ASSUMPTION UNIVERSITY OF THAILAND

Step by Step User Manual

FOR Online Graduation Registration

Office of the University Registrar

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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.

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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.



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.

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	Student ID	: 9999999			
	Title	Sublt.			
	English First Name	JONEDE			
	English Last Name	: TARNTHONG			
	Thai First Name	: โจน			
	Thai Last Name	: ธารทอง			
	Degree	BACHELOR DEGREE PROGRAM	м		
	Faculty	: BIOTECHNOLOGY			
	Major	FOOD BIOTECHNOLOGY			
	Concentration Minor	GENERAL LINES INSURANCE			
	Current Address	: 592/3 RAMKHAMHAENG 24 RD	L.		
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		BANGKOK			
	Post Code	: 10240			
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	Nationality	: THAI			
	Region	BUDDHISM			
	Cumulative GPA	: 2			
	Credits Completed	: 3			
	Graduation				
	Graduation Status	: Complete			
	Graduation Class	: 41			
	Graduation Date	:			
	Is your printed name	e and address correct			
		Correct			
		O Not Correct			
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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".

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	Title	: Sublt.		
	English First Name	: JONEDE		
	English Last Name	: TARNTHONG		
	Thai First Name	: โลน		
	Thai Last Name	: 615132		
	Degree	BACHELOR DEGREE PROGRAM		
	Faculty	: BIOTECHNOLOGY		
	Major	FOOD BIOTECHNOLOGY		
	Concentration Minor	: GENERAL LINES INSURANCE		
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	Is your printed name	and address correct		
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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.

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	English First Name	: JONEDE		
	English Last Name	: TARNTHONG		
	Thai First Name	: 194		
	Thai Last Name			
	Degree	BACHELOR DEGREE PROGRAM		
	Major			
	Concentration	GENERAL LINES INSURANCE		
	Minor			
	Current Address	: 592/3 RAMKHAMHAENG 24 RD.,		
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		BANGKOK		
	Post Code	: 10240		
	Phone	: 023004543		
	Nationality	: THAI		
	Region	BUDDHISM		
	Cumulative GPA	: 2		
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	Graduation			
	Graduation Status	: Complete		
	Graduation Class	: 41		
	Graduation Date	:		
	Is your printed name a	and address correct		
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	Change Information For	O Name / Surname		
		Other Information (e.g. Major, Address, Religion etc.)		
		Go to Online Petition		
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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".

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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.]

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English First Name	JONEDE	
English Last Name	TARNTHONG	
Thai First Name	198	
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Degree		
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Concentration	GENERAL LINES INSURANCE	
Minor		
Current Address	592/3 RAMKHAMHAENG 24 RD.,	
	HUAMAK, BANGKAPI	
	BANGKOK	
Post Code	10240	
Phone	023004543	
Nationality	THAI	
Region	BUDDHISM	
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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.

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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



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)].

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Figure (14) – Gown Size Details.

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English Last Name	9	VICHANUKROH
Thai First Name	:	นิโรธ
Thai Last Name	:	วิชานุเคราะท์
Degree	3	DOCTORAL DEGREE PROGRAM
Faculty	:	GRADUATE SCHOOL OF INTERNET AND E-COMMERCE TECHNOLOGY
Major	4	INTERNET AND E-COMMERCE TECHNOLOGY
Minor	:	
Permanent Address	:	312/7 SRI AYUTTHAYA RD., THUNGPHAYATHAI, RATCHATHEWI, BANGKOK
Post Code	:	10400
Phone	:	022468166
Nationality	:	THAI
Religion		BUDDHISM
Cumulative GPA	:	3.39
Credits Completed	:	48 Credits
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GRADUATION FEES	2000	baht
ABAC NEWSLETTER MEMBERSHIP (2YEARS.)	250	baht
ABACA LIFE MEMBERSHIP*	2500	baht
Optional		
GOWN AND CAP	6100	baht
COMMENCEMENT EXERCISES PHOTOGRAPH	650	baht
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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 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

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	4 Parents	website (www.samet.a	au.edu)					
	5 Brothers/Sisters							
	✓ 6 Relatives							
	7. Friends							
	8. Newspaper							
	9. Website							
	6. EMPLOYMENT S	STATUS						
	 Employed 							
	C Employed and stud	lying						
	○Not employed and	not studying						
	Studying only							
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				Next				
			Steps for	r Successful Gradu	ation Registration		San and a state of the second s	
			Developed by C	Office of Information T	echnology Services (ITS).			
		For more informa	tion and any probl	em with system, conta	ct HelpDesk at Tel. (662) 3004543-	-53 Ext-3333.		
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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

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				<u>^</u>
	1. Content is up-to-date and well-designed.	01 02 03 04 05		
	2. Courses offered are useful to students.	01 02 03 04 05		
	 Knowledge acquired enables you to get job easily. 	01 02 03 04 05		
	Locharers	Level of agreement		
	 Lecturers have anowiedge and experience related to the courses they teach. 	01 02 03 04 05		
	Lecturers have taught the syllabus content within the time-frame given.	01 02 03 04 05		
	 Lecturers have encouraged students to engage in self-directed learning and self-development. 	01 02 03 04 05		
	7. Lecturers have given students advice on learning and self-development.	01 02 03 04 05		
	 Lecturers have utilized effective teaching methodology. 	01 02 03 04 05		
	Teaching and Learning	Level of agreement		
	 Teaching and learning activities are in accordance with the objectives of the company. 	01 02 03 04 05		
	10. A clear study plan is provided to students.	01 02 03 04 05		
	11. Teaching strategies enhance critical analytical and problem-solving skills.	01 02 03 04 05		
	12. Teaching and learning activities encourage application of knowledge	01 02 03 04 05		
	13. Appropriate course and supplementary materials as well as educational	01 01 01 04 01		
	technologies are provided to students.	0101020402		
	teaching and learning.	01 02 03 04 05		
	15. Teaching and tearning activities telp in the activement of objectives in the first tearning domains (morals and ethics, how/redge, cognitive stills, interpretational tables and responsibility, analytical table, communication and informative technology."	01 02 03 04 05		
	Evaluation	Level of agreement		
	14. Evaluation restords we in the wide the objectives of the resure	01 01 03 04 05		
	17. Evaluation methods and assessment of students' performance are carried	0101010101		
	out as specified in the course syllabus.	0102030403		
	and verifiable.	01 02 03 04 05		3
	Student Advising	Level of agreement		
	19. Student s are given advice and guidance when needed.	01 02 03 04 05		
	 Academic advisers offer advice on learning, study plan, registration and other oroblems. 	01 02 03 04 05		
	Extra-curricular Activities	Level of agreement		
	21. The Freshmen Orientation provides you information about University			
	regulations. University life and how to succeed academically.	0101030403		
	enhance your knowledge in the field of study.	01 02 03 04 05		
	 Extra-curricular activities help you apply knowledge gained in the field of study. 	01 02 03 04 05		
	24. The Last Orientation provides you information on how to succeed in your	01 02 03 04 05		
	career. 25. Extra-curricular activities develop student relationship and establish a cetterior of contacts with other	01 02 03 04 05		
	I have developed improved in the following learning domains:	Level of agreement		
	26 Morals and others	01.02.03.04.05		
	27. Knowledge	01 02 03 04 05		
	25. Cognitive skills	01 02 03 04 05		
	29. Interpersonal skills and responsibility	01 02 03 04 05		
	30. Analytical analysis, communication and information technology skills	01 02 03 04 05		
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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

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		 Cash Payment (Date: I Time: (8:30-16:00)hours 	Nov,13-Dec,14;2013 Monda	y-Saturday)							
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Direct Debit



โปรดระบุรทัสประจำดัว (User ID) และรหัสผ่าน (Password) ของบริการกรุงศรีออนไลน์ (ธนาคารทางอินเทอร์เน็ต) เพื่อส่งคำสั่งทักเงินจากบัญชีธนาคารกรุงศรีอยุธยาของท่านให้แก่ผู้รับชำระ 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? LOGIN CANCEL สำหรับผู้ที่ยังไม่ได้เป็นสมาชิกกรุงศรีออนไลน์ <u>คลิกที่นี่</u> Not yet a KrungsriOnline member?, <u>Click here</u>

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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.

nplete Survey	Payment Information			
sh Registration	Total Amount For Graduation	: 7,300.00 baht		
	Grand Total	: 7,300.00 baht		
	Payment Method			
	C Krungsri E-Payment (Krur Cash Payment (Date: Nov Time: (8:	ngsri Online Membership is required.) w,20-Dec,15;2007 Monday-Saturday) 3:30-16:00)hours		
	Proceed to	o Cash-Payment		





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

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

Student

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

Announcement for All AU Graduation and Bachelor Degree Student