

## REGISTRATION GUIDELINES

### Online Registration for New Undergraduate Students, Academic Year 2024-25

#### 1. Points to Note for Registration

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

#### 2. Registration Period

	Date	Start and End Time
Year 2 or above students	<b>20 August 2024</b>	10:00 – 23:59
Year 1 students	<b>21 August 2024</b>	10:00 – 23:59

##### 2.1. Important Notes for Course Registration

- 2.1.1. To be familiar with the registration procedures, new students are advised to read through Course Registration User Guide & FAQs.
  - Course Registration User Guide:  
[https://www.ln.edu.hk/reg/f/page/40852/312104/cr\\_userguide.pdf](https://www.ln.edu.hk/reg/f/page/40852/312104/cr_userguide.pdf)
  - FAQs:  
<https://www.ln.edu.hk/reg/faqs#courserereg>
- 2.1.2. Please select a **CORRECT** term before adding/dropping the classes (*myLingnan Portal > Academics Matters > Registration > Register for Classes > Select a Term*).
- 2.1.3. For a course under the “lecture + tutorial” mode, students are reminded to add/drop **BOTH lecture and tutorial** at the same time.
- 2.1.4. In case of any error messages, please refer to FAQs (*Registry > FAQs*) for explanations.
- 2.1.5. The updated information including class timetables and programme of studies is available at the Registry website (*Registry > Undergraduate Programmes > Course Registration / Programmes of Studies*). **Students are reminded to check for updates (if any) before registration.**
- 2.1.6. 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. **30 August – 9 September 2024 (for Term 1 and Term 2) and 7 – 16 January 2025 (for Term 2)**, and make further changes.
- 2.1.7. 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.
- 2.1.8. Advice by phone at 2616 7995 for technical difficulties (ITSC Help Desk), and at 2616 8750 for course registration enquiries (Registry) is available during office hours (from 9:00 a.m. to 5:36 p.m.).

### 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://www.ln.edu.hk/osa/f/page/39970/dwguide.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 website 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 courses in the Common Core, i.e. courses with prefix CCC, in the first two years of a 4-year programme and cluster courses, i.e. courses with prefix CLA, CLB, CLC, CLD and CLE, before graduation. Please contact the Office of Core Curriculum at 2616 7414 or visit their website at <https://www.ln.edu.hk/occ> for details.

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

### 7. Prerequisite Requirements

Students should check the course descriptions and information of their prerequisites/restriction of the courses they intend to register by referring to the Registry website (<https://www.ln.edu.hk/reg/undergraduate-programmes/course-description>). If there is a prerequisite for a course, a student must meet it before taking the course concerned. Students will be responsible for the consequences of taking such a course contravening the requirements without special approval.

Students, who fail to meet the prerequisite, will not be able to register for the courses during course registration unless special approval has been obtained via myLingnan Portal (*Academic Matters > Student Services > Application for Exemption of Prerequisite for Courses*). A user guide for the application system is available [here](#).

Students who obtained special approval are required to register for courses via myLingnan Portal (*Academic Matters > Registration > Register for Classes*) during the stipulated course registration period.

Students should note that courses offering Departments/Units reserve the right to review the approved applications during the stipulated Add/Drop period to ensure that the students are eligible to study the courses.

## 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 in Term 1 (for courses in Term 1 and Term 2) will begin on **30 August 2024** and end on **9 September 2024**. 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 **11 September 2024**. 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.

July 2024