



## “Records Office” ... cordially welcomes all freshmen in the Academic Year 2012

The Records Office would like to inform all students with important information that you need to know and understand. This is for your own benefit throughout the period of your study:

### Announcement of Change of Online Pre-registration for International Curriculums



ระบบลงทะเบียนแบบรายวิชา

Online Registration (Course/Section)

The University has cancelled the Online Pre-registration by the random-sampling processing mean which was used prior to the Academic Year 2012 and hereby announces the new registration procedure for the Semester 1/2012, as follows:

\*\* 2<sup>nd</sup> Year Students, and up must complete the online pre-registration at URSA Online before the semester starts. The online pre-registration system is called Online Registration - Course/Section. \*\*

<http://reconline.bu.ac.th/rocs/index.aspx>



<http://www.facebook.com/bu.recordsoffice>

2. **“Online Services”** The Records Office website



[http://twitter.com/bu\\_records](http://twitter.com/bu_records)

and **“URSA Online”** can be found on the University’s website where most important information is available such as **class/examination schedules, examination results, registration procedures, course withdrawal procedures, correction of personal data and etc.** This online service of Records Office is provided for all student from the first year of study to the year you graduate

3. **“Password”** To access online services, **you need to use your personal password with your Student ID.** Therefore, you **must keep your password confidential and change your password periodically** to prevent unauthorized access to your student account which may result in the following incidents: **unauthorized changes to your personal information, unauthorized changes in your adding/dropping records.**

4. **How important is the student ID. Card?** The student ID. card verifies your student status. You are required to show it when you contact the offices of the University, and when you enter the examination room. Moreover, you can use it as a Pre-paid Card to pay for the service fees on both campuses. If the Student ID. Card is lost or broken, you have to contact the Records Office and pay THB 300 for a new Student ID. Card.

#### Advantages of Pre-paid Student ID. Card

- It is fast, easy and convenient to use by showing it before you ask for the registration services.

The minimum amount of money you have to pay for the Pre-paid Card is THB 10.

- You can pay for all kinds of registration services with the Pre-paid Card without having to go to the Financial Affairs Office.

Recharging the Pre-paid Card can be done at

City Campus: Records Office, Building 2 (1<sup>st</sup> Floor), Financial Affairs Office, Dr. Charoen Kanthawongs Building (1<sup>st</sup> Floor) and the Central Library, Building 5 (2<sup>nd</sup> Floor)

Rangsit Campus: Records Office, Building 14 (1<sup>st</sup> Floor), Financial Affairs Office, Building 14 (1<sup>st</sup> Floor), Library, Surat Osathanugrah Library (1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Floors), Cyber Center, Surat Osathanugrah Library (3<sup>rd</sup> Floor) and Building 9 (5<sup>th</sup> Floor)

#### How to use the Pre-paid Student ID Card

You can bring your recharged Pre-paid Student ID card to pay for the services at the counter of Records Office. The officer will deduct the fees from your card.









# Bangkok University International College Academic Calendar

## Academic Year 2012














Update July 6, 2012

		1 <sup>st</sup> Semester/2012	2 <sup>nd</sup> Semester/2012	Summer/2012
Students must check the update courses and sections from "Course Section" in URSA ONLINE for Registration next Semester.		Starting from July 3, 2012	Starting from October 19, 2012	Starting from March 19, 2013
Pre-registration Online Period	Set Menu	-	October 29-30, 2012	April 8-9, 2013
	Course/Section	July 16 – 18, 2012	November 1-2, 2012	April 11-12, 2013
Interactive Period *For students who have already pre-registered online and paid the tuition fees.		August 8, 2012	January 9, 2013	May 29, 2013
Late Registration Period *For students who haven't pre-registered online or haven't paid the tuition fees.		August 9, 2012	January 10, 2013	May 30, 2013
Wai Kru Day 		September 6, 2012	XXXXXXXXXX	XXXXXXXXXX
First Day of the Semester		August 14, 2012	January 14, 2013	June 3, 2013
Adding and Dropping Period 		August 15-17, 2012	January 15-18, 2013	June 4-7, 2013
Final Day of Notification of Academic Leave (For those who do not register)		September 13, 2012	February 13, 2013	XXXXXXXXXX
Filing for Graduation (Report to the Academic Unit)		August 14 – October 9, 2012	January 14 - March 4, 2013	June 3 – 26, 2013
School/Department Transfer Period		September 10-14, 2012	February 4-8, 2013	June 10-14, 2013
Mid Term Examination 		October 1-9, 2012	February 26 - March 4, 2013	June 24-26, 2013
Withdrawal Period		October 22 – November 28, 2012	April 1 – 29, 2013	July 8-28, 2013
Final Examination 		November 29 – December 12, 2012	April 30-May 7, 2013	July 29-31, 2013
Semester Break Start		December 13, 2012	May 8, 2013	August 1, 2013

Records Office will deliver the graduation documents, including 3 copies of the Transcript and 2 copies of the Certified Letter of Graduation (one Thai version and one English version), to the graduates by post. The mail service fee will be deducted from your damage deposit. For the students who request for graduation in the **summer** semester of academic year 2011, they are required to submit four 2-inch color photos of the graduate in graduation gown (in blue background) to the Records Office in person or by post. Submit them to the Records Office during **July 30 - September 28, 2012** ( If the students fail to submit the photos, they will not receive the Certified Letter of Graduation, but will receive only the transcript). Delivery of the documents will be made after the end of the University's Board of Trustees meeting on October 5, 2012.

**Remark:** For foreign students, the two copies of the Certified Letter of Graduation will only be the English version.

	Fees for Mail Service (Domestic Delivery)	Fees for Mail Service (International Delivery)	For students who do not want to submit photos
Transcript	60 Baht (20 Baht per copy) 	60 Baht (20 Baht per copy) 	60 Baht (20 Baht per copy) 
Certified Letter of Graduation	20 Baht (10 Baht per copy) 	20 Baht (10 Baht per copy) 	
Delivery Fee	30 Baht 	300 Baht 	300 Baht OR 30 Baht 
<b>Total</b>	<b>110 Baht</b> 	<b>380 Baht</b> 	<b>360 Baht OR 90 Baht</b> 

### Remark

- If the student fails to provide his/her bank account numbers when registering for the graduation, the Records Office will not be able to send the graduation documents to the student as the payment cannot be made without the bank account numbers.
- For International Students who do not have the bank account numbers, please contact the Records Office, located on the First Floor of Building 2, for your graduation documents.