

# ONLINE REGISTRATION GUIDELINE FOR SERVICE-LEARNING AND RESEARCH SCHEME (SLRS)

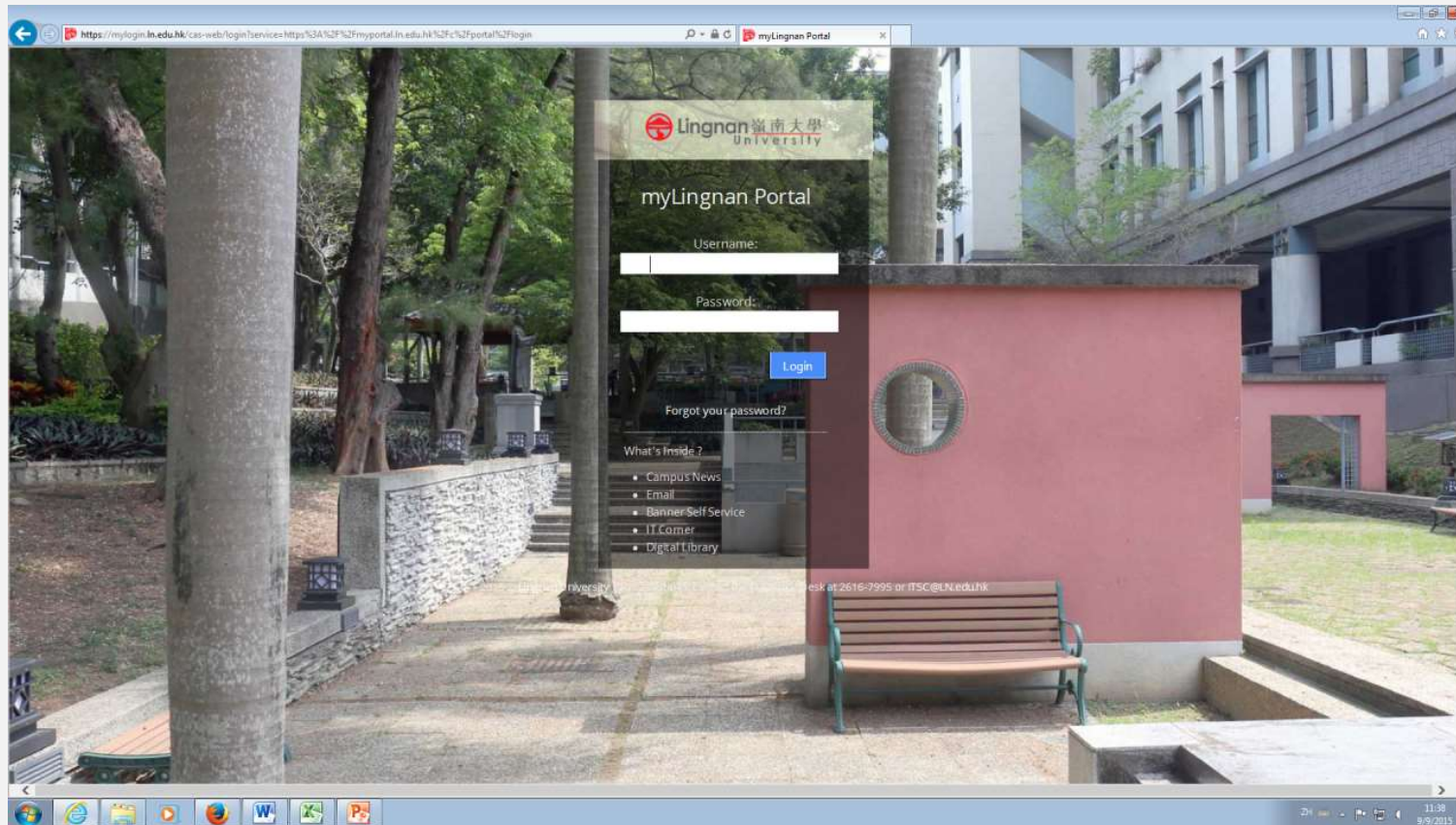
Office of Service-Learning  
August 2020

## ONLINE REGISTRATION FOR SERVICE-LEARNING (S-L) PROJECTS

- If you want to fulfill the S-L graduation requirement in Term I 2020/21, you **must register** for the specific S-L project of the course which you have enrolled.
- The period of S-L registration of the current term will start from **10:00, Sep 15** (Tuesday) and end at **16:00, Sep 16** (Wednesday).
- The online registration system can be accessed through Lingnan University's Intranet Portal (<https://mylogin.ln.edu.hk>).

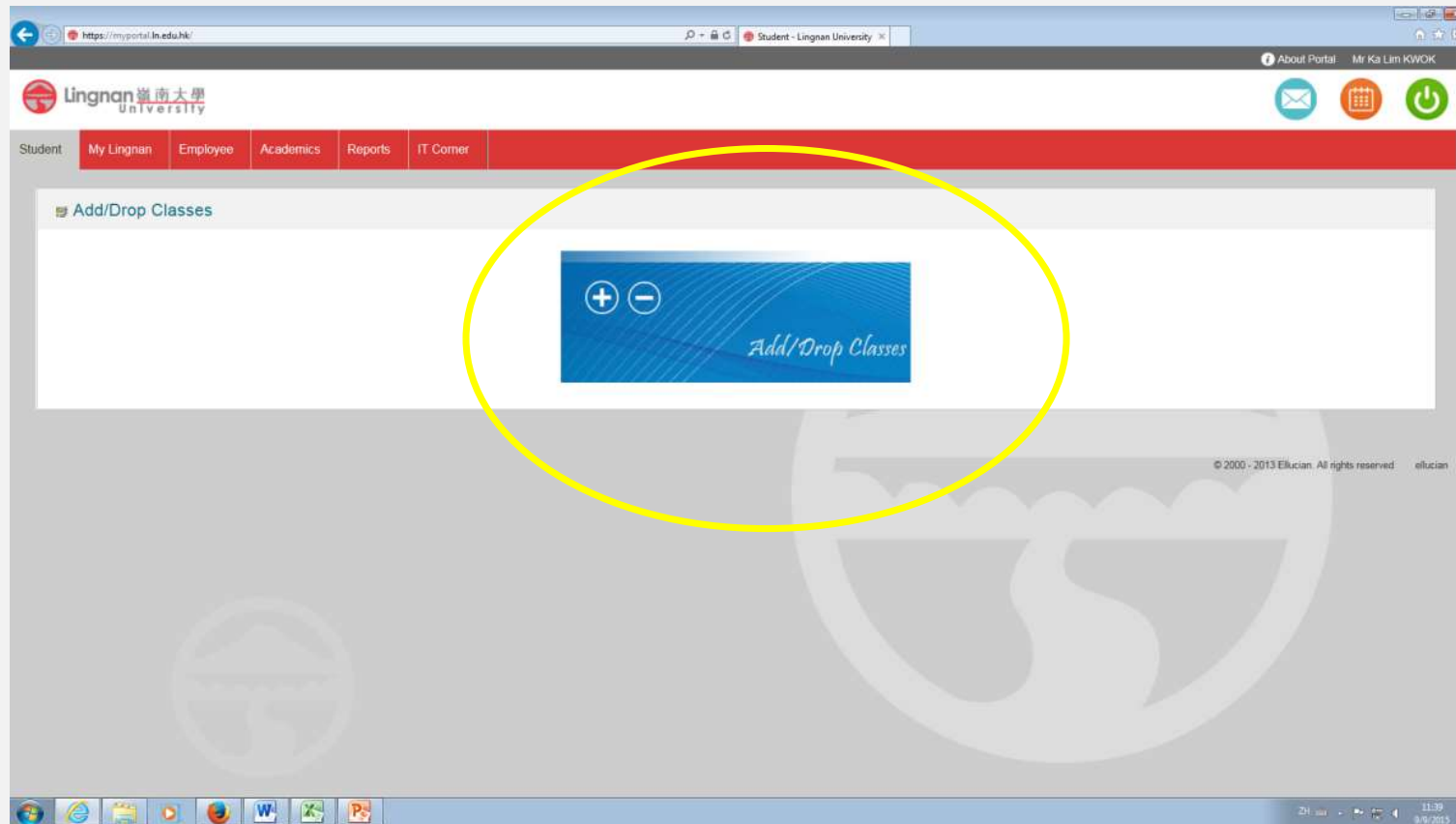
# DEMONSTRATION OF ONLINE REGISTRATION

- Go to [myLingnan Portal](https://myLingnanPortal) and login your account



# DEMONSTRATION OF ONLINE REGISTRATION

- In the page of Lingnan portal, please select the icon of “Add/Drop Classes”.



## DEMONSTRATION OF ONLINE REGISTRATION

- Please select “1<sup>st</sup> Term 2020-2021” and click “submit”.

Lingnan 嶺南大學  
University

*Banner System*

Personal Information Student Services Employee

### Select Term

Select a Term: 2nd Term 2015 - 2016  
1st Term 2020-2021

Submit

RELEASE: 8.4

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# DEMONSTRATION OF ONLINE REGISTRATION

- Please enter the **project CRN** into the box and click **“submit change”**. Please refer to the **Project CRN Code** on the first page of the specific course info sheet.

**Add/Drop Classes:**

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, please click Class Search to review the class schedule.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Jun 22, 2015	None	672	POL	4319	1	Undergraduate	3.000	Standard		INT Politicos/NortheastAsia
**Registered** on Jun 22, 2015	None	673	POL	4319	2	Undergraduate	0.000	Standard		INT Politicos/NortheastAsia
**Registered** on Jun 22, 2015	None	735	SOC	3319	1	Undergraduate	3.000	Standard		Family, Gender and Society
**Registered** on Jun 22, 2015	None	205	CLB	9003	1	Undergraduate	3.000	Standard		Children's Fantasy Literature
**Registered** on Jun 22, 2015	None	209	CLB	9003	5	Undergraduate	0.000	Standard		Children's Fantasy Literature
**Registered** on Jun 22, 2015	None	665	POL	3216	1	Undergraduate	3.000	Standard		American Foreign Policy
**Registered** on Jun 22, 2015	None	666	POL	3216	2	Undergraduate	0.000	Standard		American Foreign Policy
**Registered** on Jun 22, 2015	None	670	PC	4308	1	Undergraduate	3.000	Standard		Issues/AsiaPacific Governance
**Registered** on Jun 22, 2015	None	671	PC	4308	2	Undergraduate	0.000	Standard		Issues/AsiaPacific Governance
**Web Registered** on Sep 01, 2015	None	736	SOC	3319	2	Undergraduate	0.000	Standard		Family, Gender and Society

Total Credit Hours: 18.000  
Billing Hours: 18.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Maximum ILP Units: 40.00  
Date: Sep 09, 2015 11:40 am

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

## Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

# DEMONSTRATION OF ONLINE REGISTRATION

- please select “register” for registration.

Look-Up Classes to Add:

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title
NR	6052	UBUS	T0026	001	SVL	SL	5.000	AccountingGoG

Register Add to WorkSheet New Search

C: Section Closed  
SR: Student Restriction  
NR: Not Allowed for Registration

[ Student Schedule by Day & Time | Stud

RELEASE: 8.5.4.3

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## Sections Found

### Service-Learning Project (BUS)

Select	CRN	Subj	Crse	Sec	Schd
NR	6052	UBUS	T0026	001	SVL

Register Add to WorkSheet New Search

C: Section Closed  
SR: Student Restriction  
NR: Not Allowed for Registration

## LATE REGISTRATION & TECHNICAL PROBLEM

- Late registration without special reasons will not be accommodated.
- If you have any questions related to S-L project online registration, please contact your [S-L coordinator](#) or call [2616-8073](#).
- For technological problems, please feel free to contact [ITSC 2616-7995](#).