Course Registration FAQ

- **What do I need to do before registration/enrolment in courses?**
  Before registration, you have to complete the academic advising exercise first. If you have not yet completed it, you are urged to consult your Academic Adviser as soon as possible. Otherwise, your access to the registration system will be denied during the online registration or add/drop periods.

  Once you have completed academic advising successfully, there would be a tick in the checkbox "Locked" in your DegreeWorks account as shown below:

  If you have any difficulties in conducting academic advising with your Academic Adviser, please contact your Programme Office/Department for help.

  For registration procedures, you are advised to read carefully the registration related materials in the Registry homepage before registration.

- **Why do I not have any course pre-registered?**
  If you have not completed the academic advising **on or before** the designated deadline, no course would be pre-registered.

- **If I missed the time slot for online registration, what should I do?**
  You may register course(s) during the add/drop periods.

- **What is BANNER Student Record System?**
  BANNER is the computer database system of Lingnan to handle course enrolment and student records. A student may access Banner for real-time information about his/her personal records including academic history of courses studied/ enrolled and grades, etc.

- **Do I need a BANNER account?**

  Yes, only authorised users are allowed to access BANNER system. All newly-enrolled students will be notified of their user accounts at the time of enrolment.

- **How do I access BANNER for registration?**

  Access to BANNER is channelled via Internet. Please visit the University website to log in the myLingnan Portal, click "Academic Matters" and then "Banner Self-Services for Academics" where an item on "Registration" is available.

- **What is a CRN assigned to a course/section/tutorial?**

  CRN stands for Course Reference Number. Each CRN represents a course delivery/identity.

  For example, a course ECO2101 (of 3 credits: a 2-hour lecture and a 1-hour tutorial) has one lecture section (CRN 91), and eight alternative tutorials (CRN 333, 334, 335, 336, 337, 338, 339 and 341). A student may select one lecture and one of the eight tutorial sections. For such courses of lecture + tutorial mode, students are required to register BOTH lecture and tutorial at the same time to complete registration in this course, i.e. with two CRNs. However, for 'sectional' approach courses which only have lectures (usually a 3 credits course has two 1.5-hour lectures in two weekdays) and no tutorial alternatives, the student is required to register only one CRN for that course.

- **What does "link error" message mean when enrolling in a course?**

  For lecture + tutorial courses, you have to register both lecture and tutorial <u>at the same time</u>, otherwise, enrolment in that course is not complete and the warning message "link error" will appear.

  Here are some warning messages you may come across during registration –

Messages appear in the Status Column	Descriptions
Closed Session or Reserved Closed	The course has been fully enrolled.
Time Conflict with XXX	The course has a time clash with a registered course. XXX is the CRN of that course.
Level Restriction	The course is open for non-UG students only.
Major Restriction	The course is only offered for the major stream students.
Link Error	For "Lecture-cum-Tutorial" mode courses, students have to add/drop both the lecture and tutorial at the same time.
Repeat Count Exceeds	The course has already been registered in the same or other term.
Maximum Hours Exceeds	Maximum credit limit is reached.

- **What does the abbreviation "C" marked on the left of some courses mean?**

  "C" means section "Closed" which appears when the study places in that section are already fully occupied at that time. There is no quota available unless a student already enrolled in the course subsequently withdraws. You may choose another course/section.

- **Can I enrol in two courses with a short period of overlapping class time?**
  No, the system will not allow you to take courses with the same or overlapping class time. A warning message "Time Conflict with XXX" will appear.

- **What does "maximum hours exceeded" mean?**
  The normal study load of a full-time first year student should be 15 in a term and the maximum study load should be 30 credits in an academic year. For other students, the normal study load of a full-time student in a term should be within the range of 15-18 credits and the maximum study load in an academic year should be 33 credits. If you try to enrol beyond that credit limit, the warning message will appear and you are not allowed to register further courses unless you drop one of your enrolled courses.

- **Can a final year student be given flexibility to exceed the credit limit of the Term/Year?**
  If you are a student going to study the final year at LU and not on academic probation, you may take a maximum study load of 39 credits in the academic year concerned, 18 credits in the first term and 21 credits in the second term, subject to the approval by the Dean concerned upon recommendation of the Programme Director/Head of Department concerned.

- **What can I do if I failed to enrol a course via the BANNER but I definitely need to study the course?**
  You may adjust your enrolments during the add/drop period if there are vacancies. Please note that the add/drop period will begin 4 days before start of classes.

  If the study places of a course are already fully occupied and you have an urgent need to enrol in that course during the add/drop period, you may contact the course offering department and subject teacher to see if a special approval could be sought by using the paper add/drop form. In such special cases, the approved changes shall be processed by the Registry (not via BANNER).

- **When should I take Common Core and cluster courses?**
  Students are required to take all four courses in the Common Core and five cluster courses with one from each of the five clusters. The four Common Core courses are required to be taken in the first two year of a 4-year programme.

  For details about the Core Curriculum, please visit the website of CCGEO (https://www.ln.edu.hk/ccgeo/).