

REGISTRATION GUIDELINES

Online Registration for New Undergraduate Students, Academic Year 2022-23

1. Points to Note for Registration

Students should observe the academic regulations governing registration as stipulated in the Registry webpage (<https://ln.edu.hk/reg/undergraduate-programmes/regulations-and-guidelines>).

2. Registration Period

	Date	Start and End Time	Important Notes
Year 2 or above students	23 August 2022	10:00-23:59	<ol style="list-style-type: none"> To be familiar with the registration procedures, new students are advised to read through Banner Registration Demonstration & FAQs. <ul style="list-style-type: none"> Banner Registration Demonstration: https://ln.edu.hk/f/upload/44256/regdemo.pdf FAQs: https://www.ln.edu.hk/reg/faqs#courseereg
Year 1 students	24 August 2022	10:00-23:59	<ol style="list-style-type: none"> Please select a CORRECT term before adding/dropping the classes (myLingnan Portal > Academics Matters > Registration > Select Term). For a course under the “lecture + tutorial” mode, students are reminded to add/drop BOTH lecture and tutorial at the same time. The updated information including class timetables and programme of studies is available at the Registry webpage (Registry > Undergraduate Programmes > Course Registration / Programmes of Studies). Students are reminded to check for updates (if any) before registration. If the class is full or students have to change their course enrolments after the stipulated period, they may check the availability of class places during the subsequent add/drop periods, i.e. 29 August – 7 September 2022 (for Term 1 and Term 2) and 10 – 19 January 2023 (for Term 2), and make further changes.

3. Constructing Your Study Plan

Each student should work out a tentative study plan for the academic year based on the class timetable and the curriculum of his/her study programme. Students are required to **use Degree Works** (under the “Academics Matters” tab in myLingnan Portal) to **prepare their study plans**, and seek advice and approval from the Academic Adviser. To create a study plan with Degree Works, please refer to our quick guide (<https://ln.edu.hk/f/upload/44253/dwgguide.pdf>).

4. Consultation with Academic Adviser

Each student is required to meet with the Academic Adviser to consult his/her programme of studies **at least once a term**, with one meeting scheduled before the course registration exercise each year. The registration system will allow a student to register **ONLY AFTER** he/she has consulted the Academic Adviser and completed the academic advising in the Degree Works. Please refer to web page of academic advising (<https://www.ln.edu.hk/reg/undergraduate-programmes/academic-advising>) for details.

5. Pre-assigned Courses for New Year 1 & 3 Students

Some required courses have been pre-assigned to Year 1 & 3 students for both Terms 1 and 2. Students are free to change the section(s) of pre-assigned courses, if so advised by the Academic Adviser, during registration. However, before you drop any pre-assigned sections, please make sure that there is a study place for the section you are going to change to.

6. University-wide Required Language Courses and Core Curriculum Courses

All students are reminded to register for required language courses and Core Curriculum courses according to the Programme Curriculum during the registration period as far as possible.

All students are required to take all four courses in the Common Core, i.e. CCC8011, CCC8012, CCC8013, and CCC8014, in the first two years of a 4-year programme and five cluster courses (one from each cluster) before graduation. Please contact the Core Curriculum and General Education Office (CCGEO) at 2616 7414 or visit their website at <https://www.ln.edu.hk/ccgeo/> for details.

For details of Programme Structure, please refer to your Programme Curriculum (<https://ln.edu.hk/reg/undergraduate-programmes/programme-of-studies>) and Graduation Requirements (<https://ln.edu.hk/reg/undergraduate-programmes/graduation-requirements>).

7. Prerequisite Requirements

Students should check the prerequisite requirements of the course he/she intends to register by referring to the course descriptions of the Registry webpage (<https://ln.edu.hk/reg/undergraduate-programmes/course-description>). If there is a prerequisite for a course, a student must satisfy the requirement before taking the course concerned or he/she alone will be responsible for the consequences of taking such a course contravening the requirements without special approval.

8. Study Load

For a **first year** full-time student, the normal study load in a term should be **15 credits** and the maximum study load should be **30 credits** in an academic year.

For a **second year or above** full-time student, the normal study load in a term should be in the range of 15-18 credits and the maximum study load in an academic year should be 33 credits. Students are advised to register a balanced study load in Term 1 and Term 2 (i.e. 18 credits in Term 1 and 15 credits in Term 2 normally).

Second year or above full-time students who wish to register up to 18 credits in Term 2, may reallocate their maximum study load of a term in “Term Credit Adjustment” (myLingnan Portal > Academic Matters > Student Services > Term Credit Adjustment).

A student who enrolls for less than 12 credits will be regarded as a **part-time student** and will not be eligible for applying for hostel or other student services. **Unless otherwise approved, a student must register as a full-time student when first admitted by the University**

9. Add/Drop Period

The add/drop period for Term 1 will begin on **29 August 2022** and end on **7 September 2022**. During the add/drop period, the number of **adds/drops via the web** will be limited to 100 actions [a submission of add or drop of CRN, no matter it is successful or not, is counted as 1 action; a change of CRN by dropping one number and adding another number is therefore counted as 2 actions]. Further adds/drops beyond the limit will require manual submission of written application which is a less efficient process. Students are therefore reminded to exercise careful consideration in their choices of course enrolment on the Registration Day to minimise the need for further changes.

10. Application for Credit Transfer/Course Exemption

Applications for credit transfer/course exemption, if applicable, should be submitted as soon as possible by **29 August 2022**. Students should check the Academic Regulations on Credit Transfer/Course Exemption for details.

11. Registering one or two Minor Programmes

A student may register for one or two Minor Programmes. The registration for a Minor Programme should be done by the end of add/drop period in the Term 1 of the student’s final year of study.

August 2022