



## University of the Thai Chamber of Commerce Announcement

Ref No. 3/2021

### Guidelines for Teaching and Learning for Students, the Second Semester, Academic Year 2020

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As the University of the Thai Chamber of Commerce has postponed the starting date of the second semester, academic year 2020 to 18<sup>th</sup> January 2021, reference is made to the Announcement of the Bangkok Metropolitan Administration on Order of the Temporary Closure of Premises (No. 16) dated the 4th January 2021 advising all educational institutions to extend the closure of physical campuses until 31st January 2021, therefore, the University of the Thai Chamber of Commerce would like students to follow the guidelines below:

1. All lecture-based classes are to be convened using the online system from 18 to 31st January 2021. Online classes must adhere to the timings prescribed by their assigned time tables. Online classes are required to be conducted via the following platforms:

- 1) Cisco WebEx is mainly required for online interactive learning.
- 2) Microsoft Teams is mainly required for class attendance/lessons, activities and assignment submission.

2. Courses that require physical operations or are unable to be conducted online will be postponed until after January 31, 2022. Class makeups will be scheduled by each school.

3. Prior to the beginning of semester and during late registration and add/drop periods, students can access the online class information from the academic service system at <https://reg.utcc.ac.th/> (for small-size classes students can access the online class information from Microsoft Teams by logging in at <https://login.microsoftonline.com/> or <https://teams.microsoft.com/> with UTCC Email).

4. In case of inability to access an online class with UTCC Email, please contact the Office of Computer Services via LINE of Facebook Page as shown in the attached sheet.

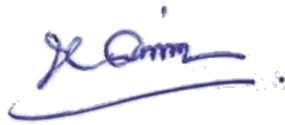
5. To file a petition during late registration and add/drop periods, students can download and send a document in pdf or jpg form to the school email or other communication channels.

6. To submit a petition of expectation for completing degree, request a transcript and certifying letter, students can contact the Office of the Registrar and submit an online petition form at <https://reginfo.utcc.ac.th/onlinerequest>

Students can read online handbooks for accessing academic service system and for attending class on Cisco WebEx and Microsoft Teams at <https://reg.utcc.ac.th/>, UTCC Plus Application and other channels such as Registrar UTCC และ UTCC News via Facebook Page.

7. Any further changes will be announced by the university.

Announced on the 13<sup>th</sup> January 2021



Assistant Professor Dr. Muanmai Apintanapong  
Vice-President for Academic Affairs

## Attachment

Ref No. /2020

### School Contact Details / UTCC School Email and Facebook

School	E-mail	Facebook Page
Business	tanpicha_phu@utcc.ac.th	www.facebook.com/UTCCBizSchool
Accountancy	janjao_sup@utcc.ac.th	www.facebook.com/accountancyutcc
Economics	sarita_par@utcc.ac.th	www.facebook.com/economics.utcc
Humanities	nipapan_sin@utcc.ac.th	www.facebook.com/humanities.utcc
Science and Technology	thanyaporn_yaj@utcc.ac.th	www.facebook.com/utccSciTech
Communication Arts	sopark_pan@utcc.ac.th	www.facebook.com/CA.UTCC.TH
Engineering	engineer@utcc.ac.th	www.facebook.com/eng.utcc
Law	law@utcc.ac.th	www.facebook.com/UtccLawSchool
Tourism and Service Industry	tourism@utcc.ac.th	www.facebook.com/TSUTCC
Early Childhood Education	ece@utcc.ac.th	www.facebook.com/EarlyChildhoodUTCC
Entrepreneurship	ceutcc@utcc.ac.th	www.facebook.com/UTCCEntrepreneur
Digital Arts and Design	chakraphun_sub@utcc.ac.th	www.facebook.com/UTCCDigitalArts
International School of Management	ism@utcc.ac.th ism_graduate@utcc.ac.th	www.facebook.com/ISMUTCC

### Office of Computer Services Contact Channels (<http://department.utcc.ac.th/ocs/>)

Line



Facebook

