Naresuan University

Request Form to Open a Course/Add a Section

NU 4

1.To the dean of Faculty of .....

☐Undergraduate ☐Postgraduate ☐Ph.D.

Major..... would like to open a course /add a section as Follows:

According to the Registration Handbook ☐ 1st Semester ☐ 2nd Semester ☐ Summer (Full time) Academic Year..... ☐ 1st Trimester ☐ 2nd Trimester ☐ 3rd Trimester (Part time) Academic Year.....

As per the following details:

1.1 Course Code.....

Total Credit .....(.....-.....-.....)

1.2 Course title (Thai).....

(Eng).....

1.3 Section .....

Total of No. of student in the section .....

Date / Time / Room number (Lec)

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

Date / Time / Room number (Lab)

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

1.4 For…..(#) of……..(yr) students in the ……program

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1.5 Instructor Code.....

1.6 For the following reason(s).....

.....

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Signature..... Signature.....

Instructor Department Head/Major

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

Instructor's Phone number.....

2. To the Vice President for Academic Affairs

For your consideration.....

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Signature.....

Dean

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

3. Record of Scheduling Division

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Signature.....

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

4. Order by the Vice President for Academic Affairs

( ) Approved

( ) Not Approved

( ) Other .....

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Signature.....

Vice President for Academic Affairs

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

For the scheduling division

( ) The Process is completed

( ) Other .....

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

Remarks : The Request Form to Open a Course/Add a Section can be used only one Subject.