

## REGISTRATION GUIDELINES

### Registration for New Undergraduate Students, Academic Year 2010-11

**Date:** Year 1 students - 19 August 2010

Year 2 students - 16 August 2010

**Venue:** Computer laboratory NAB204, New Academic Block

#### 1. Points to Note for Registration

- i. Students should observe the academic regulations governing registration as stipulated in the webpage of Registry (<http://www.ln.edu.hk/reg/ug.php>).
- ii. Students must follow the registration procedures and instructions issued by the Registry.
- iii. Students must register for **both 1st & 2nd Terms**, each Term in a time slot specified for them as listed below. Students are required to **attend registration on campus** where on-the-spot advice will be available to them.
- iv. Students will not be allowed to access the registration system before their assigned interval. Students who fail to register by the specified deadline for their year of study may be charged a late registration fee.

#### 2. Registration Sequence

Last Digit of Student's HK Identity Card No. (NOT the Check Digit in brackets)		Registration Date and Time	
		Year 1 students	Year 2 students
1 <sup>st</sup> Term	2 <sup>nd</sup> Term	Thursday, 19 Aug 2010	Monday, 16 Aug 2010
9	0	9:00 am – 9:45 am	1:30 pm – 2:15 pm
4	8	9:45 am – 10:30 am	
6	3	10:30 am – 11:15 am	2:15 pm – 3:00 pm
5	2	11:15 am – 12:00 noon	
7	1	12:00 noon – 12:45 pm	3:00 pm – 3:45 pm
1	5	1:45 pm – 2:30 pm	
2	7	2:30 pm – 3:15 pm	3:45 pm – 4:30 pm
0	9	3:15 pm – 4:00 pm	
8	4	4:00 pm – 4:45 pm	4:30 pm – 5:15 pm
3	6	4:45 pm – 5:30 pm	
All Digits		5:30 pm – 11:59 pm	5:15 pm – 11:59 pm

**Example:** A new Year 1 student with HKID No. A654321(7), i.e., last digit 1, should register on 19 Aug 2010 from 1:45 pm to 2:30 pm for 1<sup>st</sup> Term and from 12:00 noon to 12:45 pm for 2<sup>nd</sup> Term. Students may also re-access the registration system via internet from 5:30 pm (for Year 1) or 5:15 pm (for Year 2) to 11:59 pm on the same day for revision to registration.

### 3. **Registration Material**

Students should go to the Registration Materials section of the Registry webpage ([http://www.ln.edu.hk/reg/info/timetable/ug\\_reg\\_materials.php](http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials.php)) to retrieve the **class timetable** for the 1<sup>st</sup> Term & 2<sup>nd</sup> Term of 2010-11, **programme curriculum** and other relevant information. Students are reminded to **check for updates** (if any) before registration.

### 4. **Constructing Your Class Timetable**

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 DegreeWorks** (under the new tab item “Advising/Auditing” in the Intranet Portal, which is located alongside “Banner Services”) to **prepare their study plans**, and seek the Academic Adviser’s approval during his/her meeting with the Academic Adviser.

### 5. **Consultation with Academic Adviser**

Each student is required to meet in person 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 computer system for registration will allow a student to register **ONLY AFTER** he/she has consulted his/her Academic Adviser who after the consultation will remove the registration hold in the system.

### 6. **Pre-assigned Course for New Year 1 Students**

Year 1 students will have “required” courses pre-assigned to them for both 1<sup>st</sup> & 2<sup>nd</sup> Terms, but they are free to change the course/section(s), if so advised by the Adviser, during registration.

### 7. **Pre-requisite**

Students should check the pre-requisite requirement of the course he/she intends to register by referring to the course descriptions section of the Registry webpage ([http://www.ln.edu.hk/reg/course\\_descriptions.php](http://www.ln.edu.hk/reg/course_descriptions.php)). If there is a pre-requisite for a course, a student must satisfy the requirement before taking the course concerned or he/she alone will be responsible for the consequence(s) of taking such a course contravening the requirements without special approval.

## 8. Study Load

- i. The combined maximum study load **per academic year is 33 credits** (18+15 or 15+18 for 1st & 2nd Terms respectively).
- ii. During this registration exercise, the quota is set at **18 credits for 1st Term and 15 credits for 2nd Term**. If it turns out, after add/drops, that the student takes less than 18 credits in 1st Term, he/she subsequently in the 2nd Term add/drop period (12-22 January 2011) may add up to 18 credits provided the yearly limit of 33 is not exceeded.
- iii. **A student who enrolls for less than 12 credits will be regarded as a part-time student.**

## 9. Registration Procedure

On the registration day, students should arrive at computer laboratory NAB204 **ten minutes** before the assigned time interval. New students will be guided by duty staff to line up and may be required to show their HKID cards and the admission letter for permission to enter the registration venue. The web registration procedures are as follows:

- i. Access the registration system via the University's Intranet Portal (<http://simba.ln.edu.hk/cp/home/loginf>) and log in by entering the user name and password, which is the same as those assigned for your University email account.
- ii. Choose "Banner Services", then click "Banner Self Service", select "Student Services", then "Registration" and click the sub-menu "Select Term". Choose the term you wish to enroll for and click "Submit".
- iii. To view/drop your current course enrolment, click the sub-menu "Add/Drop Classes". To select a course/section, go to sub-menu "Look-up Classes to Add".
- iv. Click "Submit" after adding/dropping a course/section.
- v. For a **course under the "lecture + tutorial" mode**, students are required to **register BOTH** lecture and tutorial **at the same time**.
- vi. The system will issue a pop-up warning if students register for less than 12 credits.
- vii. Students can print out their class schedule and collect the printout at the printer near the exit of the computer laboratory. Please check to ensure correctness before leaving the venue.
- viii. Students who re-access the registration system at home from 5:30 pm (for Year 1 students) or 5:15 pm (for Year 2 students) shall make sure to use browser version IE 6.0 or Netscape 6.2 or above.

## **10. Familiarisation of the Registration System**

Detailed registration procedures (in Powerpoint and Word formats) and FAQs are available at the Registration Materials section of Registry webpage ([http://www.ln.edu.hk/reg/info/timetable/ug\\_reg\\_materials.php](http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials.php)) for students' reference. Please study them carefully for familiarisation.

## **11. Typhoon and Rainstorm Arrangement**

Registration will be postponed if the Pre-No.8 Typhoon Warning or the Typhoon Warning Signal No.8 or above or the Black Rainstorm Warning is in force within two hours before the start of the first registration session on the scheduled registration day. In such case, registration will take place on the following working day (i.e. 20 Aug 2010 for Year 1 and 17 August 2010 for Year 2) at the same scheduled time. If the aforesaid Warning/Signal is issued during registration, registration will be suspended. The remaining sessions will all be postponed in sequence to the following working day at the same time slot.

## **12. Add/Drop Period**

The add/drop period for the 1<sup>st</sup> Term will begin on **27 August 2010** and end on **7 September 2010**. During the add/drop period, the number of **adds/drops via web** will be limited to 100 actions [a submission of add or drop of a CRN (Course Reference Number), no matter successful or not, is counted as 1 action]. 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.

## **13. Application for Credit Transfer/Course Exemption**

Applications for credit transfer/course exemption, if applicable, should be submitted by **31 August 2010**. Students should check the Academic Regulations on Credit Transfer/Course Exemption for details.

## **14. Registering a Minor Programme**

A student may register for one Minor Programme. The registration for a Minor Programme should be done by the end of add/drop period in the 1<sup>st</sup> Term of the student's final year of study.

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