



Prince of Songkla University Announcement

on

Enrolment for the 1st Semester of the Academic Year 2021 (B.E. 2564)

In order to regulate the effectual enrolment for students at Prince of Songkla University Pattani Campus, Prince of Songkla University is then announcing the procedures, rules and regulations on the enrolment for the 1st Semester of the Academic Year 2021 (B.E. 2564) as follows:

1. Meet with an Advisor

1.1 Students who wish to register must obtain their consents for the course they are enrolled in from their advisors through channels depending on their mutual agreements in order to register correctly and in accordance with the courses. Meet with an advisor should be done by 8 June 2021, Tuesday. Here is a link to Lecturer Contact Searching System:

<http://regist.pn.psu.ac.th/contactajarn>

1.2 The advisor is able to approve (Unlock) the enrolment of students under 'Probation' status for them to enroll via Intranet at <http://intranet.pn.psu.ac.th> , at 'Lock or Unlock the Enrolment System' menu, from now until 8 June 2021, Tuesday.

2. Payment of Tuition Fee

Students are able to select the following options to pay the tuition fees:

Option 1: Full payment

Option 2: Four installments

2.1 Choose options of tuition fee payment

All students, except those who applied for Student Loan Fund, Income Contingent Loan, and / or are waived due to grants, are to choose any options of tuition fee payment and print out the Pay In slip in the first page of SIS <https://sis.pn.psu.ac.th> at "Print Pay In Slip of Tuition Fees", available from 28 May to 24 June 2021. Payment must be completed at least 2 days before enrolment.

2.2 Tuition Fee Payment

2.2 Tuition Fee Payment Methods

Method 1: Pay at any bank counters of Krung Thai Bank or Siam Commercial Bank (SCB) nationwide. This method will be charged for additional 10 baht as bank's service fees.

Method 2: Pay via Siam Commercial Bank mobile banking application only by scanning barcode that shown on the pay in slip. This method is free of charge.

2.3 Students who are unable to pay the tuition fees within the period specified shall be fined according to the university regulations.

2.4 Tuition Fee Payment Period

Installment	Date
1 st Installment or Full Payment	28 May- 2 July 2021
2 nd Installment	1-30 July 2021
3 rd Installment	2-30 August 2021
4 th Installment	2-30 September 2021

3. Check on Payment Result and Printing of Payment Receipt

Students who proceed with full payment are able to check the payment result via SIS (<https://sis.pn.psu.ac.th>) through the 'Check on Fee Payment Result' menu after 2 working days of payments. Students are also able to print the payment receipt from 9 July 2021 onwards. Students who choose installment option shall be able to print the receipt once they complete their installments.

4. Enrolment

4.1 Students are able to enroll, add, withdraw courses and make a section change via SIS at the 'Enrolment via Web' menu. However, this can be made only in the time and period fixed by the university. (For more information, look at no. 5.)

4.2 Students are able to study the enrolment procedures via <https://sis.pn.psu.ac.th> by clicking the 'Enrolment Handbook' menu, or http://bit.ly/sis_manual

4.3 Students are required to pay the tuition fees within the date and time fixed by the university. In case the enrolled students who choose installment option are unable to complete the payments, the university will deem that students are not willing to enroll in this semester and your enrolment for the semester will be dismissed. In addition, those students will be considered retired if they fail to apply for intermission earlier in accordance with the university regulations.

4.4 Students are required to make correct enrolment according to the program structure and study schemes, and are able to check program structure and courses from the study plan specified in the curriculum book of your fields of study. Students are also able to consult their advisors, course instructors, or their academic departments.

/ 4.5 Students have to

4.5 Students have to check the enrolment result and class schedule via SIS. If failures or mistakes are found, students must urgently request a re-enrolment or an addition of courses or make an exceptional request to adjust the enrolled subjects. This must be done within 30 days from the first day of the semester.

4.6 Number of credits that students are able to enroll

Student Status	Undergraduate			Graduate
	Code 63 onwards	Code 58-62	Code 52 – 57	
Normal	At Least 1 Credit	3 – 22 Credits	9 – 22 Credits	1 – 15 Credit
Critical		3 – 16 Credits	9 – 16 Credits	
Probation		3 – 16 Credits	9 – 16 Credits	

Students who are willing to enroll less or more than the number of credits explicated in the table must submit a request form on website <http://gg.gg/jodob> within 24 May to 25 June 2021. The form must be approved by the dean and consented by the advisor. In case that students have already enrolled but abrupt changes affect student status and make the credit enrolment wrong according to the regulations, students must contact Registration and Admission Office within 20 July 2021, or must withdraw by 12 September 2021, Monday. If not, your registration will be deemed invalid.

5. Date and Time of Enrolment via SIS

Students can make online enrolment via <https://sis.pn.psu.ac.th> from 8.30am to 12.00am, as following details:

Date	Group of Enrollees
9 June 2021, Wednesday	- Student Code 56 – 60
10 June 2021, Thursday	- Student Code 61
11 June 2021, Friday	- Student Code 62
14 June 2021, Monday	- Student Code 63
15 June 2021, Tuesday	- Graduate Student Code 64
16 – 18 June 2021, Wednesday – Friday	- Undergraduate Student Code 56-63 - All Graduate Students
20 June 2021, Sunday	- Undergraduate Student Code 64 TCAS 1-3
21 June – 4 July 2021, Monday – Sunday	- All students
23 June – 4 July 2021, Wednesday – Sunday	- Undergraduate Student Code 64 TCAS4

6. 21 June 2021, Monday, Marked as the First Day of the Semester and Class Attendance

Students are required to attend classes in the first week of the semester for the orientation to the course descriptions, classroom conduct and other necessary matters as well as to confirm your course enrolment. If students are not able to attend any class, reasons of class absence should be written in letters and notified to your class instructor to protect your

name from being rescinded from the classroom by the instructor and the Registration and Admission Office. (Resolution of Academic Committee, Pattani Campus, in the meeting No. 2/2007 on 6 March 2007)

7. Late Enrolment, Addition, Withdrawal and Section Change

7.1 Course addition (as scheduled in no. 5) can be made from the first day of registration until 4 July 2021.

7.2 Course withdrawal only (no course addition) via SIS (without "W" in the transcript) can be made from the first day of registration until 11 July 2021.

7.3 Course withdrawal with 'W' shown in the transcript can be made from 12 July to 12 September 2021. *Withdrawal after the specified period is deemed invalid.* Students can withdraw the courses via SIS by clicking 'Online Registration' menu (no need to submit a paper withdrawal card).

8. Check on Course Registration Result

Students must always click 'Confirm Registration' and must always check on registration result thoroughly in <https://sis.pn.psu.ac.th> at 'Registration Result' menu after registering, adding, and withdrawing the courses.

9. Intermission and Student Status Maintaining

Students who are not able to enroll in the specified period must request the intermission or student status maintaining (case-by-case scenario). Students who fail to do so will be dismissed from the student records and will lose student status. Please refer to followings:

9.1 Intermission Students who may have not made an enrolment must request the intermission application through your faculty by 20 July 2021.

9.2 Intermission Students who have enrolled must request the intermission application, with a valid evidence showing the need for intermission, through your faculty by 8 October 2021.

9.3 Student Status Maintaining Students who have completed the program structure but still wait for approved activity hours and / or language proficiency exam must complete all tasks by 20 July 2021.

10. Inquiry

Students with questions or problems with enrolment are able to contact the Registration and Admission Office at Building 74, 1st floor, Pattani Campus Office, or call 064-226 2566 in the office hours.

/ Other prior announcements

Other prior announcements discarding to this announcement shall be discarded and surrogated by this announcement.

Announced on July **2** , 2021

Montira

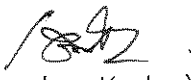
(Asst. Prof. Dr.Montira Leelakriangsak)
Vice President for Academic Affairs, Pattani Campus
Action for President of Prince of Songkla University

Other prior announcements discarding to this announcement shall be discarded and surrogated by this announcement.

Announced on July 2 , 2021

(Signed) Montira Leelakriangsak
(Asst. Prof. Dr.Montira Leelakriangsak)
Vice President for Academic Affairs, Pattani Campus
Action for President of Prince of Songkla University

Certified Copy


(Mr.Saophee Kaelae)
Academic Officer

Saophee/Typed/Revised