



“Records Office” ...

cordially welcomes all freshmen in the Academic Year 2011

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:

1. **Degree Plan** This booklet contains useful and important information for

students, including a **list of the required courses for the program, rules and regulations (19 sections), computation of the grade point average for each semester and cumulative grade point average, where to go for help, etc.** In case you lost your degree plan, you can purchase a new copy by paying a fee of THB 30 and bring the receipt to BU International College to obtain a new copy.

Online Records

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

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.



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



http://twitter.com/bu_records

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 (1st Floor), Financial Affairs Office, Dr. Charoen Kanthawongs Building (1st Floor) and the Central Library, Building 5 (2nd Floor)

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
















Academic Year 2011 (First Semester – Second Semester)

Schedule	First Semester/2011	Second Semester/2011
Wai Kru Day	July 14, 2011	xxxxxxx
First Day of the Semester (Classes begin)	August 15, 2011	January 9, 2012
Adding Period/ Dropping Period	August 16 – 19, 2011	January 10 – 13, 2012
Final Day of Notification of Academic Leave (For those who do not register)	September 15, 2011	February 9, 2012
Filing for Graduation (Report to the Academic Unit)	August 15 – October 4, 2011	January 9 – February 28, 2012
School/Department Transfer Period	September 19 – 23, 2011	February 13 - 17, 2012
Midterm Examination 	September 27 – October 4, 2011	February 21 – 28, 2012
Semester Break	October 5 - 23, 2011	February 29 – March 11 , 2012
Students must check the updated courses and sections in the "Course Section" of URSA ONLINE for Registration in the next Semester.	Starting from November 1 , 2011	Starting from March 20, 2012
Withdrawal Period	November 14 – December 18, 2011	April 2 – May 6, 2012
Online pre-registration for Next Semester	November 22 – 24, 2011	April 9 – 11, 2012 (for Summer/2011) April 16 - 18, 2012 (for 1 st semester/2012)
Pick Up Report of Pre-registration	December 13 – 26, 2011	May 2 - 14, 2012 (for Summer/2011) May 7 - 14, 2012 (for 1 st semester/2011)
Final Examination 	December 19 – 26, 2010	May 7 – 14, 2012
First Day of Recess	December 27, 2011	May 15, 2012
Tuition Paying Period	Refer to BU.F.018	Refer to BU.F.018

Graduation Documents Delivery for BU International students who graduated in the Summer Semester of Academic Year 2010

The Records Office will deliver the graduation documents, including 3 copies of the Transcript and 2 copies of the Certified Letter of Graduation to the graduates by post. The fees for the mail service and documents will be deducted from your damage deposit. For the students who requested for graduation in the summer semester of academic year 2010, they are required to submit four 2-inch color photos of the graduate in graduation gown (on blue background) to the Records Office, in person or by post . Submit this to the Records Office during August 1- October 21, 2011 (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 28, 2011.

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

	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 	30 Baht (Domestic) OR 300 Baht (International) 
Total	110 Baht 	380 Baht 	90 Baht (Domestic) OR 360 Baht (International) 

Attention: All students who request for graduation must give their bank account and allow the University to deduct the fees for the graduation documents and mail service. Otherwise, the University will not return the damage deposit and deliver your graduation documents.