BBA International Program
Guide for BBA On-line Registration Procedures
Second Semester of Academic Year 2026

The BBA International Program would like to inform you the guide for on-line registration procedures in www.reg.tu.ac.th. The students must prepare themselves for the registration process and strictly follow the instruction below.

1. Get Ready for On-line Registration

To utilize the on-line registration process, prior to the registration period, the students must have the following items:

(1) Student Identification card,
(2) TU GREATS App

The BBA International Program is implementing the on-line payment system. Thus, the students must calculate the total fee that must be paid and deposit the require amount of cash in the account.

2. Examine Course Offerings and Determine Tuition Fee

For each semester, students must enroll in various different set of courses depending on major areas or classes. The courses taken in each semester may range from general basic courses, business core courses, major compulsory courses, or major elective courses. In addition, the students may need to register in free elective courses, elective courses or minor area courses to fulfill the graduation requirements.

The Program will assign seats to all students for general basic courses, business core courses, and major area courses. Thus, there is no need for the students to request quota for those courses.

The list of courses offered in the Second Semester of Academic Year 2026 is on **October 27, 2026** at the BBA website.

The tuition fee is as follow:

For Student ID. No. 63 - 65
The tuition fee is Baht 47,000 for Thai students and Baht 56,600 for foreign students.

For Student ID. No. 66- 67
The tuition fee is Baht 110,000 for Thai students and Baht 119,600 for foreign students.

For Student ID. No. 68
The tuition fee is Baht 115,000 for Thai students and Baht 124,600 for foreign students.

For Student ID. No. 69
The tuition fee is Baht 120,000 for Thai students and Baht 129,600 for foreign students.

3. Cross Cohort Requests

For the students who would like to register in minor courses (if any), double major courses (if any) or courses offered for other groups of students due to the fact that they drop "W" from the course, get an "F", or need to re-grade the course, the students must specify the reasons for the request and file the petition on-line via cross cohort request system.

The time period for cross cohort request for Second Semester of Academic Year 2026 is scheduled during ***November 4, 2026 at 09:00 to November 5, 2026 at 16:00***. The result of cross cohort request will be announced on ***November 13, 2026*** in the BBA website.

After receiving the petition, the BBA Program will allocate the seats to the students whose reasons are valid. The results will, again, be forwarded to The Office of the Registrar for the records. The students can then register for all the courses via www.reg.tu.ac.th.

The BBA International Program reserves the right to assign quota in case the students do not ask for course quota through cross cohort system in a given period of time.

4. Course Ballot Requests

The quota request system for courses ballot request is a system used to allocate seats to students who would like to register in major elective or elective course under "***First-come, First-serve"*** basis.

The time period for course ballot request for Second Semester of Academic Year 2026 is scheduled on ***November 6, 2026 at 09:00 to 16:00.*** The result of course ballot request will be announced on ***November 10, 2026*** in the BBA website.

5. Course Quota Request for Additional Courses Opening Courses

After consulting with study plan, students who would like to register in additional courses opening courses must request the quota for those courses in the BBA website. The quota request system for additional courses opening courses is a system used to allocate seats to students who would like to register in additional courses opening courses under "***First-come, First-serve"*** basis.

The time period for quota request for Second Semester of Academic Year 2026 is scheduled on ***November 10, 2026 at 09:00 to 16:00.*** The result of quota request will be announced on ***November 13,*** **2026** in the BBA website.

For your own benefits, please follow the instruction strictly when using the quota request system. Again, "***First-come, First-serve"*** basis is applied to the seat assignment in the course quota request system. Please make sure that the number of courses requested is not exceeding the maximum number of courses allowed; otherwise, penalty measures might be applied.

To ensure the fairness and transparency of the quota assignment process, the students must strictly follow the below instructions and requirements. The details are as follows:

(1) According to the study plan, the Program will determine maximum number of additional courses opening courses that each student can request through the quota request system. The students must submit the quota request for those courses, not exceeding the maximum number of courses allowed, via quota request system.
(2) If the students do not comply with the aforementioned rule during **Course Quota Request Period**, the requests sent during the period will be cancelled and the students must, later, register for the courses during the **Add-Drop Period.**

The maximum number of courses that the students in each group are allowed to request via quota request system is stated below:

Student ID 67XX (Major: Accounting)	= 2 course
Student ID 67XX (Major: Finance)	= 1 course
Student ID 67XX (Major: Marketing)	= 1 course
Student ID 68XX (Major: Accounting)	= None
Student ID 68XX (Major: Finance)	= 1 course
Student ID 68XX (Major: Marketing)	= None
Student ID 69XX (Group 1.1 and 1.2)	= None
Student ID 69XX (Group 2.1 and 2.2)	= None

(3) If the students are found cheating by submitting the request prior to the given time period, the quota requests will be cancelled. The students may enroll in the courses that have seats available during the **Add-Drop Period.**

After completing the quota request procedures, the Program will forward the results to the Office of the Registrar. The students can later register in the requested course(s) via ***TU GREATS App***.

6. Examine Courses Assigned

The BBA International Program will announce the list of courses that have been assigned to each student on **November 16, 2026.** The students must examine the list of courses assigned and inform the Program if ones do not wish to register in the course(s) assigned by filing the **Registration Petition Request Form** and send to google form via **https://forms.gle/3bjuuQhi1kxXNdHr5** during **November 17 - 18, 2026 at 16:00.** Otherwise, the students are required to register and pay for all courses assigned. The list of course(s) assigned after considering petition will be announced on **November 19, 2026.**

Please note that not taking the course(s) according the study plan set by the Program may delay your graduation. You are responsible for your own study plan in the future. You must also the risk of schedule conflicts in the future.

7. Register for courses via www.reg.tu.ac.th and On-line Payment via TU GREATS App

The students must register on-line via www.reg.tu.ac.th during ***November 30, 2026 at 9:00 to December 4, 2026 at 22:30*** and make the tuition payment on-line via TU GREATS App during the ***November 30, 2026 at 9:00 to January 1, 2027 at 22:30.***

The Registration Manual for undergraduate students is available for download at **https://wapi.reg.tu.ac.th/uploads/content/Registration%20Manual%20For%20Undergraduate%20Students.pdf**

The manual of TU GREATS App is available for download at **https://wapi.reg.tu.ac.th/uploads/content/TU%20Greats%20App%20Manual.pdf**

The Office of the Registrar will send the information through the TU GREATS App system. Students can check the information and amount of money before making payment within the given period. The payment can be made via mobile banking, bank counter, debit card and credit card (free of charges for BBL credit card ONLY) etc.

8. Late Registration and Tuition Payment

The students who fail to register the courses or make the tuition payment during the pre-registration period must do so during the late registration period via www.reg.tu.ac.th and make the tuition payment on-line via TU GREATS App. The Program scheduled the late registration period during ***January 4, 2027 at 9:00 to January 17, 2027 at 22:30.*** During this period, the general basic courses, business core courses and major area courses will still be there for the students to register. The tuition must be paid in an on-line payment system during ***January 4, 2027 at 9:00 to January 17, 2027 at 22:30.*** The fine of 45 Baht per day (starting from ***January 4, 2027*** onwards) will be collected.

Note that the students who fail to register during the pre-registration period and late registration period will not be able to register for Second Semester of Academic Year 2026.

9. Add-Drop Period

Add-Drop Period for Second Semester of Academic Year 2026 is scheduled to be ***January 4, 2027 at 9:00 to January 17, 2027 at 22:30.*** If there are seats available, the students may register in the courses at ***www.reg.tu.ac.th.*** Please note that "***First-Come, First-Serve"*** basis is applied.