. Log on to the BE Portal System.
2. Select the 'Enrollment' on the left – hand navigation bar.



2.1 Course list will appear on the 'Enrollment' page. For each semester (1, and 2), the course list is designed to be a drop-down menu respectively.

- Each course is followed by the details including the prerequisite, section, credits, number of the quota, and the remaining available seat.



2.2 To preregister the course(s), students can choose their expected course(s) using the checkbox in front of the course(s). Students are responsible to check the class time, duplicate courses, and the EE composition rules before choosing the course(s). If the preregistration conflicts to any rules, the pop – up warning will be presented.

The screenshot shows the B.E. Portal interface. On the left, a navigation menu includes 'Enrollment' (highlighted with a red box). The main content area displays '2022 Semester 1 - Economics Courses' with a table of course options. The course 'EE212 Principles of Macroeconomics' is selected and highlighted. A 'Submit' button is highlighted in the top right corner of the course selection area.

Select	Code	Title	Section	Credit(s)	Available Seat(s)	Max. Quota	Quota
<input type="checkbox"/>	EE200	Data Science for Economic Analysis	046401	3	0	0	20221-001
<input type="checkbox"/>	EE211	Principles of Microeconomics	046401, 046402	3	-	-	NOQUOTA
<input checked="" type="checkbox"/>	EE212	Principles of Macroeconomics	046401, 046402	3	-	-	NOQUOTA
<input type="checkbox"/>	EE300	Internship	046401	3	-	-	NOQUOTA
<input type="checkbox"/>	EE301	History of Thai Economy	046401	3	1	1	20221-002
<input type="checkbox"/>	EE311	Microeconomic Theory	046401, 046402	4	40	40	20221-006
<input type="checkbox"/>	EE312	Macroeconomic Theory	046401, 046402	4	39	40	20221-007
<input type="checkbox"/>	EE330	Introductory Mathematical Economics	046401	4	38	40	20221-008

2.3 When finish choosing course(s), click on the 'Submit' button.

2.4 A pop – up message will appear for you to recheck the choosing list. If you confirm the choosing list, click 'OK'. The system will proceed you to the Summary page showing all your successfully preregistered courses listed from EE courses.

The screenshot shows the Summary page. The 'Summary' header and the 'Granted Quotas: EE Course(s)' section are highlighted. A table lists the preregistered courses, each with a 'Remove' button. An 'Add more course(s)' button is highlighted in the top right corner.

Course ID	Title	Section	Credit(s)	Year	Semester	Action
EE212	Principles of Macroeconomics	046401, 046402	3	2022	1	Remove
EE361	Economics of CLMV Countries	046401	3	2022	1	Remove
EE382	Economics of Services Sector	046401	3	2022	1	Remove
EE406	Contemporary Economic Issues	046401	3	2022	1	Remove
EE302	History of World economy	046401	3	2022	2	Remove
EE421	Mathematical Economics 1	046401	3	2022	2	Remove
EE431	Economics of Financial Markets and Institutions Financial Institutions	046401	3	2022	2	Remove
EE531	Selected Topics in Monetary and Financial Economics 1 (Modern Financial Institution Managements)	046401	3	2022	2	Remove

Example of EE courses

During the period scheduled for each batch, all pre-registered courses can be removed, or a new course can be added in case that the course is not fully enrolled.

- The preregistration can be adjusted throughout the given period of each round.
- To remove course(s), click on the red 'Remove' button.
- To add course(s), click on the green 'Add more course(s)' button.

Remark: Students are allowed to enroll in EE courses no more than 4 courses unless a request is made and approved in advance.

Granted Courses: EE + Non - EE					
2022					
Semester	Course	Title		Credits	Status
1	EE212	Principles of Macroeconomics		3	Applied
1	EE361	Economics of CLMV Countries		3	Applied
1	EE382	Economics of Services Sector		3	Applied
1	EE406	Contemporary Economic Issues		3	Applied
2	EE302	History of World economy		3	Applied
2	EE421	Mathematical Economics 1		3	Applied
2	EE431	Economics of Financial Markets and Institutions Financial Institutions		3	Applied
2	EE531	Selected Topics in Monetary and Financial Economics 1 (Modern Financial Institution Mangement)		3	Applied
2021					

Example of granted course list: EE (Semester 1 – 2)

Summary of Pre-Registration Rules

1. The following conditions will not be accepted for pre-registration.
 - a. Course conflict (day or time)
 - b. Duplicate courses for both two semesters
 - c. EE211, EE212, EE311, and EE312 are designed to be chosen only one in a semester.
2. Either a semester pre-registration or two-semester pre-registration both can be made at a time. (You can pre-register each semester separately at a time, but you are required to pre-register both two semesters by the deadline scheduled.)
3. During the period scheduled, all pre-registered courses can be removed, or a new course can be added in case that the course is not fully enrolled.
4. For any courses with 2 sections with same schedule. The section can be chosen during the registration on www.reg.tu.ac.th but NOT on BE-portal.

Pre-Registration Schedule

1. The pre-registration date and time will be scheduled for students in each batch. Students are responsible to pre-register by the date, and time scheduled.
2. In case students have not pre-registered for the EE courses, students will be suspended for the upcoming Non-EE pre-registration (except the General Education courses).

Request for Waiting List

The waiting list round will be scheduled after the pre-registration. Students can request for the fully enrolled course(s). The request(s) will be considered and approved or refused via the BE Portal System.

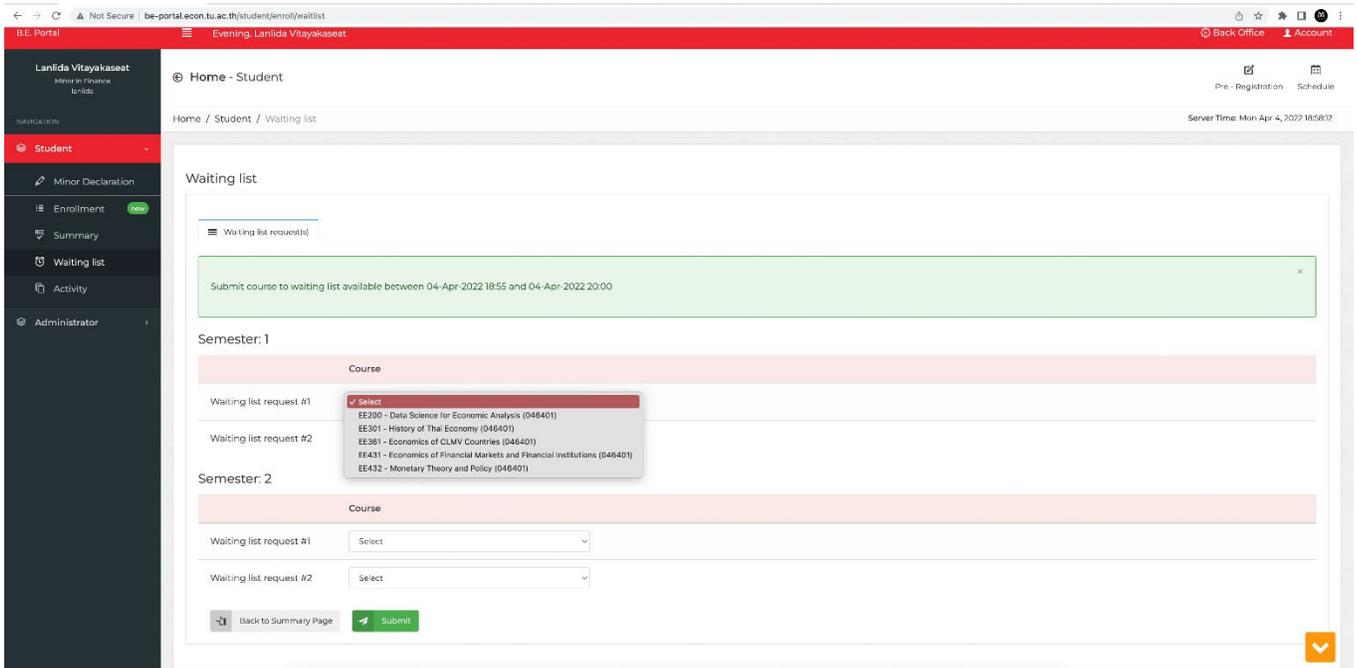
1. To request for a waiting list, select the 'Waiting List' on the left – hand navigation bar.

The screenshot shows the 'Waiting list' page in the BE Portal System. The left navigation bar is visible, with 'Waiting list' highlighted. The main content area displays a message: 'Sorry, submit course to waiting list available between 05-Apr-2022 18:55 and 05-Apr-2022 20:00'. Below this, there are sections for 'Semester: 1' and 'Semester: 2', each with a 'Course' header and two 'Waiting list request' dropdown menus. At the bottom, there are 'Back to Summary Page' and 'Submit' buttons.

2. Choose the course(s) for your expected waiting list. The maximum of waiting list is up to 2 courses. Click the 'Submit' button.

Note: The waiting list can be adjusted throughout the waiting list period, but the submission time will be updated to the latest request.

The screenshot shows the 'Waiting list' page with the form structure. It includes a message about the submission time, sections for 'Semester: 1' and 'Semester: 2', each with a 'Course' header and two 'Waiting list request' dropdown menus. At the bottom, there are 'Back to Summary Page' and 'Submit' buttons.



Remark: To submit a waiting list request, the system will **NOT** check the conditions: conflicted courses, duplicate courses, etc., in the requesting step. The rules will only be re-apply in the confirmation step.

Summary

Granted Quotas: EE Course(s)

Course ID	Title	Section	Credit(s)	Year	Semester	Action
EE301	History of Thai Economy	046401	3	2022	1	Remove
EE311	Microeconomic Theory	046401, 046402	4	2022	1	Remove
EE403	Law and Economics	046401	3	2022	1	Remove
EE435	Introductory Financial Econometrics	046401	3	2022	1	Remove
EE200	Data Science for Economic Analysis	046401	3	2022	2	Remove
EE300	Internship	046401	3	2022	2	Remove

[+ Add more course\(s\)](#)

Action Required after Approval

Currently, You have total 6 course(s) with 6 EE and 0 Non EE.

#	Semester	Course	Title	Status	Action
1	1	EE431	Economics of Financial Markets and Financial Institutions	Submitted	
2	2	EE302	History of World economy	Submitted	

- The status of the waiting list course(s) can be tracked on the 'Summary' page, in section 'Action Required after Approval'.

#	Semester	Course	Title	Status	Action
1	1	EE431	Economics of Financial Markets and Financial Institutions	Approved	Confirm
2	1	EE432	Monetary Theory and Policy	Approved	Confirm
3	2	EE302	History of World economy	Approved	Confirm
4	2	EE426	Econometrics II	Not Approve	

4. Confirm your approved waiting list

- If the request is approved, the status will be changed to 'Approved'. Students are required to confirm the approved course(s) by clicking on the 'Confirm' button. If the students **fail to confirm** the approved waiting list by the deadline, the course(s) will be **removed automatically**.
- If the request is refused, the status will be changed to 'Not approve'. No action requires further.

The screenshot shows a student portal interface. At the top, there is a navigation bar with 'Back Office' and 'Account' links. Below it, a 'Notice' pop-up message is displayed, listing three conflict types: 'Course conflict with EE200 in the same semester', 'Timetable conflict with EE200', and 'Duplicate course with EE200 in other semester.' The main content area is titled 'Waiting list' and contains a red box around the same conflict message. Below this, there is a green box indicating a submission window: 'Submit course to waiting list available between 04-Apr-2022 11:35 and 04-Apr-2022 13:10'. The page also shows a 'Semester: 1' dropdown and two 'Waiting list request #' dropdown menus.

Example of pop – up message showing the conflicts of registration

Note: The approved course(s) will be successfully confirmed with the following rules:

1. No more than 4 EE courses (except who have requested and approved in advance.)
2. No course conflicts.
3. No course duplicates (the same course in both two semesters).

Summary

Granted Quotas: EE Course(s)

Course ID	Title	Section	Credit(s)	Year	Semester	Action
EE301	History of Thai Economy	046401	3	2022	1	Remove
EE311	Microeconomic Theory	046401, 046402	4	2022	1	Remove
EE403	Law and Economics	046401	3	2022	1	Remove
EE435	Introductory Financial Econometrics	046401	3	2022	1	Remove
EE200	Data Science for Economic Analysis	046401	3	2022	2	Remove
EE300	Internship	046401	3	2022	2	Remove

After the waiting list approval, the 'Remove' button will be available for the earlier EE course(s). If you would like to drop some course(s), click on the 'Remove' button.

Note that when a course is removed, it cannot be taken back.

Action Required after Approval

Course confirmed.

#	Semester	Course	Title	Status	Action
1	1	EE431	Economics of Financial Markets and Financial Institutions	Confirmed	
2	1	EE432	Monetary Theory and Policy	Confirmed	
3	2	EE302	History of World economy	Confirmed	
4	2	EE426	Econometrics II	Not Approve	

The status of the waiting list will change to be 'Confirmed'.