

## Learning Matters Relating to Term 1, 2022-23

As the new academic term will start on **1 September 2022**, your attention is drawn to the following:

### 1. Add/Drop Classes for Term 1 and Term 2, 2022-23

The Add/Drop period will **START** on **29 August 2022** and **END** on **7 September 2022**. Students should follow the time slots below to perform course registration for both Terms 1 and 2.

| Date                | Start and End Time | Intake         | Important Notes  |
|---------------------|--------------------|----------------|--|
| 29 Aug 2022         | 10:00 – 10:59      | 2019 or before | 1. Students are allowed to add/drop courses and change course session(s) for <b>both Terms 1 and 2</b> . Please select a <b>CORRECT</b> term before adding/dropping the classes (myLingnan Portal > Academics Matters > Registration > Select Term).<br>2. For a course under the “lecture + tutorial” mode, students are reminded to add/drop <b>BOTH lecture and tutorial</b> at the same time.<br>3. In case of any error messages, please refer to FAQs (Registry > FAQs) for explanations.<br>4. If the class is full or students have to register for the classes with specific restrictions, students may, subject to special needs and valid reasons, consider submitting the application form, which is obtainable from the Registry webpage, to the Course Offering Departments for special consideration.<br>5. The maximum study load in an academic year is as follows: <ul style="list-style-type: none"> <li>■ <b>First year students:</b> 30 credits, i.e. 15 credits in both Term 1 and Term 2</li> <li>■ <b>Second year or above students:</b> 33 credits, i.e. 18 credits in Term 1 and 15 credits in Term 2, 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 &gt; Academic Matters &gt; Student Services &gt; Term Credit Adjustment).</li> </ul> |
|                     | 11:00 – 11:59      | 2020           |  |
|                     | 12:00 – 12:59      | 2021           |  |
|                     | 13:00 – 13:59      | 2022           |  |
|                     | 14:00 – 23:59      | ALL            |  |
| 30 Aug – 7 Sep 2022 | 00:00 – 23:59      | ALL            | 6. The updated information including class timetables and programme of studies is available at the webpage of the Registry (Registry > Undergraduate Programmes > Course Registration / Programmes of Studies). Students are reminded to check for updates (if any) before registration.<br>7. Students are reminded to complete the academic advising in Degree Works before the Add/Drop period. Otherwise, students will be blocked from access to the online registration system during the Add/Drop period.   |

Remarks:

- i. "Intake" refers to the year of admission to Year 1 studies of the UG programmes. For example, a Year 1 student admitted to the BBA programme in 2019-20 shall be classified as 2019 intake.
- ii. For a student who is designated as a Year 3 student upon admission, he/she should follow the intake of his/her peers. For example, a student admitted as a Year 3 student in 2022-23 shall be classified as 2020 intake.
- iii. Should you have queries on your Intake, please refer to the "Intake (Catalog Year)" of your Degree Works record.
- iv. Students on suspension are not eligible to register for courses.

*Note: Advice by phone at 2616 7995 for technical difficulties (ITSC Help Desk), at 2616 7117 for enquiry about plagiarism online course (Teaching and Learning Centre) and at 2616 8750 for course registration enquiries (Registry) is available during office hours (from 9:00 a.m. to 5:36 p.m.).*

### **1.1. Add/Drop Arrangements for Additional Language Courses**

Students can ADD or DROP additional language course(s) (French, Japanese, Korean and Spanish) directly from the Banner. **Checking on students' levels and confirmation of enrolment will be done by individual instructors when they meet the students in class during the add/drop period.**

### **1.2. Limited Number of Add/Drop Transactions via Web**

The University discourages excessive add/drops, which will have adverse effects on teaching and learning activities when classes commence. The number of transactions via the Banner Web is limited to 100 actions (a submission of add or drop of CRN, no matter it is successful or not, is counted as 1). Students should therefore be mindful of the limited quota and be careful in add/drop selections.

## **2. Course Outlines and Programme Structures**

Course outlines (including course contents to be covered, assessment methods, etc.) on offer in 2022-23 are available on the intranet. Students may check the outlines in the myLingnan Portal (Academic Matters > Degree Works > View Course Outlines). A student should take courses specified in the curriculum concerned. For the checking of your fulfilment of the requirements of your Major(s)/Minor(s)/Discipline Concentration, please refer to the curricular requirements set out in the Programme Structures of your intake year (Registry > Undergraduate Programmes > Course Registration / Programmes of Studies). Due to technical limitations, Degree Works may not fully reflect all the programme requirements.

## **3. Prerequisite Requirements**

Students should check the prerequisite requirements of the courses they intend to register by referring to the course descriptions of the Registry webpage (Registry > Undergraduate Programmes > Course Descriptions). 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.

## **4. Update of Personal Information**

In accordance with the Regulations Governing Undergraduate Studies, a student should inform the Registry immediately of any change of address or other particulars (e.g. change of emergency contact person). Students are reminded to review and update, if appropriate, their personal information by logging in to the myLingnan Portal (Academics Matters > Banner Self-Services for Academics > Update of Personal Particulars (for UG and RPg students)).

Non-local students who are permitted to stay in Hong Kong for more than 180 days are required to register for a Hong Kong identity card (HKID) within 30 days of arrival. Please visit the Immigration Department webpage (<https://www.immd.gov.hk/eng/services/hkid.html>) for details. Upon receipt of the HKID card, students are required to update the HKID card number through the above system via myLingnan Portal.

#### **5. Special Arrangements for Students with Special Needs**

Students with special needs should register with the Office of Student Affairs at the beginning of the academic year and as early as possible if students require support and services such as academic adjustments and special hostel arrangements. Such requests should be supported by documentary evidence such as medical reports.

To allow sufficient processing time for making special examination arrangements, students should submit their applications at least six weeks prior to the start of the examination period and late applications may not be entertained. Subject teachers concerned will discuss with the students before deciding on whether and what academic adjustments and special examination arrangements should be made, taking into consideration the students' circumstances and the specific nature of the assessment tasks of their courses.

Details of support services for students with special needs and the registration form can be found at OSA webpage (OSA > Support Services > Support Services for Students with Special Educational Needs).

#### **6. Guidelines to Students for Learning**

The Guidelines for Learning adopted by the Senate in both English and Chinese versions are available on the Registry webpage (Registry > Undergraduate Programmes > Regulations and Guidelines). The Guidelines set out good practices leading to successful and effective learning.

If you have any queries, please contact the Registry (telephone: 2616 8750; email: [registry@LN.edu.hk](mailto:registry@LN.edu.hk)).