




# Checklist for Course Registration

The new academic term will start on **2 September 2024**. For more information of Academic Calendar, please visit the [Registry](#) website. All new students can change their courses during the following periods:

- Registration Day (20 Aug 2024 [Yr 2 or above students]; 21 Aug 2024 [Yr 1 students])
- Add/Drop Period (30 Aug – 9 Sept 2024)

1. Actions Required <b>**BEFORE**</b> Registration Day, and Add/Drop Period				
<input checked="" type="checkbox"/>	Deadlines	Key items	Guidelines	Related Useful Information
<input type="checkbox"/>	Refer to dates shown on the Online Reporting System	<ul style="list-style-type: none"> <li>• Login to the Online Reporting System to complete all required procedures (<i>i.e. reporting, activation of computer account, etc.</i>)</li> </ul>		-
<input type="checkbox"/>		<ul style="list-style-type: none"> <li>• Contact your Academic Adviser for approval of your study plan</li> </ul>		<ul style="list-style-type: none"> <li>❖ <a href="#"><u>How can I contact Faculties/Departments?</u></a></li> <li>❖ <a href="#"><u>Which courses should I put in my study plan? What are my required courses?</u></a></li> <li>❖ <a href="#"><u>What are Common Core courses (CCC courses) and Cluster courses?</u></a></li> <li>❖ <a href="#"><u>When should I take Common Core and cluster courses?</u></a></li> <li>❖ <a href="#"><u>When should I take LUE4001 / LUE4002 / LUE4003?</u></a></li> <li>❖ <a href="#"><u>Where can I find the courses offered in the coming terms so as to complete my advising?</u></a></li> <li>❖ <a href="#"><u>Where can I find the prerequisite / co-requisite requirements for courses I wish to register?</u></a></li> </ul>
2. Registration Day, and Add/Drop Period				
<input checked="" type="checkbox"/>	Periods	Key items	Guidelines	Related Useful Information
<input type="checkbox"/>	<b>Registration Day</b> <ul style="list-style-type: none"> <li>• <b>20 Aug 2024</b> (Yr 2 or above students)</li> <li>• <b>21 Aug 2024</b> (Yr 1 students)</li> </ul>	<ul style="list-style-type: none"> <li>• Read through the Guideline before course registration</li> <li>• Login to myLingnan Portal and register for your intended courses</li> </ul>		<ul style="list-style-type: none"> <li>❖ <a href="#"><u>How can I contact Programme Offices/Course Offering Departments?</u></a></li> <li>❖ <a href="#"><u>If I missed the time slot for online registration, what should I do?</u></a></li> <li>❖ <a href="#"><u>What do I need to do before registration/enrolment in courses?</u></a></li> <li>❖ <a href="#"><u>What is a CRN assigned to a course/section/tutorial?</u></a></li> <li>❖ <a href="#"><u>What does “link error” message mean when enrolling in a course?</u></a></li> </ul>
<input type="checkbox"/>	<b>Add/Drop Period</b> <ul style="list-style-type: none"> <li>• <b>30 Aug – 9 Sept 2024</b></li> </ul>	<ul style="list-style-type: none"> <li>• Login to myLingnan Portal and finalize your course choices</li> </ul>		<ul style="list-style-type: none"> <li>❖ <a href="#"><u>Can I enroll in two courses with a short period of overlapping class time?</u></a></li> <li>❖ <a href="#"><u>What does “maximum hours exceeded” mean?</u></a></li> </ul>
<input type="checkbox"/>	After Course Registration (Add/Drop Courses)	<ul style="list-style-type: none"> <li>• Check and Print Class Schedule for your records (<i>myLingnan Portal &gt; Academic Matters &gt; Student Services &gt; Registration &gt; View Registration Information</i>)</li> </ul>		<ul style="list-style-type: none"> <li>❖ <a href="#"><u>Can I enroll in two courses with a short period of overlapping class time?</u></a></li> <li>❖ <a href="#"><u>What does “maximum hours exceeded” mean?</u></a></li> </ul>