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).

B.E. Portal	Evening, Lanlida Vitayakaseat	😔 Back Office 🔒 Account
Lanlida Vitayakaseat Minor in Finance Ianlida		Dere - Registration Schedule
NAVIGATION	Home / Student / Enrollment	Server Time: Wed Jun 16, 2021 01:4755
😂 Student 🗸 🗸 🗸		
Minor Declaration		3 EE courses → 0 Non EE courses ◀ submit
≅ Enrollment	2099 Semester 1 - Economics Courses	3 course(s) 10 credit(s) ^
👺 Summary		
🖸 Waiting list	2099 Semeste ^r 1 - Major Area Study	O course(s) O credit(s) A
C Activity		
	2099 Semeste 1 - Finance Courses	O course(s) O credit(s) A
	2099 Semeste 1 - Marketing Courses	O course(s) O credit(s) へ
	2099 Semeste ⁻ 1 - Elective Course	O course(s) O credit(s) A
	2099 Semeste 1 - General Education part 1	O course(s) O credit(s) A
	2099 Semester 1 - General Education part 2	O course(s) O credit(s)

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.

2099 Serr	nester 1 - Finance Courses			3 cours	e(s) 🧐 cre	
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
E 64291	Introduction to Business	046401	Ajarn Sojira Karnasuta	3	49	50
F N201	Business Finance	046401	Dr. Winai Homsombat	3	50	50
Z F 1211	Financial Mathematics and Statistics	046401	Dr. Winai Homsombat	3	45	50
PN311	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

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

			4 EE courses • 2 Non EE course	-	Submit
209	99 Sem	ester 1 - Economics Courses	3 course(s)	10 cre	dit(s) 🖍
209	9 Sem	ester 1 - Major Area Study	O course(s)	0 cre	dit(s) 🔨
209	99 Sem	ester 1 - Finance Courses	3 course(s)	9 cre	dit(s) 🗸
Select	Code	Title	Section Instructor Credit(s)	ailable 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).

ranted Quotas: EE Course(s)					
Semester	Course	Title	Credits	Status	
1	EE200	Data Science for Economic Analysis	3	Applied	
1	EE311	MicroeconomicTheory	4	Applied	
1	EE325	Introductory Econometrics	3	Applied	
	s: EE Course(s Semester 1 1 1	s: EE Course(s) Semester Course 1 EE200 1 EE311 1 EE325	Semester Course Title 1 EE200 Data Science for Economic Analysis 1 EE311 MicroeconomicTheory 1 EE325 Introductory Econometrics	Semester Course Title Credits 1 EE200 Data Science for Economic Analysis 3 1 EE311 MicroeconomicTheory 4 1 EE325 Introductory Econometrics 3	

Example of EE courses

Summary

Granted Quotas: Non - EE Course(s)									
Remove course avail	lable 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	n Remove			
FN201	Business Finance	046401	3	2099	1	n Remove			
FN211	Financial Mathematics and Statistics	046401	3	2099	١	n 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.

ranted Co	urses: EE +	Non - EE		
099 ** Tes	st **			
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 Issuer	7	Applied
2	EE312	Macroeconomic Theory	4	Applied
2	EE320	Introductory Mathematical Economics	3	Applied

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.

Waiting list									
Waiting list request(s)									
Submit course to waiting list a	Submit course to waiting list available between 16-Jun-2021 11:05 and 16-Jun-2021 12:15								
Semester: 1									
	Course								
Waiting list request #1	MK319 - Digital Marketing Strategy (046401)	~							
Waiting list request #2	AC201 - Fundamental Accounting (046401)	~							
านี้ Back to Summary Page	A Submit								

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

Action Re	Action Required after Approval							
Currently	r, You have total 6 cou	urse(s) with 4	EE and 2 Non EE.			×		
#	Semester	Course	Title	Status	Action			
1	1	AC201	Fundamental Accounting	Wait for approve				
2	1	MK319	Digital Marketing Strategy	Wait for approve				

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

Action Re	Action Required after Approval								
Currently	y, You have total 6 co	urse(s) with 4	EE and 2 Non EE.		×				
#	Semester	Course	Title	Status	Action				
1	1	AC201	Fundamental Accounting	Not Approve					
2	١	MK319	Digital Marketing Strategy	Approved	✓ Confirm				

- 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.

≡	Afterno	on, Lanlida Vitayakas	eat		😮 Back 🤇	Office ,	L Account
€⊦	lome - St	udent			Pre - R	C egistration) Schedule
Hom	ie / Studen	t / Confirm			Server Time: V	/ed Jun 16,	2021 12:34:39
24	• Timetab • Midterm • Final Exc 099 - EE Granted	ele conflict with BA29 n conflict with BA291 am conflict with BA2 E Quotas: EE Cour	n 91 rse(s)				×
	#	Semester	Course	Title	Credits	Status	;
	1	1	EE200	Data Science for Economic Analysis	3	Applie	d
	2	1	EE311	MicroeconomicTheory	4	Applie	d
	3	١	EE325	Introductory Econometrics	3	Applie	d

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	n Remove				
FN201	Business Finance	046401	3	2099	١	n Remove				
FN211	Financial Mathematics and Statistics	046401	3	2099	1	Remove				
типе	Man and Arts, Visual Art, Music and Performing Arts	046401	3	2099	١	nt 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 a	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	n Remove			
FN201	Business Finance		046401	3	2099	١	n Remove			
FN211	Financial Mathematics and Statistics		046401	3	2099	1	n Remove			
TU116	Man and Arts, Visual Art, Music and Performin	ig 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 R	equired after /	Approval			~
Course o	confirmed.				×
#	Semester	Course	Title	Status	Action
1	1	MK319	Digital Marketing Strategy	Approved	✓ Confirm
2	1	τυιί6	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).

NAVIGATION	Home / Student / Confirm	n					Server Time	Wed Jun 16, 2021 15:27:22
😂 Student 🗸 🗸 🗸								
Minor Declaration	Last day - Add & I	Drop Course						~
Enrollment	Remove course av	ailable on 2021-06-16 15:25:00 to 2021-06-16 15:55:00						×
🚏 Summary							_	
🖸 Waiting list							+ /	kdd more course(s)
C Activity	Course ID	Title	S	Section	Credit(s)	Year	Semester	Action
	BA291	Introduction to Business	0	046401	3	2099	1	n Remove
	EE200	Data Science for Economic Analysis	0	046401	3	2099	1	Remove
	EE311	MicroeconomicTheory	0	046401-02	4	2099	1	n Remove
	EE325	Introductory Econometrics	0	046401-02	3	2099	1	Remove
	FN201	Business Finance	0	046401	3	2099	1	n Remove
	FN211	Financial Mathematics and Statistics	0	046401	3	2099	1	💼 Remove 💙

3. Class time, exam date conflict.

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

.ast day - Add &	Drop Course					~
Remove course av	vailable on 2021-06-16 15:25:00 to 2021-06-16 15:55:00					×
					+	Add more course(s)
Course ID	Title	Section	Credit(s)	Year	Semester	Action
BA291	Introduction to Business	046401	3	2099	1	n Remove
EE200	Data Science for Economic Analysis	046401	3	2099	1	n Remove
EE311	MicroeconomicTheory	046401-02	4	2099	1	n Remove
EE325	Introductory Econometrics	046401-02	3	2099	1	n Remove
FN201	Business Finance	046401	3	2099	1	n Remove
FN211	Financial Mathematics and Statistics	046401	3	2099	1	n Remove
TU116	Man and Arts, Visual Art, Music and Performing Arts	046401	3	2099	1	Remove

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

NAVIGATION	Home / Student / Enrollment	Server Time. Wed Jun 16, 2021 15:29:43
😂 Student 🗸 🗸 🗸 🗸		
Minor Declaration		5 EE courses + 2 Non EE courses 🔰 Submit
Enrollment	2099 Semester 1 - Economics Courses	3 course(s) 10 credit(s) A
♥ Summary ♥ Waiting list	2099 Semester 1 - Finance Courses	3 course(s) 9 credit(s) ^
C Activity		
Administrator >	2099 Semester 1 - Marketing Courses	l course(s) 3 credit(s) A
	2099 Semester 1 - Elective Course	O course(s) O credit(s) A
	2099 Semester 1 - General Education part 1	O course(s) O credit(s) n
	2099 Semester 1 - General Education part 2	2 course(s) 6 credit(s) A
		✓ Submit

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

20	2099 Semester 1 - Finance Courses							
Sele	ct Cod	· Title	Section	Instructor	Credit(s)	Available Seat(s)	Max. Quota	
	AC2	1 Fundamental Accounting	046401	Asst. Prof. Dr. Orapan Yorabil	3	0	0	
_	AC2	9 Fundamental Accounting	046402	Asst. Prof. Dr. Orapan Yorabil	3	0	0	
	EA2	1 Introduction to Business	046401	Ajarn Sojira Karnasuta	3	49	50	
	FN2	1 Business Finance	046401	Dr. Winai Homsombat	3	50	50	
	FN2	Financial Mathematics and Statistics	046401	Dr. Winai Homsombat	3	45	50	
<u> </u>	FN3	1 Financial Management	046401	Asst. Prof. Obrom Chaowalerd	3	42	50	
	FN3	2 Investments	046401	Dr. Pym Manopimoke	3	45	50	
	FN3	3 International Finance	046401	Dr. Worapong Janyangyuen	3	46	50	
	FN4	4 Investment Banking	046401	Dr. Worapong Janyangyuen	3	35	40	

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

				4 EE courses • 2	Non EE course	s 🖪	Submit
209	9 Sem	ester 1 - Economics Courses			3 course(s)	10 crea	dit(s) 🖍
209	9 Sem	ester 1 - Major Area Study			O course(s)	0 crea	dit(s) 🔺
209	9 Sem	ester 1 - Finance Courses			3 course(s)	9 cred	dit(s) 🗸
Select	Code	Title	Section	Instructor	Credit(s) Ava	ilable jeat(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
							~

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).

99 - EE					
Granted Qu	otas: 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	n Remove

Example of successfully preregistered Non – EE course(s)

The adding/dropping course function will be available throughout the add & drop period. Page **9** of **9**