



Received No.	AA. 05
Received by	Date

**Request to Change Section**

Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(Mr./ Mrs./ Ms.) First Name.....Surname.....

Telephone ..... Email Address .....

Student ID   

Degree of Study:     Bachelor's Degree     Master's Degree     Doctoral Degree

Field of Study ..... Faculty .....

request to change the section in Course Title .....Course Number .....

Semester / Academic Year ..... Current Section .....New Section .....

Reason(s) .....

Lecturer of new section's comment	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
.....		
Signature .....	( ..... )	Date ..... / ..... /.....

Student's signature ..... ( ..... ) Date ..... / ..... /.....

1. Process within the faculty.

1.1 Advisor / Head of Department's comment	<input type="checkbox"/> Agreed	<input type="checkbox"/> Do not agree
.....		
Signature .....	( ..... ) ...../ ..... /.....	

1.2 Dean's comment	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
.....		
Signature .....	( ..... ) ...../ ..... /.....	

2. Process within the Office of Academic Affairs.

2.1 Assistant Director / Manager / Officer's comment	EVD / ESD / SRD / ACD / GRD
.....	
Signature .....	( ..... ) ...../ ..... /.....

2.2 Director / Deputy Director's comment	<input type="checkbox"/> Process	<input type="checkbox"/> Do not process
.....		
Signature .....	( ..... ) ...../ ..... /.....	

2.3 Results	<input type="checkbox"/> Processed	<input type="checkbox"/> Did not process
.....		
Signature .....	( ..... ) ...../ ..... /.....	

**Request to Change Section – Student's Part**

(Mr./ Mrs./ Ms.)First Name.....Surname.....

Student ID  Degree of Study:  Bachelor's Degree  Master's Degree  Doctoral Degree

Field of Study ..... Faculty .....

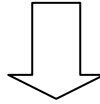
Course Number .....Course Title .....

Previous section .....New section .....

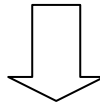
Officer's Signature..... ( ..... ) Date ..... / ..... /.....

## Instructions to submit the Request Form to Change Section

A student obtains the request form at the counter service,  
Office of Academic Affairs, or downloads at  
<http://reg.pim.ac.th>

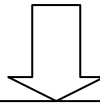


Completely fill out the form.

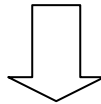


The student submits the request form to obtain the approval / permission from:

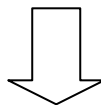
1. Lecturer of the new section.
2. Advisor / Head of Department.
3. Dean (current affiliation).



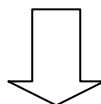
The student submits the request form to the Office of Academic Affairs in order to obtain the approval / permission from the director.



Officers process the request.



The student verifies information in the database system.



Completion.