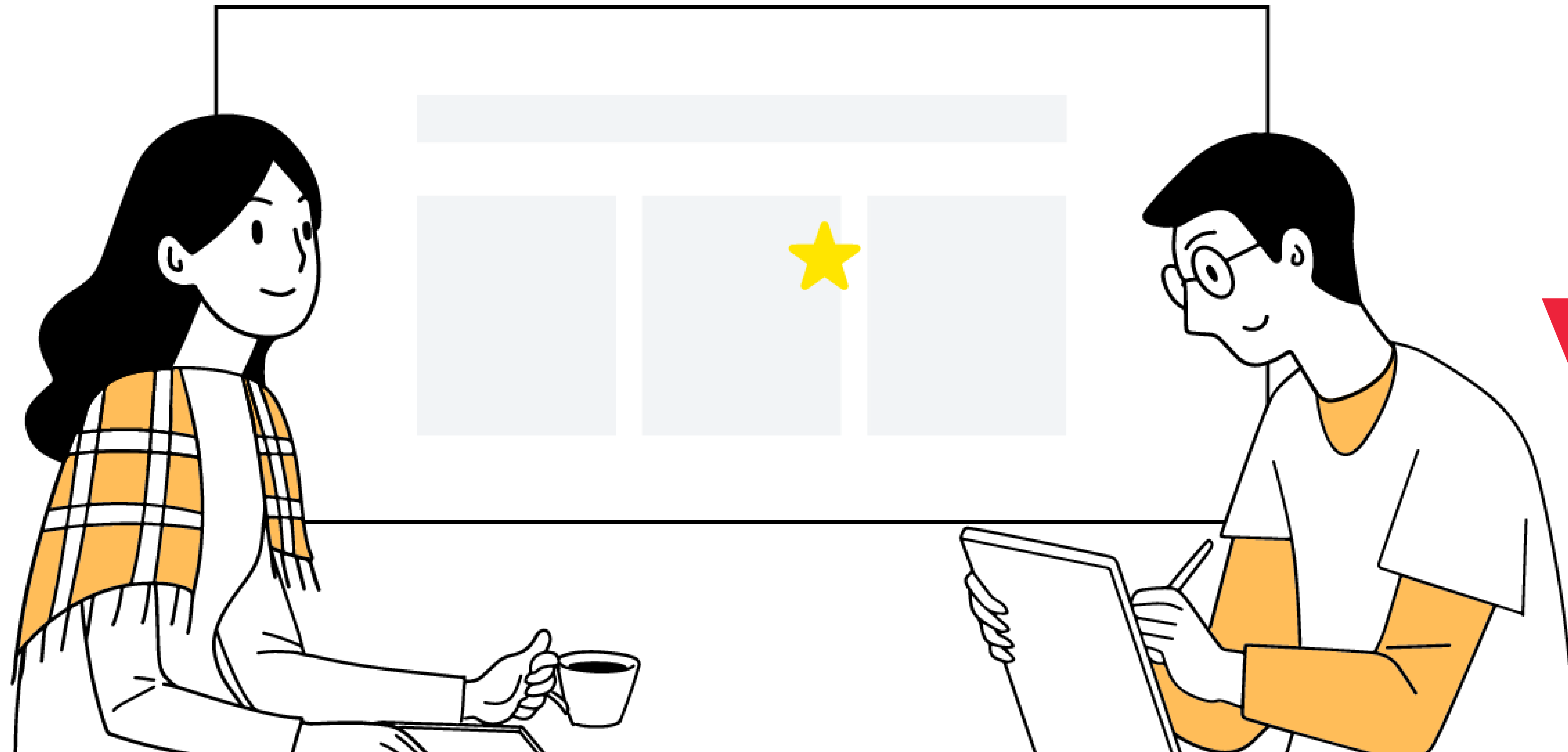


Academic Advising & Online Registration 101

A Knowledge Sharing for All Advisors in School of Music



Academic Advising

You need to get the approval from the 'adviser' before you register the course in every semester to make sure that you're choosing the right course or if there are any courses you should keep it for later.

- 1 Look for your ADVISER name & Check for the Time Appointment
- 2 What to Prepare before Advising
- 3 Which Course should Students Register
- 4 Things to Talk with Your Adviser

WHAT?

- In every semester, you need to
1. Choose courses to study
 2. Get the advise from your advisor
 3. Plan all of your selected courses
 4. Register online
 5. Pay for the registered courses

WHERE?

Date : Will be announced through registrar.au.edu
Courses and Forms : www.music.au.edu
Advising Time : Book through AU Spark
Planning and Registration : AU Spark
Registration Result and Payment : AU Spark

WHEN?

- In the end of one semester, you need to prepare for these events and check the dates carefully.
- Advising day
 - Planning day
 - Registration day
 - Payment duration

WHY?

Make sure you register for your courses and do the payment on the scheduled time or if the payment failed, you will **NOT** be able to enter into the class.

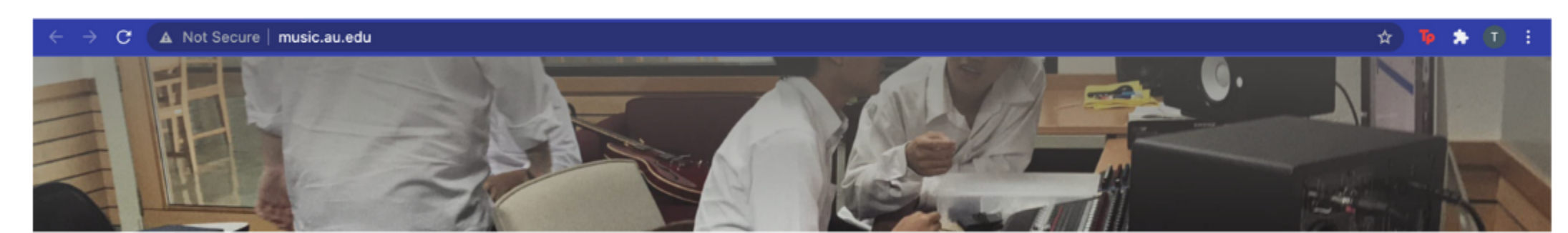
Q & A

1 Look for your ADVISER name & Check for the Time Appointment.

Your adviser name will also appear in the AU Spark!

You can check your appointment date and time by clicking 'Advising information' -----> AFTER MIDTERM Then you will see the time slot for an appointment

2 What to PREPARE before Advising ?



- Curriculum check-list
All subjects that you have studied in the first semester (1/2021)
- Course Registration Form
Subjects that you are wishing to enroll in 2/2021

in the website: www.music.au.edu , Go to Time table 2/2021 (Green tab) to download the registration form.

3 What to PREPARE before Advising ?

The form includes fields for Department, Semester, Student ID, First Name, Last Name, Instrument, Concentration, and Mobile No. It features a table for course registration with columns for Course Code, Title, Credit, Section, Prerequisite Course Code, Have passed, Prerequisites Status (Studying, Has not taken), and a signature line for the student.

Course registration form

- Make sure that you fill all the tables and your signature and date.
- If you're not sure about your class section, you can leave it blank.
- Fill in all Prerequisites courses and status whether you've passed or not.

- BE CAREFUL ON THIS PART!**
- Make sure that you passed ALL the prerequisites courses.
 - Be sure that all subjects that you've picked have no exam time conflicts.
 - Take a look at the subjects that you may need to study at Hua Mak campus.

4 What to PREPARE before Advising ?

Bachelor of Arts in MUSIC ENTREPRENEURSHIP – Academic Check List 2020-2022 (ID 63x-xxxx-65x-xxxx) Total 132 credits.

Course No.	Course Title	Credit(s)	Grade	Prerequisite	Equivalent
Language Courses 12 credits					
BG 1001	English I	3 (2-3-6)		None	
BG 1002	English II	3 (2-3-6)		BG 1001	
BG 2000	English III	3 (2-3-6)		BG 1002	
BG 2001	English IV	3 (2-3-6)		BG 2000	
Social Science Courses 6 credits					
BBA 1003	Introduction to Microeconomics & Personal Finance	3 (3-0-6)		None	ECO 2200
GE 2202	Ethics	3 (3-0-6)		None	
Humanities Courses 3 credits					
MU 1231	History and Literature of Music	3 (3-0-6)		None	MB 1231
Science and Mathematics Courses 6 credits					
MA 1000	Business Mathematics and Statistics	3 (3-0-6)		None	MA 1200
MB 1500	Introduction to Data Science	3 (3-0-6)		None	
GE Elective Course (See list) 3 credits					
Specialized Courses					
Core Courses 33 credits					
BAC 1601	Fundamentals of Financial Accounting	3 (3-0-6)		BBA 1101	ACT 1601
BBA 1101	Business Exploration	3 (3-0-6)		None	MGT 1101
BBA 1104	Fundamentals of Marketing	3 (3-0-6)		BBA 1101	MKT 2280
MB 2500	Business Intelligence and Data Analytics	3 (3-0-6)		MB 1500	
MB 2531	Music Business	3 (3-0-6)		None	
MB 3512	Legal Aspects of Music Business	3 (3-0-6)		None	
MB 3539	Methodology and Research Writing	3 (3-0-6)		None	
MP 2400	Audio Fundamentals	3 (3-0-6)		None	
MU 0201	Music Ensemble I	1 (0-2-1)		None	MA 0620
MU 1301	Music Fundamentals I	3 (3-0-6)		PASS Entrance Exam (or) MU 0020	MU 1151

Curriculum Check-List

- Fill in your name, ID, and mobile phone number "
- Fill in the grade that you have received from the semester 1/2021
- If you haven't received the grade, just simply put a mark on the subjects you have studied.

5 Which Course should Students Register ?



Course Search

To write the course registration form, we need to acknowledge the date, time, and section of each subject.

You can check the information in AU Spark and you will see the "COURSE SEARCH" option.

After you acknowledge the subjects that you want to enroll for the upcoming semester, you can select the section by choosing professors, study date and time, and make sure that it won't have any time conflicts with other subjects.

6 Which Course Should Students Register ?

Study Plan

Down below of the curriculum page, you will see "study plan"

It's a guide suggested for you to enroll the subjects for the latter semesters in the future.

And take a look if you have/haven't studied all the subjects in the study plan.

STUDY PLAN

Year 1	Year 2	Year 3	Year 4
First Semester			
Course Code	Course Title	Credits	
BBA 1001	Business Exploration	3 (3-0-6)	
BG 1001	English I	3 (2-3-6)	
BG 14031	Ethics Seminar I	Non-credit	
MB 2531	Music Business	3 (3-0-6)	
MS 1001	Major Instrument I	2 (1-2-3)	
MP 2400	Audio Fundamentals	3 (3-0-6)	
MU 1301	Music Fundamentals I	3 (3-0-6)	
MU 1501	Chorus I	1 (0-2-1)	
MU 7001	Concert and Seminar Attendance I	Non-credit	
Total		18 (15-7-34)	
Second Semester			
Course Code	Course Title	Credits	
BG 1002	English II	3 (2-3-6)	
BG 14032	Ethics Seminar II	Non-credit	
MB 1500	Introduction to Data Science	3 (3-0-6)	
MS 1002	Major Instrument II	2 (1-2-3)	
MP 2510	Visual Media for Musician	2 (1-2-3)	
MP 2511	Digital Photography for Musician	1 (0-2-1)	
MU 1302	Music Fundamentals II	3 (3-0-6)	

Course Search

The screenshot shows a student profile for TANYATHORN NANTASEN (ID: 6311421) with a 'MUSIC ENTREPRENEURSHIP MUSIC' major. The 'COURSE 2/2021' search results are displayed, listing various courses like 'GENERAL CHEMISTRY LABORATORY', 'FOUNDATION ENGLISH', and 'ENGLISH I'. The interface includes navigation tabs for 'SCHEDULE 1/2021', 'REGISTRATION 2/2021', and 'Planner'. Four numbered callouts (1-4) highlight specific elements: 1. Course Search, 2. Course Selection, 3. Section Selection, and 4. Section Details.

8 Things to Talk with Your Adviser

Get ready

After making an appointment with your adviser, there can be various ways to conduct the meeting depends on the convenience.

You need to prepare the complete version of the forms and send them to the adviser at the beginning of the meeting.

***If there are any changes in the subject you choose, please inform your adviser and correct your Course Registration form.**

Review your overall study performance

You will be able to see how your study goes and know how much credits you need to take in each semester. Along with seeing the improvements in each of your studying years.

Deciding courses to enroll

You can ask whether you can register the courses of your choice, how each subject is about?, which subject to register and not to register?

Concentration

In the third year, you will need to choose your concentration. The advisor can provide details and suggestion on the concentration that you prefer to study.

Ensure the accuracy of the form

In every study form, you need to make sure that every subject and section has been written correctly to prevent the mistake during the online registration.

9 Check date and time

The table shows registration times for November 1st, 2nd, and 3rd. Key times are circled in pink: 09:15-10:00 hrs, 10:30-11:15 hrs, 11:45-12:30 hrs, 13:30-14:15 hrs, 14:45-15:30 hrs, and 16:00-17:00 hrs. A pink circle highlights the 'ALL' section in the Wednesday column.

- There are specific time for each students' ID to register. Please check the table. Furthermore, you can **ONLY** do the registration during your specific time, depends on your student's ID

- Any students who cannot register in time, Au spark provides three more rounds to register which is at **16:00 - 17:00 hrs** in each day and in the last day of registration.

- You have up to **3 TIMES** to register in the case that you want to change the subject or section.

10 Registration

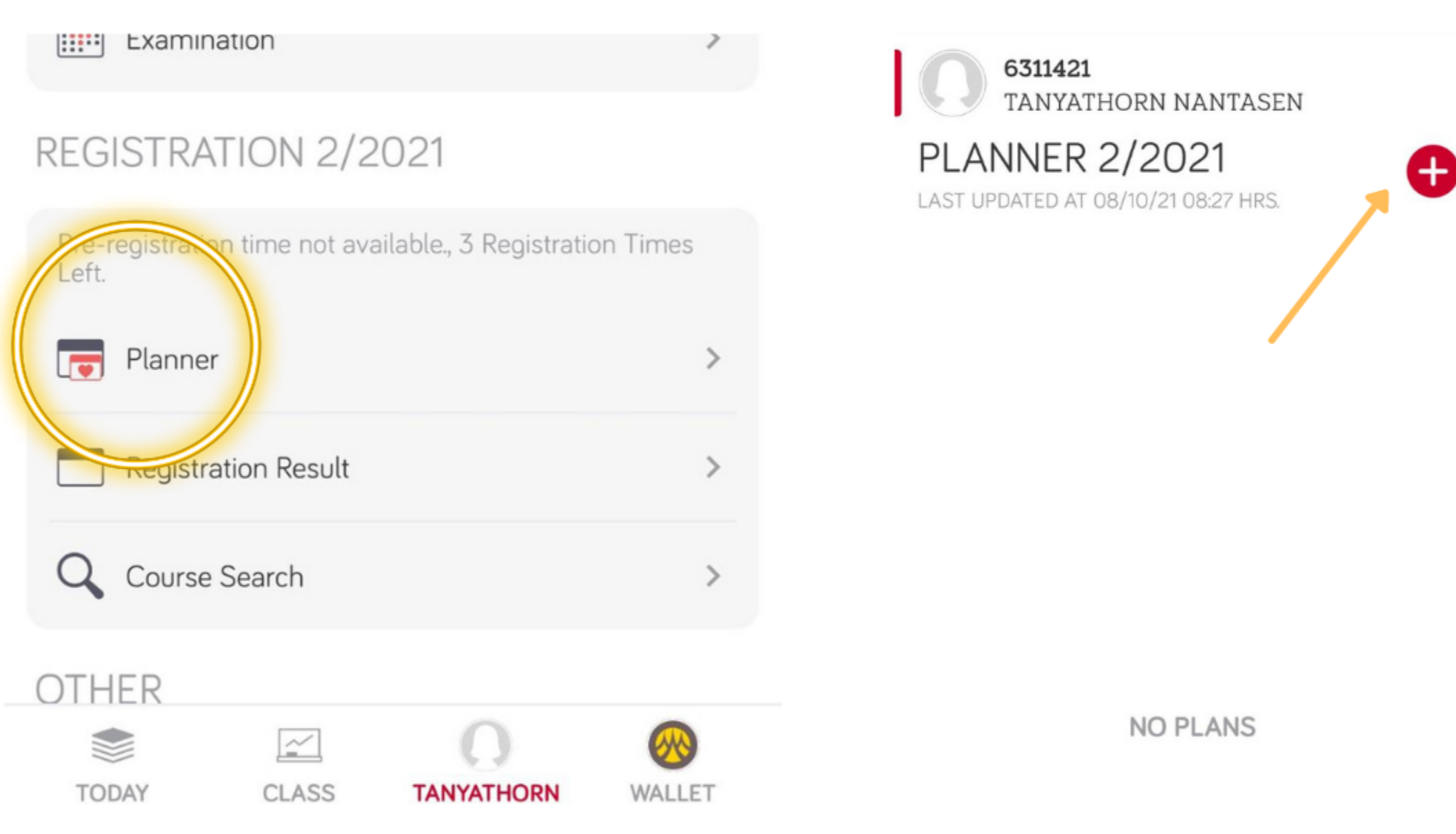
The screenshot shows the 'REGISTRATION RESULT' for TANYATHORN NANTASEN (ID: 6311421) for Semester 2/2021. It includes a 'SCHEDULE' grid and navigation options like 'Planner', 'Registration Result', and 'Course Search'.

Register your course during your given date/time.

- If you encounter any problems related to the seat for some subjects. Please **edit** your section for that specific subjects as the seats might be full for the section you chose and immediately register your course again.

- If the registration is successful, the study schedule will be shown in the **registration result** for you to make the payment.

11 Study Plan



TIPS

- **Check the seat number** of each section. If there are a few seats but there are many students planned for, those sections might be full in the registration day and not enough for you, especially, the English subjects.
- You should **prepare more than 1 plan** in case your first plan has not enough seats.
- Please check again after finishing your plan to prevent the mistake in choosing the section.

Planning is to prepare all the subjects with the selected section correctly in order to register in the registration day.



12 PAYMENT PERIOD

for Semester 2/2021 (November 2021 - March 2022)

Payment for registered courses will have to be made during **November 5 - 9, 2021**

e-Payment by

Krungsri Online, True Money Wallet, online credit card² and bill payment with Krungsri Bank.
All students are strongly discouraged to pay in cash at the university.

Students failing to make payment will **forfeit** their course registration.

Remarks:

1. AU Financial Aid and Scholarship students make payment on **November 9, 2021**.
2. If choosing credit card as your payment, the credit card issuer will charge you 1.7 % of the total amount paid and include VAT 7 %
3. Registration receipts will be sent directly to student's AU email addresses (example: u911xxxx@au.edu), from which print-outs can be made.
4. Students that have not registered or paid will result in a late registration and incur a late fee of 2,000 Baht

- 1 Check the date
- 2 Use the provided payment methods
- 3 The total cost will show up on the registration result page on AU Spark
- 4 You will see the confirmation on registration result page on AU Spark

Payment

The payment can be done in the platforms provided by the university. The most important thing is to be aware of the payment duration that has been announced. If you are not able to do the payment on time, you will be charged for the late payment.

Thank you!

