



An Application Form for Adding – Withdrawing Courses

Office of Academic Promotion and Registration

Valaya Alongkorn Rajabhat University under the Royal Patronage

Day.....Month.....Year.....

Subject : Adding – Withdrawing Courses
To: Dean
Attachment: A copy of tuition fee receipt of the present semester

I am (Mr., Miss, Mrs.)..... student I.D.....

Full-time Part-time Sat–Sun Mon–Fri at VRU main campus Bangkok campus Srakaew campus, in the undergraduate degree ofyears, program....., major....., field....., faculty....., telephone number..... E-mail.....

I would like to add the following courses in the semesters...../.....as follows :

(Study with full-time, part-time students)

Section.	Code	Course	Credit	Schedule (Day,Time)	Instructor	Instructor's Approval

The reason for adding courses is that.....

Remark: Instructor has to check the correct number of students in the course.

I would like to withdraw the following courses in the semester...../.....as follows:

Section.	Code	Course	Credit	Schedule (Day, Time)	Instructor	Instructor's Approval

The reason for withdrawing courses is that.....

After adding/withdrawing courses, the total credits of mine in this present semester include.....credits.

My new schedule in semester...../..... is as follows:

Course	Schedule (day)	Time	Date of exam	Time of exam
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....

Not exceed credit (22 credits for full-time, 12 credits to part-time)

Exceed credits, a total of.....credits registered because.....

.....

Sincerely yours,

.....student

(.....)

...../...../.....

Advisor's Opinion.....

.....Advisor

(.....)

...../...../.....

Result of Dean's Consideration Approve Not Approve

.....Dean

(.....)

...../...../.....

condition for adding-withdrawing course:

1. Students have to pay all tuition fee before asking for adding-withdrawing courses.
2. Students have to add or withdraw courses within the fixed time as scheduled by VRU, and have to attach tuition fee receipt of the present semester.
3. Full-time students can register not more than 22 credits, part-time students can register not more than 12 credits. If necessary, the dean will approve the exceeded credits, that is 25 credits to full-time students, 16 credits to part-time students.
4. The learning and exam schedules of both courses do not overlap. If they overlap, the added courses will not be valid.

Steps of Adding-Withdrawing Courses

