

# Registration Procedures in the Second Semester of the Academic Year 2018

## Registration Instructions

1. Students with a GPA lower than 2.00 must meet the supervisor in order to get the approval for registration.
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 registration office before registration. The registration must be done by the due date.
3. 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.



Download Form

## Tuition Fee Payment

Students can pay their tuition fee through Siam Commercial 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 three (3) 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.

## Conditions and Schedule for Registration Period

1. Students can register via the website <http://sis.phuket.psu.ac.th> at the following date and time :

### Undergraduate Students

- 4<sup>th</sup> year students and other have to register on 2 January 2019 from 08.30-23.59 hrs.
- 3<sup>rd</sup> year students have to register on 3 January 2019 from 08.30-23.59 hrs.
- 2<sup>nd</sup> year students have to register on 4 January 2019 from 08.30-23.59 hrs.
- 1<sup>st</sup> year students have to register on 5 January 2019 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

2. Students can withdraw from any subjects without recording “W” grade of their transcript from 14 – 20 January 2019.
3. The “W” grade will be recorded on the transcript for the withdrawal from any subjects after 21 January – 31 March 2019.
4. Amount of Credits for Registration

Student Status	Undergraduate Students				Graduate students
	FIS		FHT		
	With Student ID issued from 2011-2014	With Student ID issued from 2015 Onward	With Student ID issued from 2011-2015	With Student ID issued from 2016 Onward	
Pass	9-22	3-22	3-28	3-22	1-15
Probation1-3	9-16	3-16	3-20	3-16	
Critical	9-16	3-16	3-20	3-16	

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.