

ASSUMPTION UNIVERSITY OF THAILAND

Step by Step User Manual

**FOR
Online Graduation Registration**

Office of the University Registrar

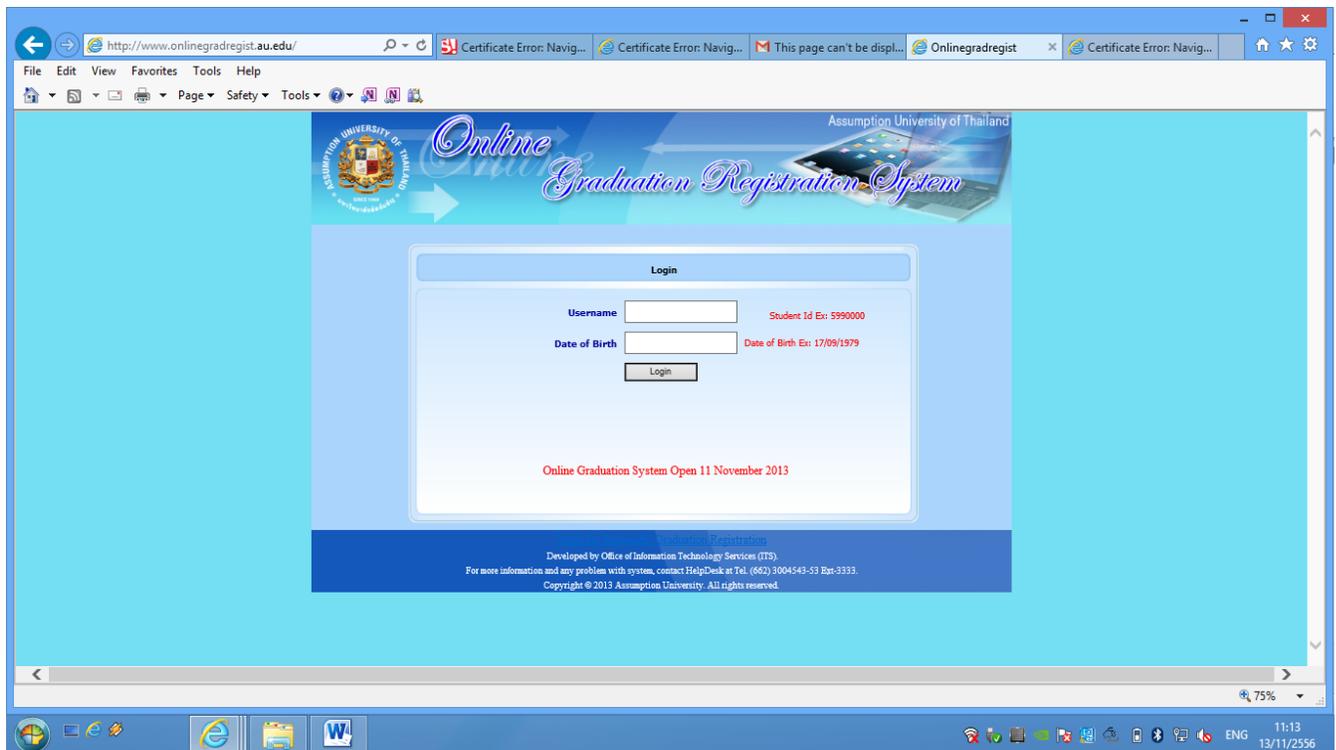


Figure (1) – Log in Page

This is the Log In page for the Online Graduation Registration system. In order to log in to the system, you must sign in first by entering the student ID and your Birth Date to identify whether you are properly authorized or not. Please follow the given format of Birth date while you input.

Ex: - DD/MM/YYYY = 24/09/2007

In case of date and month less than 10, you must enter with '0'.

Like: - 08th April 2007, you have to enter 08/04/2007

15th November 2007, you have to enter 15/11/2007

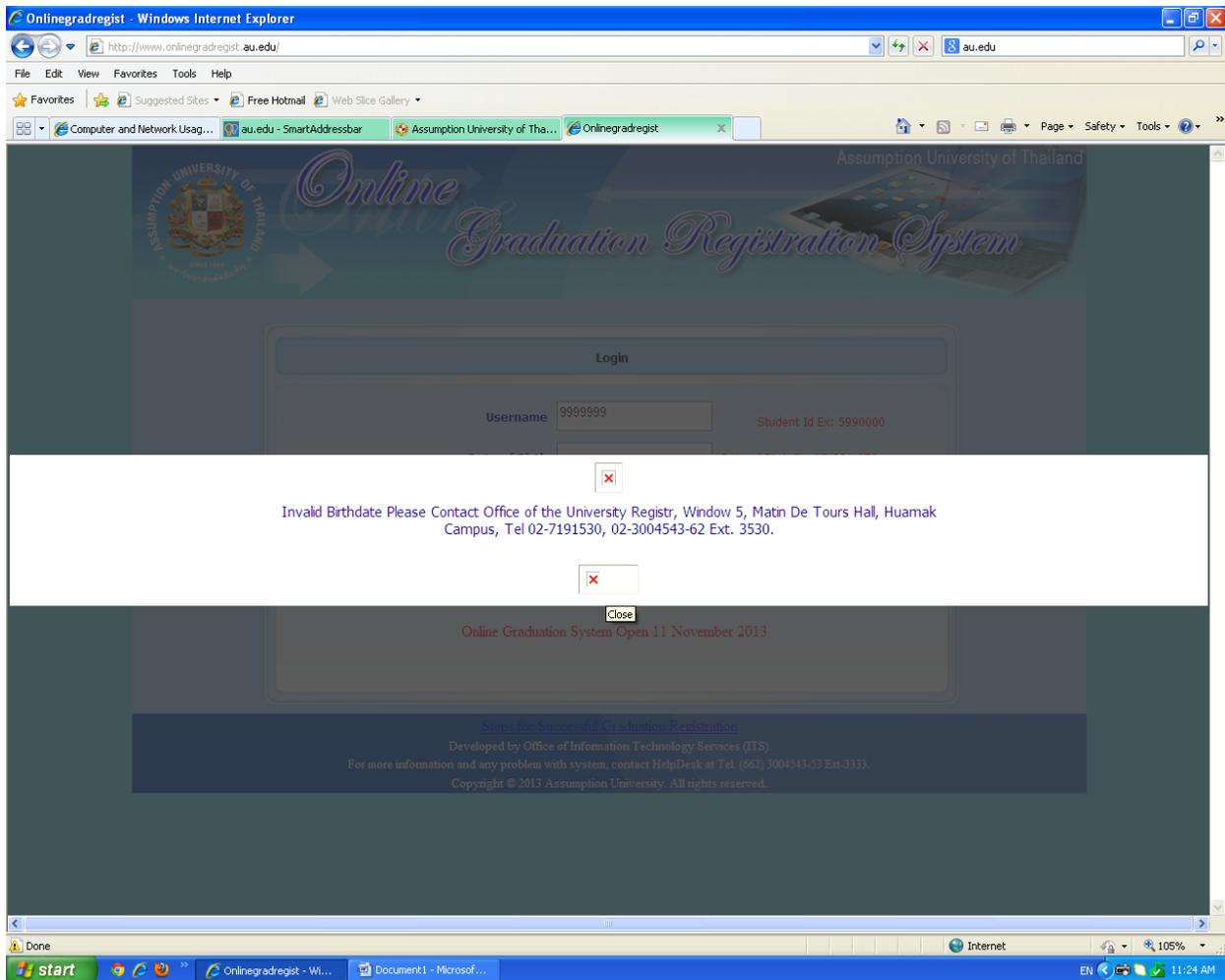


Figure (2) – Checking Authentication

If you enter the id in an incorrect format or without any input if u try to login, the system will show the above warning signal. Student ID must be entered correctly, for example, 4610001. After that input your Birth Date according to the given format.

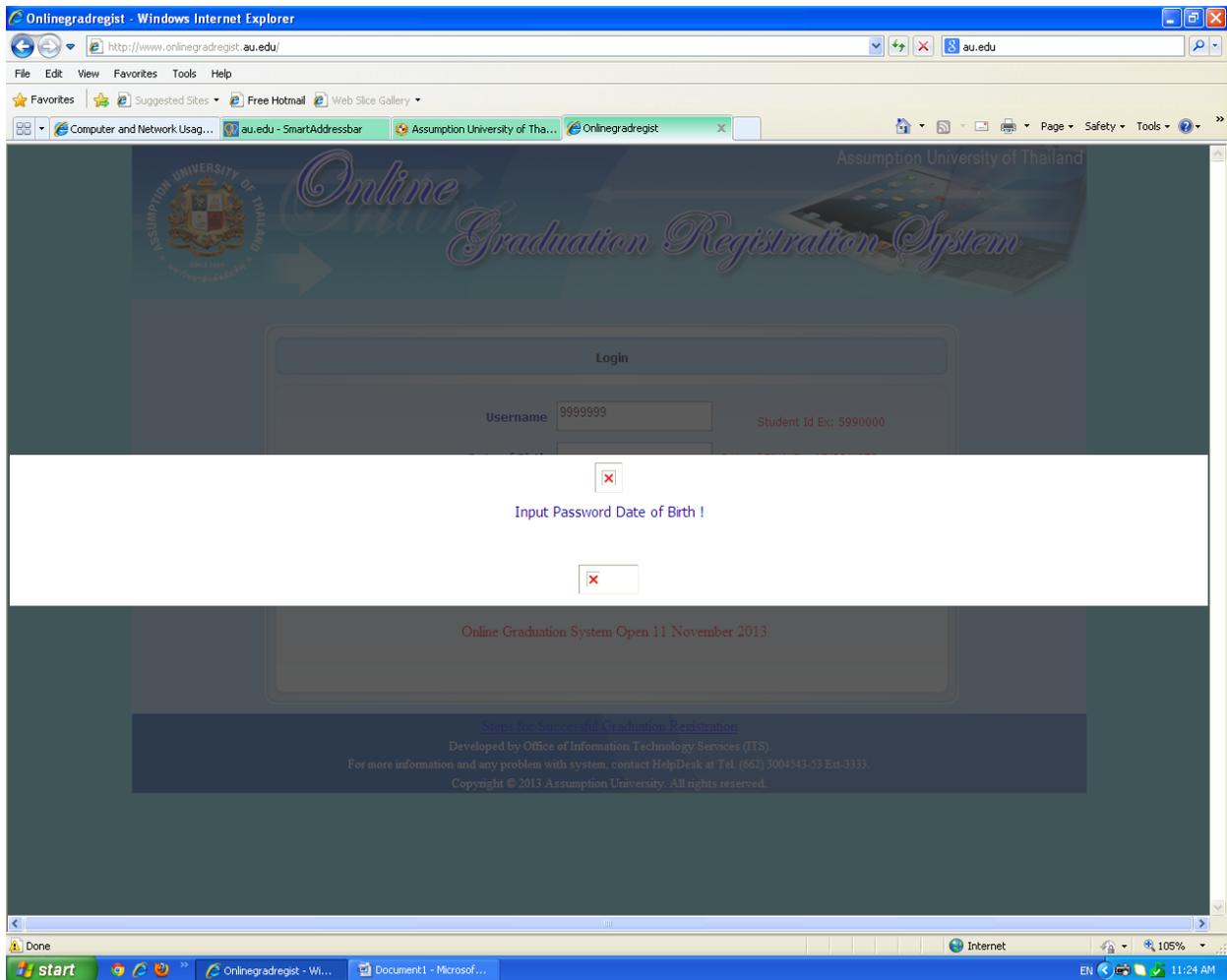


Figure (3) – Check Student Birth Date.

If you enter the id in a correct format, but didn't input Birth Date then the system will show the above warning signal. Student must enter the Birth Date to login into the system.

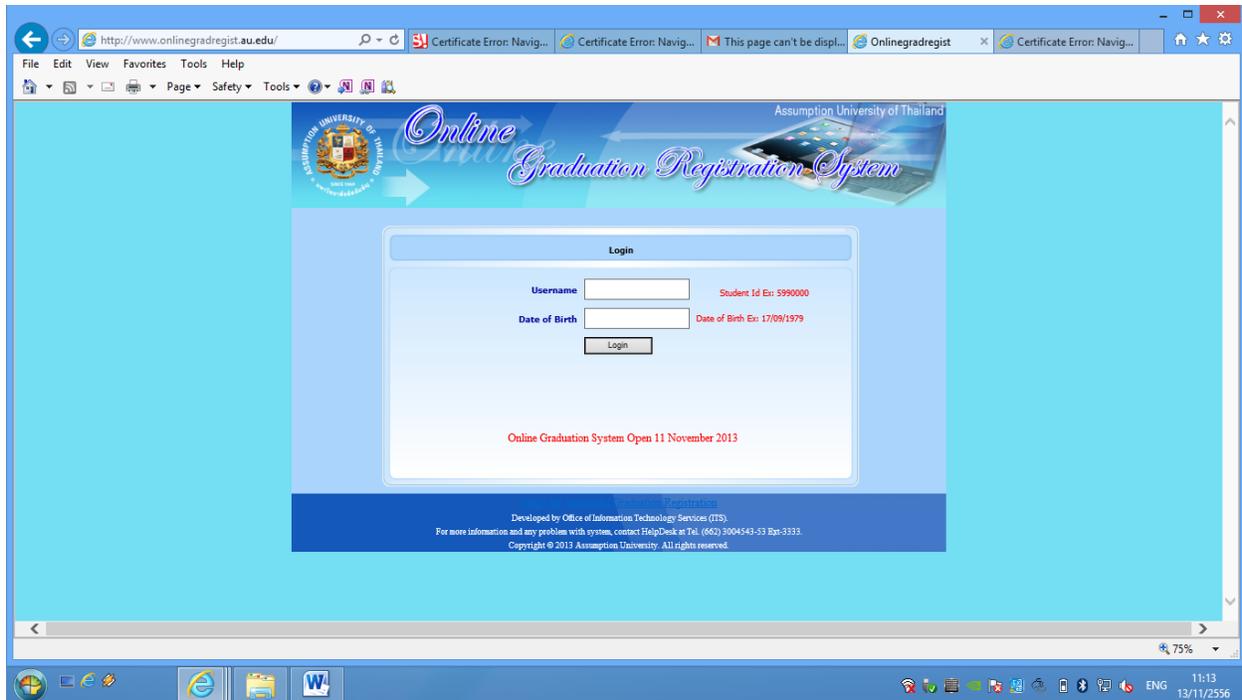


Figure (4) – Check Student ID

If you enter the wrong id, the system will show the above warning signal. Student ID must be a valid ID.

http://www.onlinegradregist.au.edu/

File Edit View Favorites Tools Help

Page Safety Tools

Assumption University of Thailand

Online Graduation Registration System

Login

Username Student ID Ex: 5990000

Date of Birth Date of Birth Ex: 17/09/1979

Online Graduation System Open 11 November 2013

Online Graduation Registration
 Developed by Office of Information Technology Services (ITS).
 For more information and any problem with system, contact IT@P-Post@AU, (662) 3004543-53 Ext-3333.
 Copyright © 2013 Assumption University. All rights reserved.

Windows Internet Explorer

11:13 13/11/2556

http://www.onlinegradregist.au.edu/Gradregis.aspx

File Edit View Favorites Tools Help

Computer and Network Usag... au.edu - SmartAddressbar Assumption University of Tha... Onlinegradregist

Assumption University of Thailand

Online Graduation Registration System

Step 1. Student Information | Step 2. Register Graduation | Step 3. Complete Survey | Step 4. Payment Process | Step 5. Finish Registration | Step 6. Logout

Student Information

Student ID	
Title	Remark
English First Name	
English Last Name	*ABACA Membership fees for Class 1-18 is for 2 years only. Therefore, students who have graduated from any of these classes and are registering for graduation again, must pay for the ABACA Lifetime Membership. Those graduates from Class 19-37 and have paid the ABACA Membership fees are exempted from paying again.
Thai First Name	***Gown deposit refundable between January 21 - February 28, 2013 Only.(except Sundays and official holidays)
Thai Last Name	**Graduation Gown size can be changed if needed at bookstore, 'P' Building Huamak Campus.
Degree	
Faculty	
Major	
Concentration	
Minor	
Current Address	592/3 RAMKHAMHAENG 24 RD., HUAMAK, BANGKAPI BANGKOK
Post Code	10240
Phone	023004543
Nationality	THAI
Region	BUDDHISM
Cumulative GPA	2
Credits Completed	3

Note: Your Degree Certificate will be made according to the given Name / Surname if not altered or corrected. If you need to change or make correction or both, Please send a photocopy of your name / surname change certificate to BUSARIPPHI@AU.EDU, Office of the University Registrar 'M' Building, Window# 7; Huamak Campus and call back to complete.

Gradregis.aspx

start Onlinegradregist - Wi... Document1 - Microsof...

Internet 105%

EN 11:25 AM

Figure (5) – Already have done the registration.

If you have already done the Registration, you cannot log in to the system to do the Graduation Registration again. The system will not allow you to log in after completion.

The screenshot shows a web browser window titled "Onlinegradregist - Windows Internet Explorer" with the URL "http://www.onlinegradregist.au.edu/Gradregis.aspx". The browser's address bar shows "au.edu". The page content is a registration form with a progress bar at the top indicating steps: Step 1. Student Information (active), Step 2. Register Graduation, Step 3. Complete Servay, Step 4. Payment Process, Step 5. Finish Registration, and Step 6. Logout.

Student Information

Student ID	: 9999999
Title	: Sublt.
English First Name	: JONEDE
English Last Name	: TARNTHONG
Thai First Name	: สัน
Thai Last Name	: สัน
Degree	: BACHELOR DEGREE PROGRAM
Faculty	: BIOTECHNOLOGY
Major	: FOOD BIOTECHNOLOGY
Concentration	: GENERAL LINES INSURANCE
Minor	:
Current Address	: 592/3 RAMKHAMHAENG 24 RD., HUAMAK, BANGKAPI, BANGKOK
Post Code	: 10240
Phone	: 023004543
Nationality	: THAI
Region	: BUDDHISM
Cumulative GPA	: 2
Credits Completed	: 3

Graduation

Graduation Status	: Complete
Graduation Class	: 41
Graduation Date	:

Is your printed name and address correct

Correct
 Not Correct

Change Information For

Name / Surname
 Other Information (e.g., Major, Address, Religion etc.)

[Go to Online Petition](#)

Note: Your Degree Certificate will be made according to the given Name / Surname if not altered or corrected. If you need to change or make correction or both, Please send a photocopy of your name / surname change certificate to BUSARINPHN@AU.EDU, Office of the University Registrar 'M' Building, Window# 7; Huamak Campus and call back to complete.

[Confirm and Next](#)

Figure (6) – Student information (Part- 1).

If you do not complete your Graduation then System will Show the Graduation Status is Incomplete. In that case, if you have any query, you need to contact “Office of the University Registrar”.

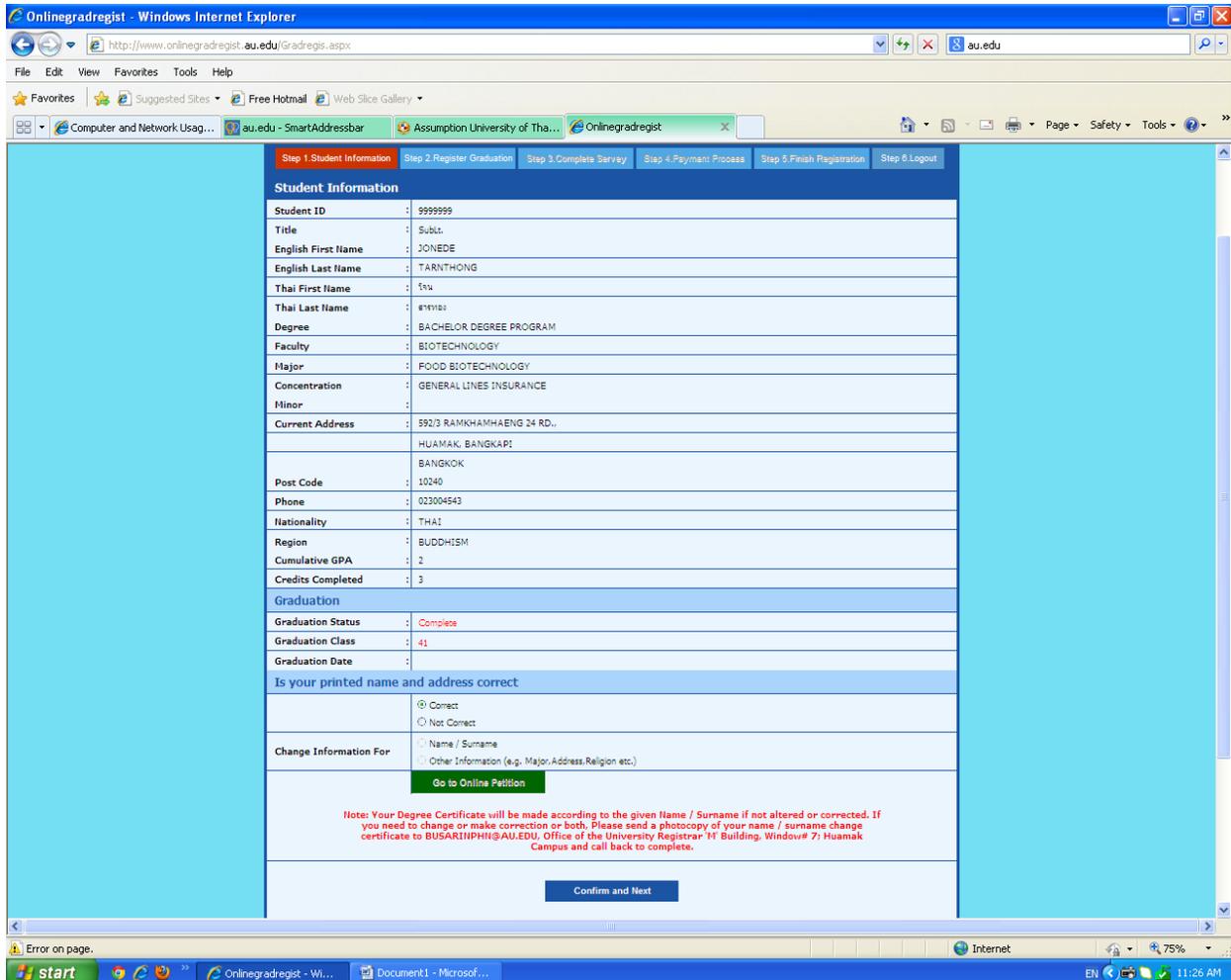


Figure (7) – Student information (Part- 2).

Please read the above information carefully and check whether your personal information is correct or not. If your information is correct then click the button “Confirm and Next” for further process.

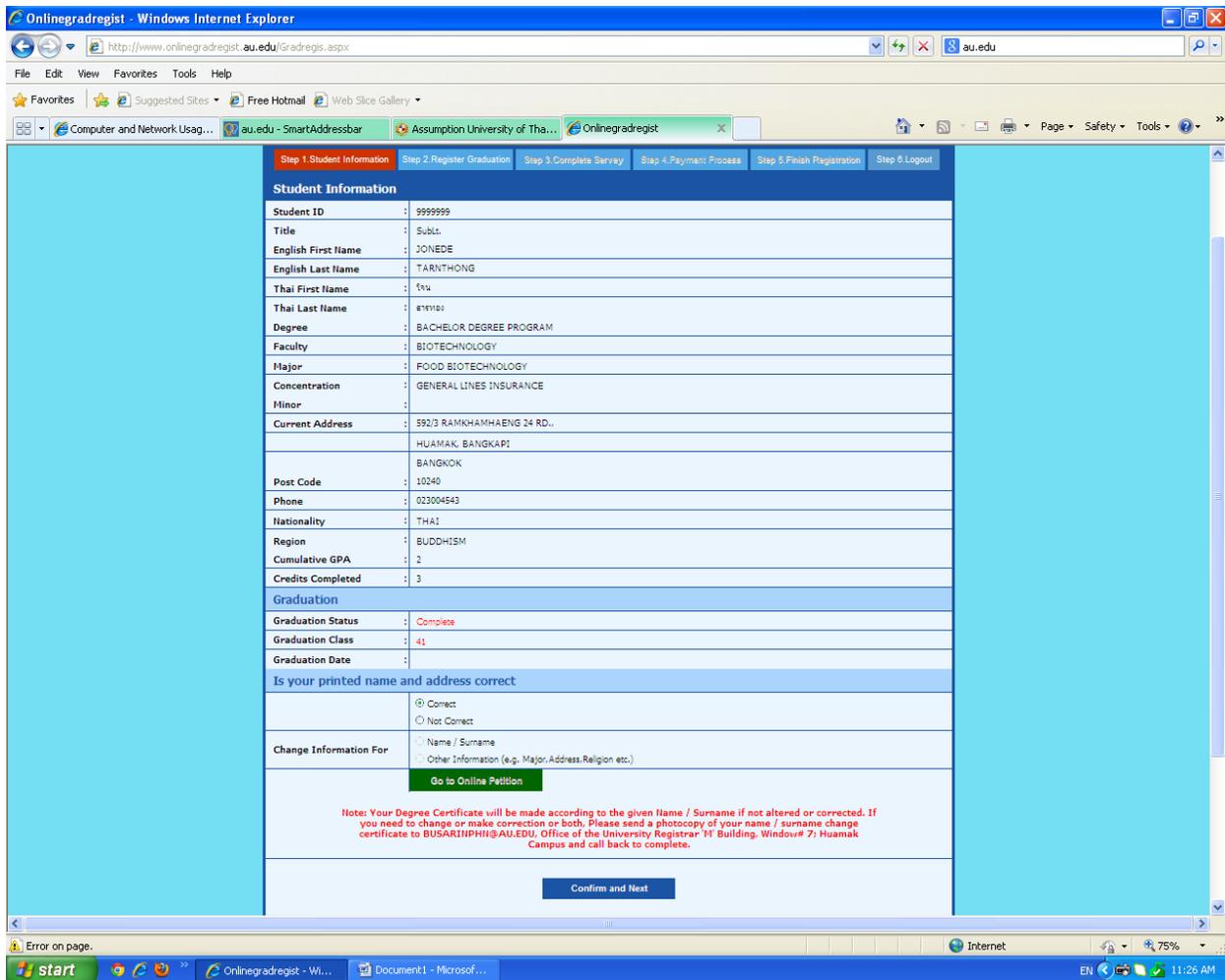


Figure (8) – Student information (Part- 3).

If your information is not correct then you select the option "Not Correct" and choose any one of two options to change your personal information. After that press the button "Go to Online Petition".

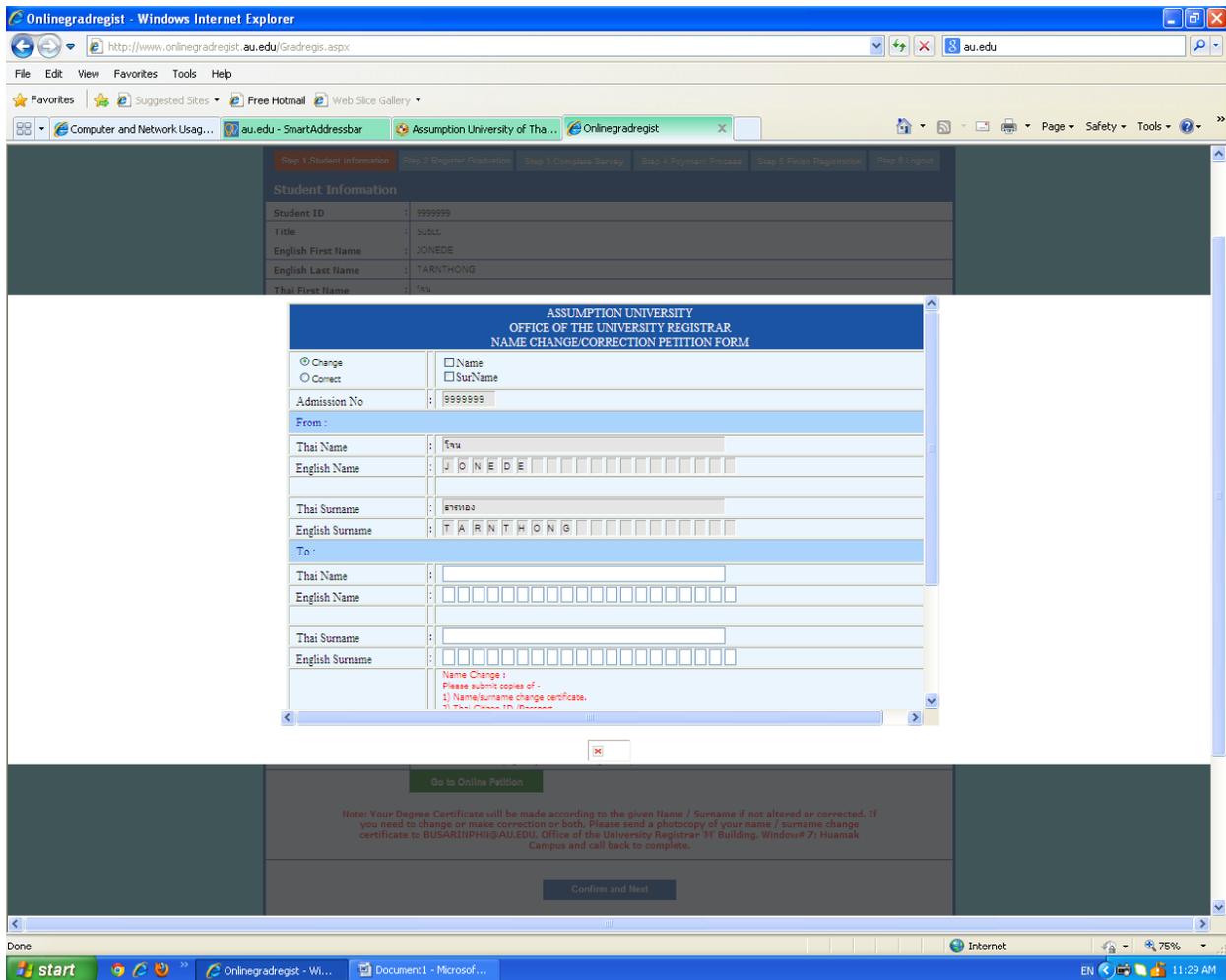


Figure (9) – Petition form to change the Name and Surname.

If you need to change your name or surname then select the Marked option and click to “Go to Online Petition” after that system will show the above screen with the previous information. You can input only your correct information and submit the petition form.

[N.B. your given information will not change instantly by the system. This Petition form will approve by the registrar office after that it will change in your Graduation paper.]

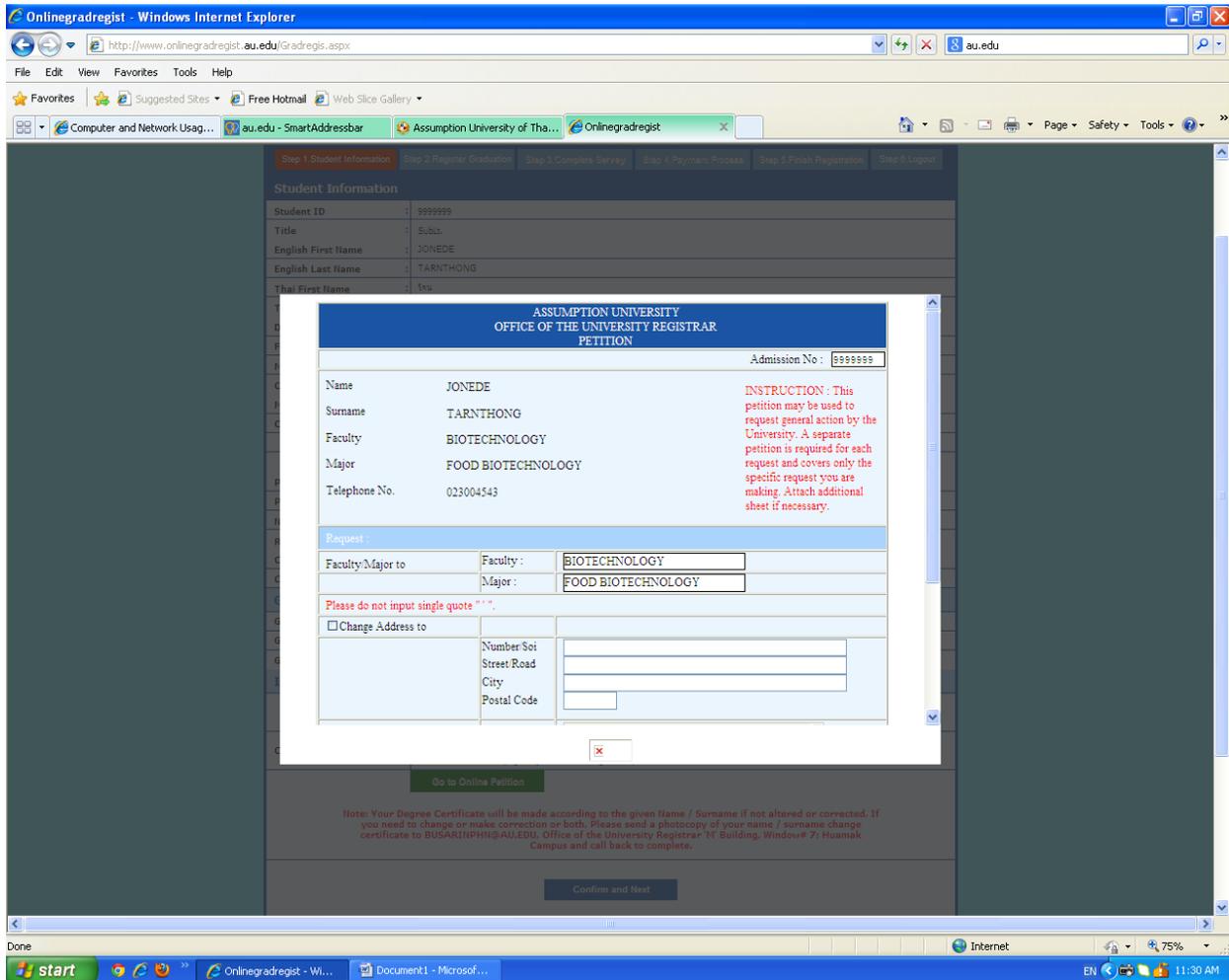


Figure (10) – Petition form to change the other information.
E.g. Major, Address or Religion etc.

To change your other information, like – Major, Address, Religion etc. then select the marked option and click to “Go to Online Petition” after that system will show the above screen with the previous information. Select your suitable option to update your correct information and submit the petition form.

[N.B. your given information will not change instantly by the system. This Petition form will approve by the registrar office after that it will change in your Graduation paper.]

Onlinegradregist - Windows Internet Explorer
 http://www.onlinegradregist.au.edu/Gradregis.aspx
 au.edu

Step 1 Student Information | Step 2 Register Graduation | Step 3 Complete Survey | Step 4 Payment Process | Step 5 Finish Registration | Step 6 Logout

Student Information

Student ID	: 9999999
Title	: Sublt.
English First Name	: JONEDE
English Last Name	: TARNTHONG
Thai First Name	: ๓๓
Thai Last Name	: ๓๓๓๓๓
Degree	: BACHELOR DEGREE PROGRAM
Faculty	: BIOTECHNOLOGY
Major	: FOOD BIOTECHNOLOGY
Concentration	: GENERAL LINES INSURANCE
Minor	:
Current Address	: 592/3 RAMKHAMHAENG 24 RD., HUAMAK, BANGKAPI BANGKOK
Post Code	: 10240
Phone	: 023004543
Nationality	: THAI
Region	: BUDDHISM
Cumulative GPA	: 2
Credits Completed	: 3

Graduation

Graduation Status	: Complete
Graduation Class	: 41
Graduation Date	:

Commencement Exercises participation :

I do wish
 I do not wish

How you get your Graduation Diplomar

Receive at Office of University Registrar, Hua Mak Campus
 Receive by Express Mail Service (EMS)

[Post Fee Detail](#)

Mail Address

Figure (11) – Registration Request Form (I do not wish) [Part 1]

If you do not wish to participate in Commencement Exercises then select the marked option. System will disabled all the payment option and you can proceed to next step to complete the Survey.

The screenshot shows a web browser window titled "Onlinegradregist - Windows Internet Explorer" with the URL "http://www.onlinegradregist.au.edu/Gradregis.aspx". The page displays a registration process with six steps: Step 1. Student Information (highlighted), Step 2. Register Graduation, Step 3. Complete Survey, Step 4. Payment Process, Step 5. Finish Registration, and Step 6. Logout.

Student Information

Student ID	::	9999999
Title	::	SubLL
English First Name	::	JONEDE
English Last Name	::	TARNTHONG
Thai First Name	::	เจษฎ์
Thai Last Name	::	ธารทอง
Degree	::	BACHELOR DEGREE PROGRAM
Faculty	::	BIOTECHNOLOGY
Major	::	FOOD BIOTECHNOLOGY
Concentration	::	GENERAL LINES INSURANCE
Minor	::	
Current Address	::	592/3 RAMKHAMHAENG 24 RD., HUAMAK, BANGKAPI BANGKOK
Post Code	::	10240
Phone	::	023004543
Nationality	::	THAI
Region	::	BUDDHISM
Cumulative GPA	::	2
Credits Completed	::	3

Graduation

Graduation Status	::	Complete
Graduation Class	::	41
Graduation Date	::	

Commencement Exercises participation :

I do wish
 I do not wish

Figure (12) – Registration Request Form (I do wish) [Part 2]

You need to select the marked option “I do wish” (by default this option will selected) if you want to participate in Commencement Exercises. System will enable payment option [figure (13)]. N.B. the student of given program can see the particular options in figure 13. The Doctoral students will see the screen like [figure 15].

If the Student complete the following program

1. Bachelor Degree
2. Master Degree
3. Diploma Program

The screenshot shows a web browser window titled "Onlinegradregist - Windows Internet Explorer" with the URL "http://www.onlinegradregist.au.edu/Gradregis.aspx". The page displays a registration form for graduation payment. The form includes fields for "SubDistrict" and "Postcode". Below these is a section titled "Payment for Graduation" which is divided into "Compulsory" and "Optional" categories. The compulsory fees are: GRADUATION FEES (2000 baht), ABAC NEWSLETTER MEMBERSHIP (2YEARS.) (250 baht), and ABACA LIFE MEMBERSHIP* (2500 baht). The optional fees include: GOWN RENTAL AND CAP (1100 baht) with a "Gown Size Detail" button and radio buttons for Male and Female; GOWN DEPOSIT (REFUNDABLE)*** (1500 baht) with radio buttons for Hua Mak and Suvarnabhumi; and COMMENCEMENT EXERCISES PHOTOGRAPH (650 baht). A "Total Amount" of \$,000 baht is displayed at the bottom of the fee list. A "Remark" section contains three footnotes: *ABACA Membership fees for Class 1-18 is for 2 years only...; ***Gown deposit refundable between January 21 - February 28, 2013 Only...; and **Graduation Gown size can be changed if needed at bookstore, 'P' Building Huamak Campus.

Category	Item	Amount
Compulsory	<input checked="" type="checkbox"/> GRADUATION FEES	2000 baht
	<input checked="" type="checkbox"/> ABAC NEWSLETTER MEMBERSHIP (2YEARS.)	250 baht
	<input checked="" type="checkbox"/> ABACA LIFE MEMBERSHIP*	2500 baht
Optional	<input checked="" type="checkbox"/> GOWN RENTAL AND CAP Gown Size Detail	1100 baht
	<input checked="" type="checkbox"/> GOWN DEPOSIT (REFUNDABLE)***	1500 baht
	<input checked="" type="checkbox"/> COMMENCEMENT EXERCISES PHOTOGRAPH	650 baht
Total Amount		\$,000 baht

Remark

*ABACA Membership fees for Class 1-18 is for 2 years only. Therefore, students who have graduated from any of these classes and are registering for graduation again, must pay for the ABACA Lifetime Membership. Those graduates from Class 19-37 and have paid the ABACA Membership fees are exempted from paying again.

***Gown deposit refundable between January 21 - February 28, 2013 Only.(except Sundays and official holidays)

**Graduation Gown size can be changed if needed at bookstore, 'P' Building Huamak Campus.

Figure (13) – Registration Request Form for Bachelor and Master Degree [Payment for Graduation]

There are two parts in Payment of Graduation. 1) Compulsory and 2) Optional. The compulsory part will selected by the system and you must pay these fees. Other part is optional and you can choose by selecting the option left side. There is a button named “Gown Size Detail” to show you the details of all Gown Size [figure (14)].

Onlinegradregist - Windows Internet Explorer

http://www.onlinegradregist.au.edu/Gradregis.aspx

Postcode

Payment for Graduation

Compulsory GRADUATION FEES 2000 baht

ABAC NEWSLETTER MEMBERSHIP (2YEARS) 250 baht

GOWN SIZE DETAIL

GENDER	SIZE	GOWN LENGTH (INCH)	HAND LENGTH (INCH)	SHOULDER WIDTH (INCH)	HEIGHT (CM)
FEMALE	S	39	24	15	150-154
		39	24	15	
		42	24	15	
	M	42	25	16	154-158
		43	25	16	
	L	44	25	17	158-162
45		25	17		
XL	46	26	17	162-166	
	47	26	17		
MALE	S	46	26	17	166-170
		47	26	17	
	M	48	27	17	170-174
		49	27	17	
	L	50	27	18	174-178
		51	27	18	
XL	52	28	19	more than 178	
	53	29	20		
	54	30	21		

ABACA Membership fees for Class 1-18 is for 2 years only. Therefore, students who have graduated from any of these Classes and are registering for graduation again, must pay for the ABACA Lifetime Membership. Those graduates from Class 19-37 and have paid the ABACA Membership fees are exempted from paying again.

***Gown deposit refundable between January 21 - February 28, 2013 Only.(except Sundays and official holidays)

**Graduation Gown size can be changed if needed at bookstore, 'P' Building Huamak Campus.

Done

Internet 100%

11:38 AM

Figure (14) – Gown Size Details.

Step 1. Student Information	Registration Form For Graduation
Step 2. Register Graduation	
Step 3. Complete Survey	
Step 4. Process Epayment	
Step 5. Finish Registration	
Logout	
	<p>Student ID : 4239780</p> <p>Title : MR.</p> <p>English First Name : SANTI</p> <p>English Last Name : VICHANUKROH</p> <p>Thai First Name : สันติ</p> <p>Thai Last Name : วิชานุกโรห</p> <p>Degree : DOCTORAL DEGREE PROGRAM</p> <p>Faculty : GRADUATE SCHOOL OF INTERNET AND E-COMMERCE TECHNOLOGY</p> <p>Major : INTERNET AND E-COMMERCE TECHNOLOGY</p> <p>Minor : ---</p> <p>Permanent Address : 312/7 SRI AYUTTHAYA RD., THUNGPHAYATHAI, RATCHATHEWI, BANGKOK</p> <p>Post Code : 10400</p> <p>Phone : 022468166</p> <p>Nationality : THAI</p> <p>Religion : BUDDHISM</p> <p>Cumulative GPA : 3.39</p> <p>Credits Completed : 48 Credits</p>
	<p>Commencement Exercises participation : <input checked="" type="radio"/> I do wish <input type="radio"/> I do not wish</p>

I do wish

Name : สันติ วิชานุกโรห

DOCTORAL DEGREE PROGRAM

GRADUATE SCHOOL OF INTERNET AND TECHNOLOGY

INTERNET AND E-COMMERCE TECHNOL

Permanent Address : 312/7 SRI AYUTTHAYA RD., THUNGPHAYATHAI, RATCHATHEWI, BANGKOK

Payment for Graduation	
Compulsory	
<input checked="" type="checkbox"/> GRADUATION FEES	2000 baht
<input checked="" type="checkbox"/> ABAC NEWSLETTER MEMBERSHIP (2YEARS.)	250 baht
<input checked="" type="checkbox"/> ABACA LIFE MEMBERSHIP*	2500 baht
Optional	
<input type="checkbox"/> GOWN AND CAP	6100 baht
<input type="checkbox"/> COMMENCEMENT EXERCISES PHOTOGRAPH	650 baht
<hr/>	
Total Amount	4750 baht

Remarks: -
 **ABACA Membership fees for Class 1-18 is for 2 years only. Therefore, students who have graduated from any of these classes and are registering for graduation again, must pay for the ABACA Lifetime Membership. Those graduates from Class 19-34 and have paid the ABACA Membership fees are exempted from paying again.
 **Graduation Gown size can be changed if needed at bookstore, 'P' Building Huamak Campus.
 ***Gown deposit refundable between January 22 - February 26, 2008 Only.

Next

Figure (15) – Registration Request Form for Doctoral Degree [Payment for Graduation]

There are two parts in Payment of Graduation. 1) Compulsory and 2) Optional. The compulsory part will be selected by the system and you must pay these fees. Other part is optional and you can choose by selecting the option left side.

If the Student complete the following program
 1. Doctoral Degree Program

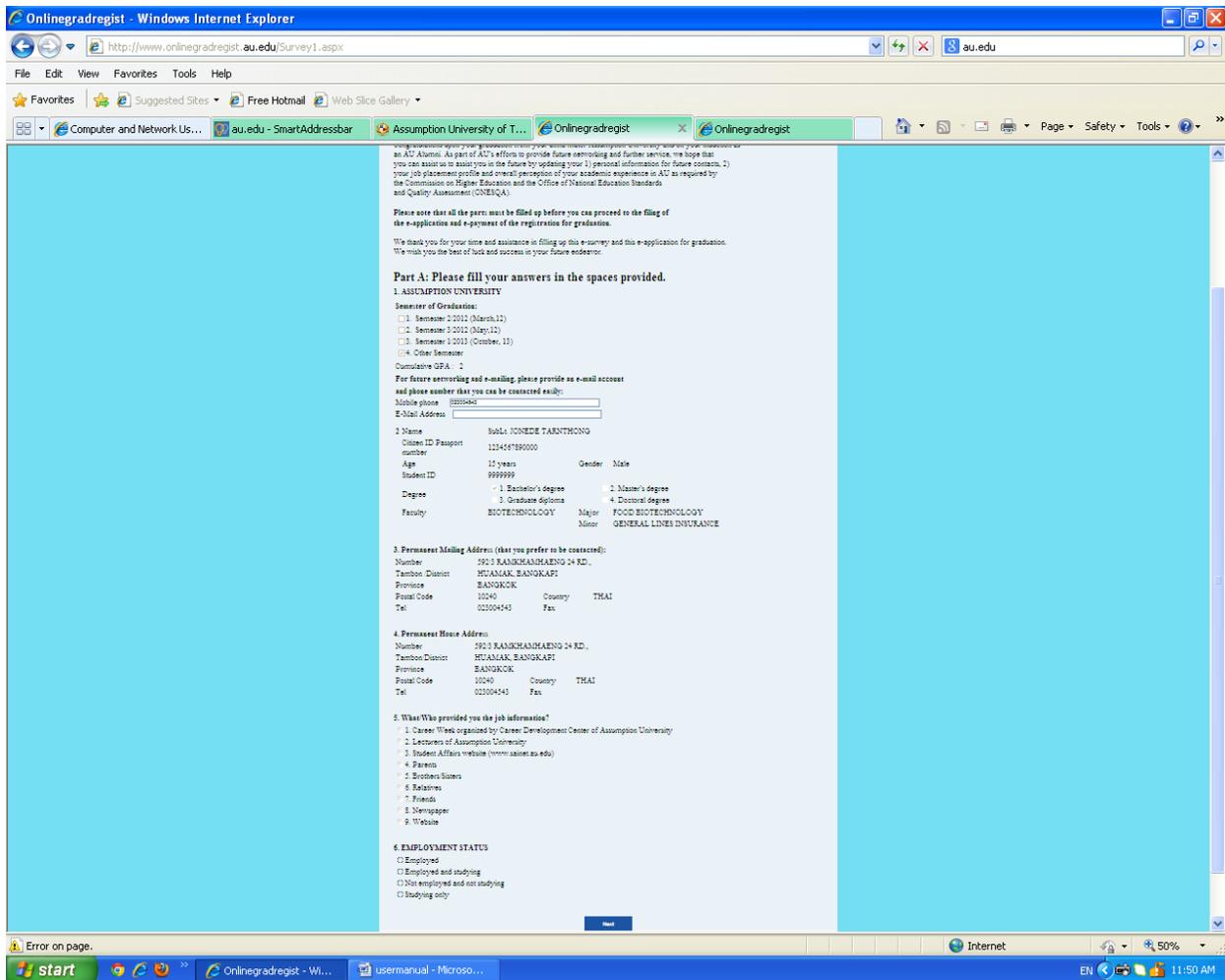


Figure (16) – Step 3, [Survey Part A].

You must fill up all fields properly. Please make sure that your given information is correct.

Part ‘A’ Explanation

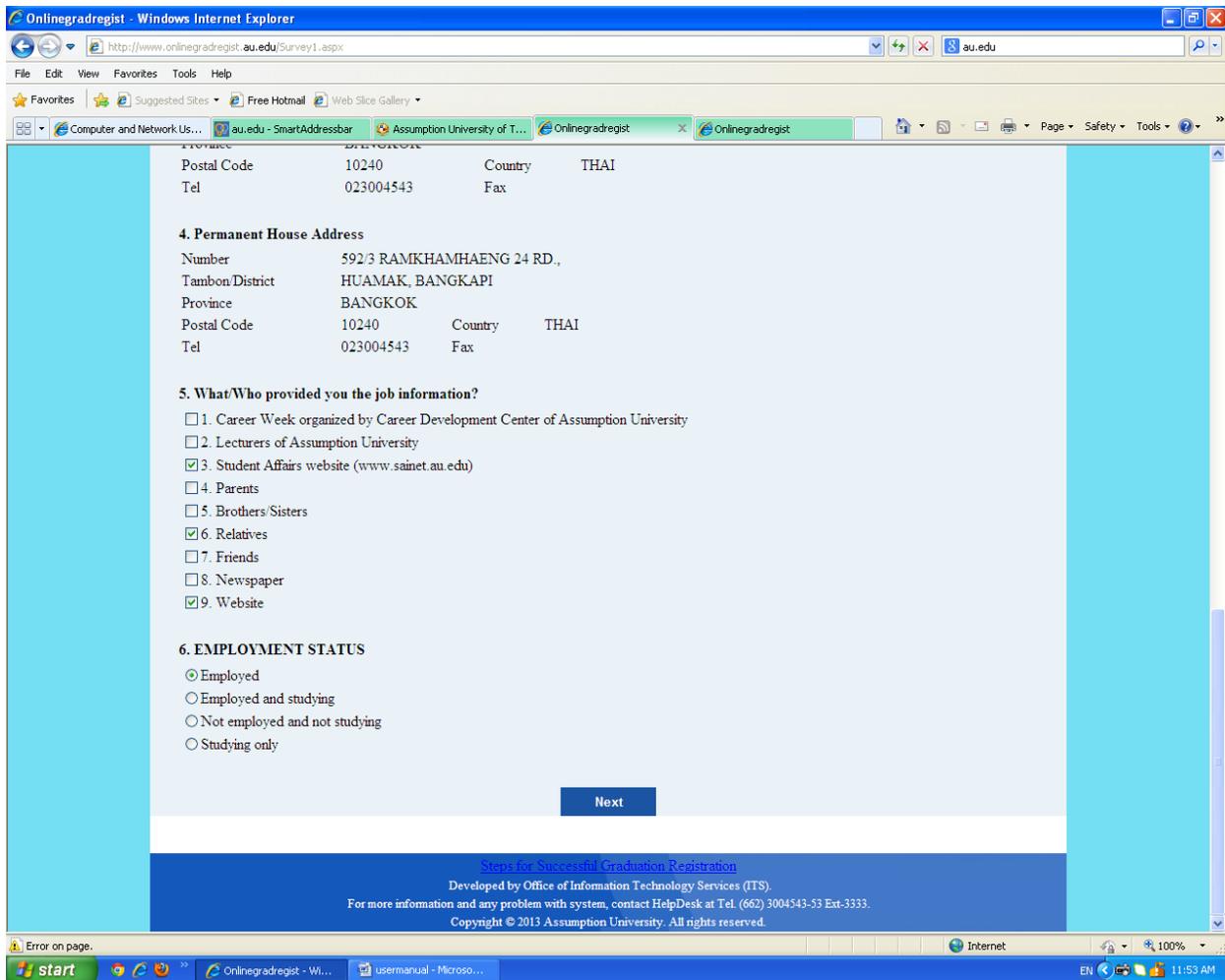


Figure (17) – Step 3, [Survey Part A] Question number 5.

If employed then select from option number 8 or 9. If not then select from other options.

EMPLOYED ONLY

UNEMPLOYED ONLY

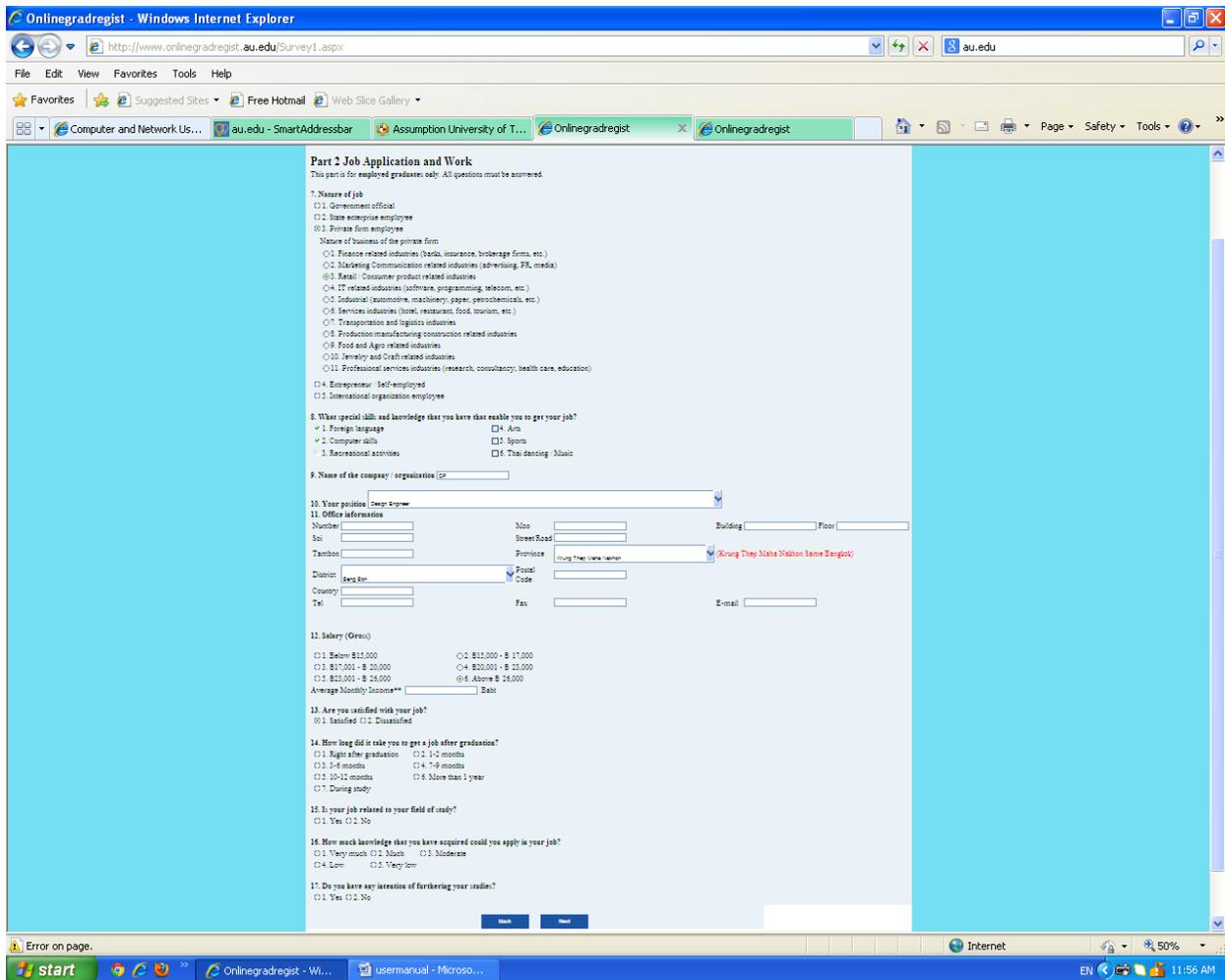


Figure (18) – Step 3, [Survey Part B].

You must fill up all fields properly. Please make sure that your given information is correct.

Only for Employed Graduates

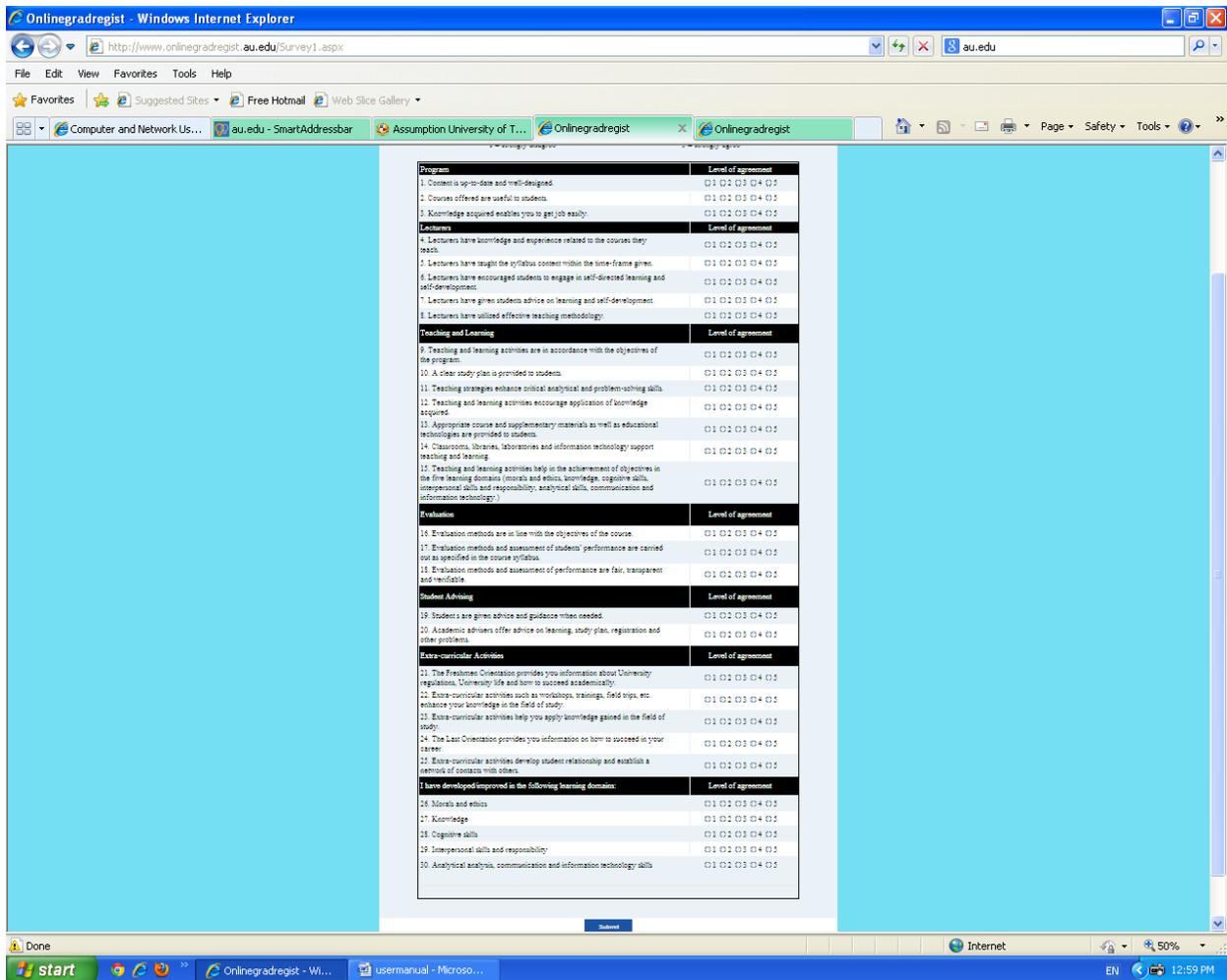


Figure (19) – Step 3, [Survey Part C].

You must fill up all fields properly. Please make sure that your given information is correct.

Assessment of the University's Performance

The screenshot shows a web browser window titled "Onlinegradregist - Windows Internet Explorer" with the URL "http://www.onlinegradregist.au.edu/EpaymentTest.aspx". The browser's address bar shows "au.edu". The page content is divided into six steps: Step 1. Student Information, Step 2. Register Graduation, Step 3. Complete Servey, Step 4. Payment Process (highlighted in red), Step 5. Finish Registration, and Step 6. Logout.

Payment Information

Total Amount For Graduation	:	=	8000	Baht
<hr/>				
Grand Total	:	=	8000	Baht

Payment Method

Krungsri E-Payment (Krungsri Online Membership is required.)

1. Before your E-Payment, please make sure that your balance is covering your Graduation fess. But if not, you have to re-start the Online Graduation Registration from the beginning process and choose cash payment option.
2. In case of E-Payment, you are required to contact Office of the Financial on the next working day (Monday-Friday) in order to get the registration receipt and claiming for your gown and hood.
3. After finish E-Payment, please wait and do not close Krungsri Online. It will close automatically and then proceed to online graduation registration system

Krungsri E-Payment (Krungsri Online Membership is required.)

Cash Payment (Date: Nov,13-Dec,14;2013 Monday-Saturday)
Time: (8:30-16:00)hours

Please Chouse Krungsri E-Payment or Cash Payment

Proceed to Cash-Payment

[Steps for Successful Graduation Registration](#)
Developed by Office of Information Technology Services (ITS).
For more information and any problem with system, contact HelpDesk at Tel. (662) 3004543-53 Ext-3333.
Copyright © 2013 Assumption University. All rights reserved.

The browser's status bar shows "Error on page." and the taskbar includes the Start button, several open applications, and the system clock showing 1:16 PM on 11/13/2013.



Direct Debit

โปรดระบุรหัสประจำตัว (User ID) และรหัสผ่าน (Password) ของบริการกรุงศรีออนไลน์ (ธนาคารทางอินเทอร์เน็ต) เพื่อส่งคำสั่งหักเงินจากบัญชีธนาคารกรุงศรีอยุธยาของท่านให้แก่ผู้รับชำระ

Please enter your User ID and Password of KrungsriOnline (Internet Banking) to send a request for transferring funds from your Bank of Ayudhya's account to the merchant's.

รหัสประจำตัว :
(User ID)
รหัสผ่าน :
(Password)
[Forgot Password?](#)

สำหรับผู้ที่ยังไม่ได้เป็นสมาชิกกรุงศรีออนไลน์ [คลิกที่นี่](#)
Not yet a KrungsriOnline member?. [Click here](#)

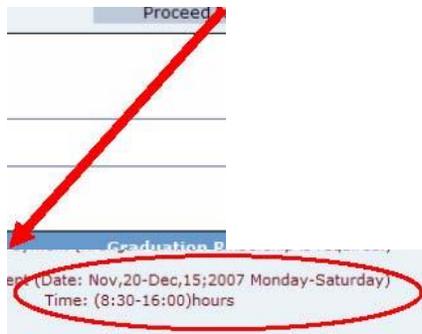
Copyright 2001 Bank of Ayudhya PCL. All right reserved
More information, please contact Tel : 662 296 3333 Email : epayment@krungsri.com

Figure (20) – Step 4, Process Payment (Part 1).

You need choose the payment option. If you would like to use e-payment then click the marked option and Proceed. You must have “Krungsri Online Membership” to use e-payment. The system will show you Krungsri Online banking to pay your fees. Here you need the Krungsri Online Membership.

Step 1. Student Information	<table border="1"> <thead> <tr> <th colspan="2">Payment Information</th> </tr> </thead> <tbody> <tr> <td>Total Amount For Graduation</td> <td>: 7,300.00 baht</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Grand Total</td> <td>: 7,300.00 baht</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Payment Method</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Krungsri E-Payment (Krungsri Online Membership is required.)</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>Cash Payment (Date: Nov,20-Dec,15;2007 Monday-Saturday) Time: (8:30-16:00)hours</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="button" value="Proceed to Cash-Payment"/></td> </tr> </tbody> </table>	Payment Information		Total Amount For Graduation	: 7,300.00 baht	<hr/>		Grand Total	: 7,300.00 baht	Payment Method		<input type="radio"/>	Krungsri E-Payment (Krungsri Online Membership is required.)	<input checked="" type="radio"/>	Cash Payment (Date: Nov,20-Dec,15;2007 Monday-Saturday) Time: (8:30-16:00)hours	<input type="button" value="Proceed to Cash-Payment"/>	
Payment Information																	
Total Amount For Graduation		: 7,300.00 baht															
<hr/>																	
Grand Total		: 7,300.00 baht															
Payment Method																	
<input type="radio"/>	Krungsri E-Payment (Krungsri Online Membership is required.)																
<input checked="" type="radio"/>	Cash Payment (Date: Nov,20-Dec,15;2007 Monday-Saturday) Time: (8:30-16:00)hours																
<input type="button" value="Proceed to Cash-Payment"/>																	
Step 2. Register Graduation																	
Step 3. Complete Survey																	
Step 4. Process Epayment																	
Step 5. Finish Registration																	





Step 1. Student Information	<table border="1"><thead><tr><th>Graduation Registration Information</th></tr></thead><tbody><tr><td>Please contact Office of Financial Management for payment and complete all the processes. Without payment, your registration is not completed.</td></tr><tr><td>[N.B. Need to bring ID Card.]</td></tr></tbody></table>	Graduation Registration Information	Please contact Office of Financial Management for payment and complete all the processes. Without payment, your registration is not completed.	[N.B. Need to bring ID Card.]
Graduation Registration Information				
Please contact Office of Financial Management for payment and complete all the processes. Without payment, your registration is not completed.				
[N.B. Need to bring ID Card.]				
Step 2. Register Graduation				
Step 3. Complete Survey				
Step 4. Process Epayment				
Step 5. Finish Registration				
Logout				



Figure (21) – Step 4, Process Payment (Part 2).

If you would like to pay cash then click the marked option and Proceed. You must pay In between the given date right side of your selected item. You must bring your ID card. Your Graduation registration will not complete until you pay the fees. Your necessary information kept in our Record and you cannot login again in the system.



Figure (22) – Complete Registration after E-payment.

Thank you

Student Necessary information for who unable to join in the Commencement Exercises.

Necessary information for who wish to join in the Commencement Exercises.

Announcement for All AU Graduation and Bachelor Degree Student