



Received No.	AA.06
Received by.	Date.

**Course Add / Drop or Withdrawal**

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 .....

**Add** the following course (s): Semester ..... Academic Year .....

No.	Course Number	Course Title	Credit Hour(s)	Section	Class Hours	Lecturer’s Signature

**Drop / Withdraw** the following course (s): Semester ..... Academic Year .....

No.	Course Number	Course Title	Credit Hour(s)	Section	For Academic Affairs Officer Only
					<input type="checkbox"/> Withdraw from the database <input type="checkbox"/> Withdraw (W)
					<input type="checkbox"/> Withdraw from the database <input type="checkbox"/> Withdraw (W)
					<input type="checkbox"/> Withdraw from the database <input type="checkbox"/> Withdraw (W)

After course(s) has been added / dropped or withdrawn, the total credit hour(s) in the current semester is ..... credits.

**NOTE:** Register less than 9 credits or more than 22 credits, Dean’s approval is required; unless, it is the last semester to complete the degree’s requirements. Importantly, the action should not have any effects on PIM’s educational standards and quality. The requests for course add / drop or withdrawal must be completed within the period as indicated in PIM’s academic calendar.

Advisor / Representative’s comment     Satisfy the curriculum requirements.    Student’s signature .....  
 ..... (.....)

Signature ..... ( ..... )    Date..... /..... /.....

Dean’s comment  
 Approved       Denied

.....  
 Signature .....  
 ( ..... ) ...../ ..... /.....

1. Process within the Office of Academic Affairs.

<p>1.1 Assistant Director / Manager’s comment</p> <p><input type="checkbox"/> Process      <input type="checkbox"/> Do not process</p> <p>.....</p> <p>Signature .....</p> <p>( ..... ) ...../ ..... /.....</p>
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<p>1.2 Results</p> <p>Results from ESD.....</p> <p>Signature ..... (.....)</p> <p>Results from EVD.....</p> <p>Signature ..... (.....)</p>
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**Course Add / Drop / Withdrawal – Student’s Part**

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

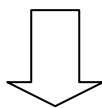
Student ID  Degree of Study:  Bachelor’s Degree     Master’s Degree     Doctoral Degree

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

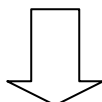
Officer’s Signature..... (.....)    Date ..... /..... /.....

## Instructions to Add / Drop or Withdrawal Course(s)

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

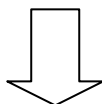


Completely fill out the form.

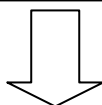


The student submits the request form to obtain the approval / permission from:

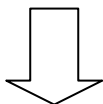
1. Lecturer.
2. Advisor .



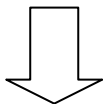
The student submits the request form to the Office of Academic Affairs.



Officers process the request.



The student verifies the information in the database system.



Completion.