

## UG Course Registration Arrangements for Online Registration of Term 1 and Term 2, 2024-25

### 1. New Course Registration System

The University has implemented a new course registration system. Students should study the [Course Registration User Guide](https://www.ln.edu.hk/reg/undergraduate-programmes/course-registration) on the Registry website (<https://www.ln.edu.hk/reg/undergraduate-programmes/course-registration>) to familiarise themselves with the procedures for course registration.

### 2. Registration Sequence

Students of each annual intake have been designated the following time slots to perform course registration for Term 1 and Term 2.

Date	Start and End Time	Intake
23 July 2024	10:00 – 23:59	2021 or before
24 July 2024	10:00 – 23:59	2022
25 July 2024	10:00 – 23:59	2023

Remarks:

- “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 2021-22 shall be classified as 2021 intake.
- 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 2023-24 shall be classified as 2021 intake.
- Should you have queries on your Intake, please refer to the “Intake (Catalog Year)” of your Degree Works record.
- Students on suspension/taking a gap year are not eligible to register for courses.

### 3. Important Notes for Online Course Registration

- 3.1. Please select a **CORRECT** term before adding/dropping the classes (*myLingnan Portal* > *Academics Matters* > *Registration* > *Register for Classes* > *Select a Term*).
- 3.2. Please check your **Time Ticket** and **Holds** in “Prepare for Registration” before the course registration (*myLingnan Portal* > *Academics Matters* > *Registration* > *Prepare for Registration*).
- 3.3. For a course under the “lecture + tutorial” mode, students are reminded to add/drop **BOTH lecture and tutorial** at the same time.
- 3.4. In case of any error messages, please refer to FAQs (*Registry* > *FAQs*) for explanations.
- 3.5. The updated information including class timetables and programme of studies is available at the website of the Registry (*Registry* > *Undergraduate Programmes* > *Course Registration / Programmes of Studies*). Students are reminded to check for updates (if any) before registration.
- 3.6. If the class is full or students have to change their course enrolment 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.

- 3.7. Advice by phone at 2616 7995 for technical difficulties (ITSC Help Desk), at 2616 7117 for enquiry about plagiarism online course hold (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.).

#### 4. Limited Number of Add/Drop Transactions via Web

The University discourages excessive add/drops, which will have adverse effect on teaching and learning activities at the commencement of classes. 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 action; a change of CRN by dropping one number and adding another number is therefore counted as 2 actions). Students should therefore be mindful of the limited quota and be careful in add/drop selections. Students who wish to add/drop courses beyond the quota are required to submit completed Add/Drop Forms to Course Offering Departments. However, it will take some processing time and whether the application is successful depends on the availability of quota. Students should check their registration records in online registration system and make sure the registration records are successfully updated.

#### 5. Credit Limit for Course Enrolment

- 5.1. The normal study load of a second year or above full-time student 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).

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*).

- 5.2. If students have exceptional reasons, they should seek approval from the Programme Director/Head of Department concerned for taking an extra course of 3 credits in excess of the maximum study load in an academic year upon recommendation of the academic adviser concerned.
- 5.3. If you have enrolled in the Summer Term 2023-24 by using the credits of 2024-25 in advance, please be reminded to observe the reduced maximum study load allowed for you in 2024-25.

#### 6. Course Pre-registered

- 6.1. Students’ course preferences made during the academic advising period in March 2024 have been used for timetabling purpose. Each student’s course preferences successfully allocated by the timetabling system are regarded as his/her enrolled courses, yet he/she may change the course enrolment in the coming Online Registration and during the add/drop period. A student may check his/her current enrolments via the myLingnan Portal.
- 6.2. Students should note that due to quota and complexity/variety of course choices, some preferences for elective courses may not been accommodated.
- 6.3. If the student concerned has not completed academic advising on or before 8 March 2024, there is no course pre-registered. Students are only allowed to register for courses for Term 1 and Term 2, 2024-25 in the coming Online Registration and during the add/drop period if they completed the academic advising in Degree Works.

## 7. Prerequisite Requirements

- 7.1. 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 (*Registry > 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.
- 7.2. 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](#).
- 7.3. Students who obtained special approval are required to register courses via myLingnan Portal (*Academic Matters > Registration > Register for Classes > Select a Term*) during the stipulated course registration period.
- 7.4. 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. General Education Subject Sharing Programme with PolyU

- 8.1. Lingnan University and The Hong Kong Polytechnic University (PolyU) have collaborated to offer courses in Term 1, 2024-25 to both Lingnan and PolyU students at undergraduate level.
- 8.2. There are 5 PolyU courses with 5 quotas each that will be offered to our undergraduate students in Term 1, 2024-25:

Term 1:

Course Code	Course Title
ABCT1D01	Chemistry and Modern Living
ABCT1D13	Introduction to Cancer – Cause, Treatment and Prevention
BME1D03	Technologies for Smart Ageing
BME1D04	Skin-Care Technologies: Principles, Applications and Safety
LSGI1D03	Living on a Dynamic Earth

The class schedule of the above PolyU courses for Term 1 has already been announced in the Banner system. You may also refer to [PolyU's website](#) on **23 July 2024** (subject to PolyU's confirmation).

- 8.3. The study period of the courses offered by PolyU for Term 1 is **2 September to 30 November 2024** (which is different from that of Lingnan). All classes will be conducted at PolyU campus. Therefore, **students should reserve sufficient time on travelling between the two campuses if necessary.**
- 8.4. Both the courses and grades obtained would be listed in students' transcripts, but the grades so obtained would not be included in any GPA calculation.
- 8.5. The transcript of PolyU and the credit transfer will be processed in **late January 2025** for Term 1. For students who passed PolyU courses, credits will be transferred as Free Electives automatically unless students have applied to the Registry **in writing** for transferring the credits as Cluster D.

8.6. **Non-local/exchange students** or **students in their final term** are not eligible to register for courses offered by PolyU.

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