

Student Advising Arrangement
(for all new BBA and BBA-RIM students of the 2023 Intake)

All new BBA and BBA-RIM students are required to consult your Study Plan Advisor (for Year 1 & Year 2 admittees)/ Academic Advisor (for Year 3 admittees) via email and complete online student advising on or before 18 August 2023 (Friday). If you fail to work out your study plan and/or the plan has not been approved by your Advisor, you will not be allowed to enroll any courses at the Registration.

Three Essential Steps to complete online student advising:

1. Go through the following steps to prepare your study plan for 1st and 2nd Terms, 2023-24:
 - a) [DegreeWorks User Guidelines](#)
 - b) i. [BBA New Student Enrolment Guide](#)
ii. [BBA-RIM New Student Enrolment Guide](#)
 - c) [Course Offering List](#)
 - d) [Course Description](#)
 - e) Course Outlines (available at the Intranet Portal under the function tab “Advising/Auditing”)
 - f) [Introduction of BBA and BBA-RIM Programmes and Student Advising](#)

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**(For Year 1 Intake) Students are grouped under two streams according to their HKDSE results in English language (or equivalent) <https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-curriculum>.*

2. Input your tentative study plan under the “Planner” of the DegreeWorks System
3. Email your Advisor for advice/approval on or before **14 August 2023 (Monday)**

Upon receipt of your email and the study plan inputted in the DegreeWorks System, your Study Plan Advisors will review your plan and contact you via email/phone before end of 18 Aug (Fri). Please approach your Advisor if you have not heard from him/her.

Study Plan Advisors/ Academic Advisors:

- For Year 1 & Year 2 admittees, please refer to the table next page for your designated Study Plan Advisor. Should you have any questions, please contact the Undergraduate Programmes Office of the Faculty of Business (Tel: 2616 8490; Office: SEK209, 2/F, Simon and Eleanor Kwok Building) or your Study Plan Advisor:-

<u>Name</u>	<u>Tel</u>	<u>Email</u>	<u>Location</u>
Mr. LAM Wing-lun, Alan	2616 8094	alanlam@LN.edu.hk	SEK212/11
Ms. CHAN Yee-wong, Yvonne	2616 8492	yvonnechan@LN.edu.hk	SEK209
Ms. LAI Yuen-han, Phoebe	2616 8101	phobelai@LN.edu.hk	SEK209
Mr. PANG Sze-yin, Arthur	2616 8323	szeyinpang@LN.edu.hk	SEK209
Ms. SUNG Suet-yen	2616 8311	yensung@LN.edu.hk	SEK209
Ms. TANG Man-ying, Juliana	2616 7829	julianatang@LN.edu.hk	SEK209

➤ For Year 3 admittees, please approach your Department for details of your Academic Advisor assigned:-

<u>Business Departments</u>	<u>Tel</u>	<u>Email</u>	<u>Location</u>
Department of Accountancy (ACCT)	2616 8171	actg@LN.edu.hk	SEK201
Department of Computing and Decision Sciences (CDS)	2616 8100	cds@LN.edu.hk	SEK212
Department of Finance and Insurance (F&I)	2616 8196	fin_ins@LN.edu.hk	SEK203
Department of Management (MGT)	2616 8329	dpmgt@LN.edu.hk	SEK102
Department of Marketing and International Business (MKT)	2616 8239	mib@LN.edu.hk	SEK101

Name of Advisor: Mr. LAM Wing-lun, Alan

Email: alanlam@LN.edu.hk

Student ID				
4182337	4134902	4163381		
4063490	4035663	4099683		
4003892	4199926	4033665		

Name of Advisor: Ms. CHAN Yee-wong, Yvonne

Email: yvonnechan@LN.edu.hk

Student ID				
4101072	4076253	4067898	4036033	
4004080	4180262	4124323	4001636	
4081545	4021545	4102430	4064315	
4175891	4008464	4162313	4019475	
4019803	4007989	4192980	4000010	
4120054	4054968	4097594	4162038	
4131546	4042305	4047068	4035651	
4053768	4090900	4173843	4134847	
4099188	4106333	4177277	4079023	
4128915	4107014	4186802	4002252	
4197394	4020424	4174603		
4110499	4147997	4177095		

Name of Advisor: Ms. LAI Yuen-han, Phoebe

Email: phobelai@LN.edu.hk

Student ID				
4180901	4193087	4063452	4162181	
4082202	4035053	4009987	4194380	
4109749	4084169	4006143	4058500	
4168458	4008787	4182521	4162052	
4104622	4006959	4115425	4174873	
4191613	4084004	4010209	4049298	
4070261	4159641	4023634	4198972	
4096435	4191883	4082886	4109672	
4022812	4181280	4045876	4158221	
4110700	4060321	4154407	4121541	
4154316	4113702	4148941	4193829	
4132473	4106010	4107466		

Name of Advisor: Mr PANG Sze-yin, Arthur

Email: szeyinpang@LN.edu.hk

Student ID				
4154172	4077697	4010168	4097439	
4043696	4126498	4107090	4024200	
4160339	4114172	4120664	4074229	
4123850	4053031	4078093	4032544	
4096370	4186333	4071071	4076071	
4036497	4033768	4102325	4126826	
4048579	4175188	4193178	4011564	
4067111	4195401	4080486	4153984	
4094102	4190140	4143460	4179823	
4025890	4068177	4138532	4110164	
4035522	4111584	4099839		
4121711	4190009	4009913		

Name of Advisor: Ms SUNG Suet-yen

Email: yensung@LN.edu.hk

Student ID				
4003567	4017520	4159938	4151314	
4025565	4178934	4081040	4051813	
4180664	4149787	4131950	4058770	
4026210	4054102	4100054	4191699	
4061076	4153075	4096186	4140585	
4119782	4035869	4149311	4030247	
4070596	4119988	4086777	4109464	
4068220	4096631	4092685	4003452	
4108642	4018897	4161773	4122428	
4127973	4098172	4183393	4005498	
4176118	4046519	4033196		
4056928	4178568	4169206		

Name of Advisor: Ms. TANG Man-ying, Juliana

Email: julianatang@LN.edu.hk

Student ID				
4086521	4132289	4014633	4001040	
4126400	4118087	4024884	4041349	
4018328	4003139	4099516	4017867	
4099554	4050235	4161589	4023282	
4180987	4166149	4172253	4063787	
4024444	4029303	4050950	4191297	
4050077	4117588	4120066	4082044	
4002393	4132693	4133312	4190217	
4127739	4119524	4150578		
4037908	4159184	4182882		
4063397	4137174	4128264		
4187052	4197710	4144919		