Introduction to University Registration

1. First download the registration form (reg.28) from http://sis.siam.edu or retrieve the registration form from the International student office.
2. Students must make their academic plan with their assigned advisor.
3. Properly fill out the selected subjects and class groups on the registration form (reg.28) and have an advisor signature. Be sure to fill in your email address and contact phone number.
4. After the form is complete, visit the registration website, http://sis.siam.edu, and follow this procedure:
    a. Click language selection in the upper right side of web page, and then click the login button.
    b. Enter your student ID number and password to begin the registration process.
    c. Click on the enroll/registration tab on the left side of the screen to register.
    d. For each subject, enter the course code and press the login button to enroll in the class. Please note that each code must have a '.' between the letters and numbers (IBM.101), and all international classes are in group 1. Repeat until all desired classes are selected.
    e. When complete, click the 'next' button on the left side of the screen to confirm all course selections, class and university fees, exam schedules and then finalize the registration. Please note – AFTER CONFIRMATION OF REGISTRATION, NO CHANGES CAN BE MADE TO ANY COURSES ONLINE. All add/drops and changes can be handled through the registration office.
    f. When complete you can verify the registration by clicking on the 'result of registration' button on the left side of the screen.
    g. After your review, click on the 'Microsoft Word" button to retrieve a copy of the Result Registration (reg.39) and print 2 copies.
5. For students that pay for their own tuition:
    a. A copy of the Result Registration form (reg.39) and the registration form (reg.28) signed by the advisor must be turned in at the Computer/Internet Department in Building 15 1st Floor.
    b. Fees can be paid at TMB Bank during the normal registration period only. After payment at the bank, students must bring receipts to Building 12, 6th Floor (12-602) to complete the transaction
    c. Students can also pay fees in Building 12, 6th floor (12-601). Each student must turn in a copy of the Result Registration (reg.39) with their payment

For more information please contact the registration office: 0-2457-0068 thru 208, 209, 235, 5136, and 5380.