# BE Portal System User Manual
for Non – 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 sorting by categories; EE, Major Area Study, Finance, Marketing, General Education part 1, General Education part 2, and Elective courses.
2.2 Non-EE preregistration criteria are prioritized by student ID, and Minor Area respectively. Three rounds of registration are scheduled as follows.

- **Round 1:**
  - Students minored in Finance are required to preregister in their expected FN course(s).
  - Students minored in Marketing are required to preregister in their expected MK course(s).
- **Round 2:** Free cluster students are required to preregister in their expected FN or MK course(s) with the remaining seat(s) from Round 1.
- **Round 3:** Students with the assigned ID can preregister in their expected Non – EE course(s) on the assigned date (prioritizing by year).
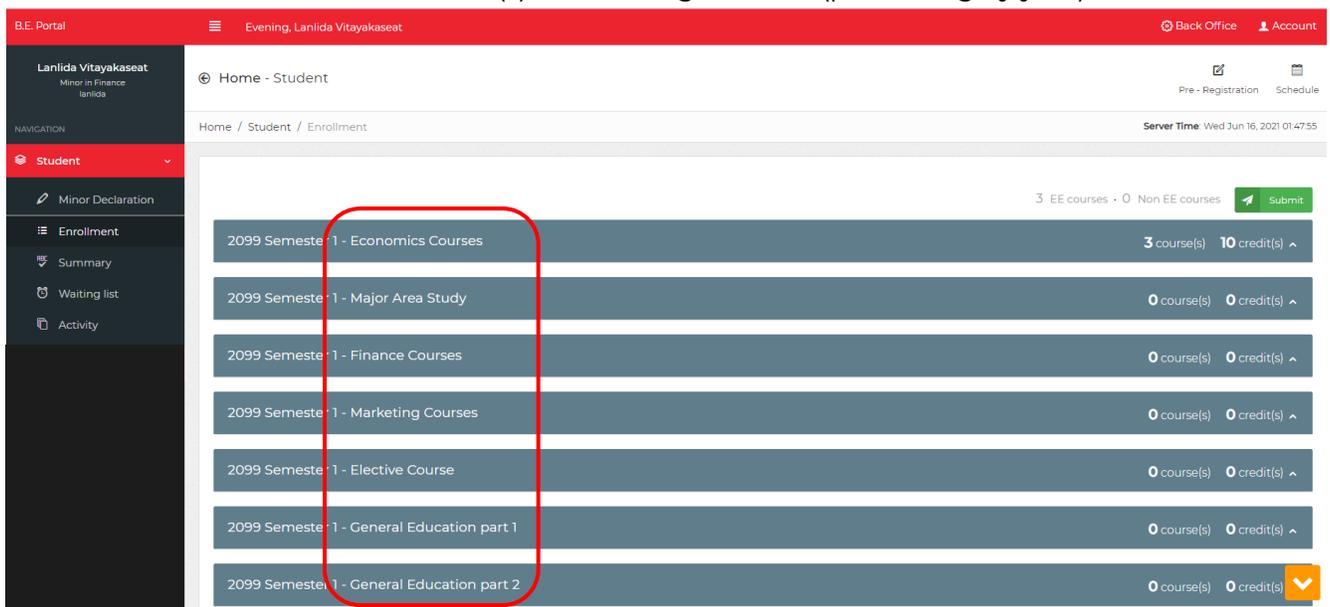
3. To preregister the course(s), students can choose their expected course(s) using the checkbox in front of the course(s). Please check the class time, exam dates, and the EE & Non – EE composition rules before choosing the course(s). If the preregistration conflicts to any rule, the pop – up warning will present.

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

4 EE courses · 2 Non EE course ◢ Submit

| 2099 Semester 1 - Economics Courses | | | | | | **3** course(s) | **10** credit(s) ^ |

| 2099 Semester 1 - Major Area Study | | | | | | **0** course(s) | **0** credit(s) ^ |

2099 Semester 1 - Finance Courses   **3** course(s)   **9** credit(s) ⌄

Select	Code	Title	Section	Instructor	Credit(s)	Available Seat(s)	Max. Quota
☐	AC201	Fundamental Accounting	046401	Asst. Prof. Dr. Orapan Yorabil	3	0	0
☐	AC201	Fundamental Accounting	046402	Asst. Prof. Dr. Orapan Yorabil	3	0	0
☑	BA291	Introduction to Business	046401	Ajarn Sojira Karnasuta	3	49	50
☑	FN201	Business Finance	046401	Dr. Winai Homsombat	3	50	50
☑	FN211	Financial Mathematics and Statistics	046401	Dr. Winai Homsombat	3	45	50
☐	FN311	Financial Management	046401	Asst. Prof. Obrom Chaowalerd	3	42	50
☐	FN312	Investments	046401	Dr. Pym Manopimoke	3	45	50
☐	FN313	International Finance	046401	Dr. Worapong Janyangyuen	3	46	50
☐	FN424	Investment Banking	046401	Dr. Worapong Janyangyuen	3	35	40

⌄

5. 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 for semester 1&2/2021, and the current Non – EE course(s).

2099 - EE

Granted Quotas: EE Course(s)   ⌄

#	Semester	Course	Title	Credits	Status
1	1	EE200	Data Science for Economic Analysis	3	Applied
2	1	EE311	MicroeconomicTheory	4	Applied
3	1	EE325	Introductory Econometrics	3	Applied

Example of EE courses

Summary

Granted Quotas: Non - EE Course(s)   ⌄

Remove course available on 2021-06-16 23-Jun-2021 23:59 to 2021-06-16 23-Jun-2021 23:59   ×

＋ Add more course(s)

Course ID	Title	Section	Credit(s)	Year	Semester	Action
BA291	Introduction to Business	046401	3	2099	1	🗑 Remove
FN201	Business Finance	046401	3	2099	1	🗑 Remove
FN211	Financial Mathematics and Statistics	046401	3	2099	1	🗑 Remove

Example of successfully preregistered Non – EE course(s)

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.

Activity Logs

Granted Courses: EE + Non - EE					⌄

2099 ** Test **

| Semester	Course	Title	Credits	Status
1	BA291	Introduction to Business	3	Applied
1	EE200	Data Science for Economic Analysis	3	Applied
1	EE311	MicroeconomicTheory	4	Applied
1	EE325	Introductory Econometrics	3	Applied
1	FN201	Business Finance	3	Applied
1	FN211	Financial Mathematics and Statistics	3	Applied
2	EE100	Academic Writing for Economic Issues	3	Applied
2	EE312	Macroeconomic Theory	4	Applied
2	EE320	Introductory Mathematical Economics	3	Applied

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

Request for Waiting List

When the preregistration passes, the waiting list round will be scheduled. 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 waiting list, select the 'Waiting List' on the left – hand navigation bar.
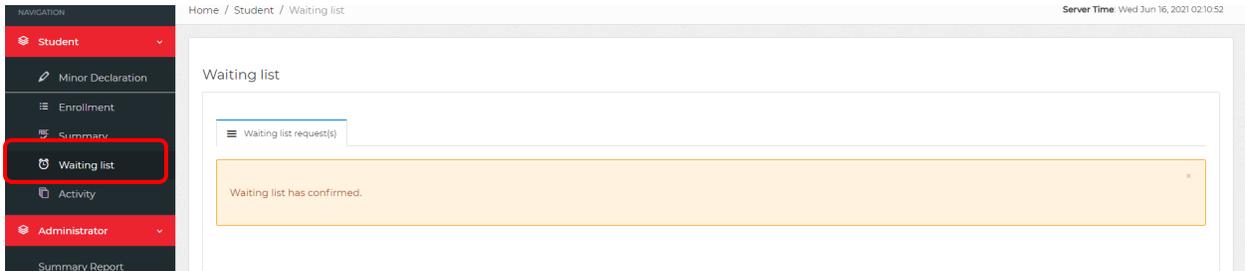
2. Choose the course(s) for your expected waiting list. The maximum of waiting list is up to 2 courses. Click the 'Submit' button.

Note: The waiting list can be adjusted throughout the waiting list period.
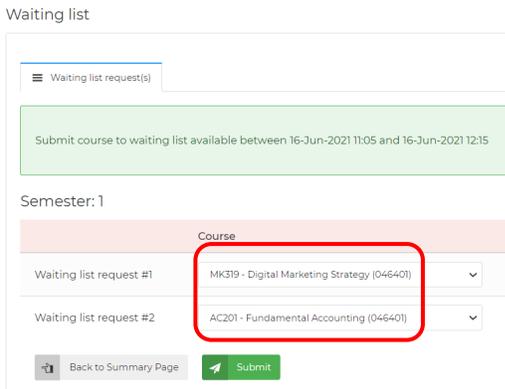
3. The status of the waiting list course(s) can be tracked on the 'Summary' page, in section 'Action Required after Approval'.

- If the request is under consideration, the status 'Wait for approve' will appear.

#	Semester	Course	Title	Status	Action
1	1	AC201	Fundamental Accounting	Not Approve	
2	1	MK319	Digital Marketing Strategy	Approved	✓ Confirm

Currently, You have total **6** course(s) with **4** EE and **2** Non EE.

Action Required after Approval

- 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.

Note: The approved course(s) will be successfully confirmed with the following rules:
1. The total credits consist of half of EE or General Education (part 1 -2) or above.
2. The total credits do not exceed the maximum of 22.
3. Class time, exam date conflict.

In case the confirmation conflicts to any registration rules, the pop – up message will show on the top of the granted quotas table.

Example of pop – up message showing the conflicts of registration

Summary

Granted Quotas: Non - EE Course(s)						⌄

Remove course available on 2021-06-16 23-Jun-2021 23:59 to 2021-06-16 23-Jun-2021 23:59   ✕

＋ Add more course(s)

Course ID	Title	Section	Credit(s)	Year	Semester	Action
BA291	Introduction to Business	046401	3	2099	1	🗑 Remove
FN201	Business Finance	046401	3	2099	1	🗑 Remove
FN211	Financial Mathematics and Statistics	046401	3	2099	1	🗑 Remove
TU116	Man and Arts, Visual Art, Music and Performing Arts	046401	3	2099	1	🗑 Remove

After waiting list approval, the 'Remove' button will be available for the earlier Non – 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.

Summary

Granted Quotas: Non - EE Course(s)						⌄

Remove course available on 2021-06-16 23-Jun-2021 23:59 to 2021-06-16 23-Jun-2021 23:59   ✕

＋ Add more course(s)

Course ID	Title	Section	Credit(s)	Year	Semester	Action
BA291	Introduction to Business	046401	3	2099	1	🗑 Remove
FN201	Business Finance	046401	3	2099	1	🗑 Remove
FN211	Financial Mathematics and Statistics	046401	3	2099	1	🗑 Remove
TU116	Man and Arts, Visual Art, Music and Performing Arts	046401	3	2099		🗑 Remove

The confirmed course(s) will be shown up in the section Granted Quotas: Non – EE course(s) with the other course(s).

Action Required after Approval					⌄

Course confirmed.   ✕

#	Semester	Course	Title	Status	Action
1	1	MK319	Digital Marketing Strategy	Approved	✔ Confirm
2	1	TU116	Man and Arts, Visual Art, Music and Performing Arts	Confirmed	

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

Add & Drop Period (Adjustment on Courses for Semester 1)

After the waiting list period, the add & drop period will be available. Students can adjust the course by adding or dropping some courses (for semester 1 only) with the remaining quotas. The adjustment can be made throughout the add & drop period.

1. To add or drop course(s), select the **'Summary'** on the left – hand side navigation bar.
- To **drop** a course, click on the '**Remove'** button.
- To **add** course(s), click on the '**Add more course(s)**' button. The system will proceed to the 'Enrollment' page. Course(s) can be chosen in this page.

Note: Course(s) can be successfully added with the following rules:
1. The total credits consist of half of EE or General Education (part 1 -2) or above.
2. The total credits do not exceed the maximum of 22 (except for fourth – year students).
3. Class time, exam date conflict.

Go to 'Summary' menu on the left – hand side navigation bar.

All categories of course(s) that the student enrolled in semester 1 will be shown. To remove a course, click on the button '**Remove'**.

To add course(s), click on the 'Add more course' button. The system will lead you to the 'Enrollment' page. All courses offered in semester 1 will be shown listed by the categories.

To choose a course, click on the checkbox in front of the course(s). Please check the class time, exam dates, and the EE & Non – EE composition rules before choosing the course(s). If the preregistration conflicts to any rule, the pop – up warning will present

2099 Semester 1 - Finance Courses					**3** course(s) **9** credit(s) ⌄			
Select	Code	Title		Section	Instructor	Credit(s)	Available Seat(s)	Max. Quota
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When finish choosing course(s), click on the 'Submit' button.

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 for semester 1&2/2021, and the current Non – EE course(s).

Example of EE courses

Example of successfully preregistered Non – EE course(s)

The adding/dropping course function will be available throughout the add & drop period.