

Course Registration FAQ

- **What do I need to do for registration/enrolment in courses?**

Before registration, you need to consult your Academic Adviser first. Otherwise, the “hold” set in the computer system will not be removed, and you will be denied access to the Web registration system. For registration procedures, you are urged to read carefully the registration related materials in the Registry homepage before registration.

- **How do I consult my Adviser before registration?**

Your Programme Office/Department will inform you of the advising arrangement. If you have any queries about the arrangement, please contact your Programme Office/Department. You should download the study plan form and progress checklist of your study programme curriculum from <http://www.ln.edu.hk/reg/info/timetable/cover.php> for initial planning before meeting your Adviser.

- **What is BANNER Student Record System?**

BANNER is the computer database system of Lingnan to handle course enrolment and student records. A student may access Banner for real-time information about his/her personal records including academic history of courses studied/ enrolled and grades, etc.

- **Do I need a BANNER account**

Yes, only authorised users are allowed to access BANNER system. The system requires User ID and PIN (Personal Identity Number) to allow access. For students, the User ID is the Student Number; the PIN initially is the 6-digit birth date (DDMMYY) of the student. In the first access, the system will ask the student to change his/her PIN for greater security (student will be asked to answer a question to help him/her memorize his/her own assigned new PIN).

- **How do I access BANNER for registration**

Access to Banner is channeled via Internet. Please visit the University homepage and login to the intranet, click Banner Self Services and then Student Services where an item on Registration is available. Please ensure to use browser version IE 6.0/ Netscape 6.2 or above and disable the blocking of pop-up message.

- **What is a CRN assigned to a course/section/tutorial?**

CRN stands for Course Reference Number. Each CRN represents a course delivery/identity. For example, a course ECO101 (of 3 credits: a 2-hour lecture and a 1-hour tutorial) has one lecture section (CRN 91), and eight alternative tutorials (CRN 333, 334, 335, 336, 337, 338, 339 and 341). A student may select one lecture and one of the eight tutorial sections. For such courses of lecture + tutorial mode, students are required to register BOTH lecture and tutorial at the same time to complete registration in this course, i.e. with two CRNs. However, for ‘sectional’ approach courses which only have lectures (usually a 3 credits course has two 1.5 hour lectures in two weekdays) and no tutorial alternatives, the student is required to register only one CRN for that course.

- **I received a “link error” message when enrolling in a course. What is that?**

For lecture + tutorial courses, you have to register both lecture and tutorial at the same time, otherwise, enrolment in that course is not complete and the warning message “link error” will appear. Here are some warning messages you may come across during registration –

Messages appear in the Status Column	Descriptions
Closed Session or Reserved Closed	The course has been fully enrolled.
Time Conflict with XXX	The course has a time clash with a registered course. XXX is the CRN of that course.
Level Restriction	The course is open for AD students only.
Major Restriction	The course is only offered for the major stream students.
Link Error	For “Lecture-cum-Tutorial” mode courses, students have to add/drop both the lecture and tutorial at the same time.
Repeat Count Exceeds	The course has already been registered.
Maximum Hours Exceeds	Maximum credit limit is reached.

- **I saw an abbreviation “C” marked on the left of some courses. What does it mean?**

“C” means section “Closed” which appears when the study places in that section are already fully occupied at that time. There is no quota available unless a student already enrolled in the course subsequently withdraws. You may choose another course/section.

- **I wish to enrol in two courses but there is a short period of overlapping class time. Can I do that?**

No, the system will not allow you to take courses with the same or overlapping class time. A warning message “Time Conflict with XXX” will appear.

- **What does “maximum hours exceeded” mean?**

The normal study load of a full-time student in a term should be within the range of 15-18 credits and the maximum study load in an academic year should be 33 credits. If you try to enrol beyond that credit limit, the warning message will appear and you are not allowed to register further courses unless you first drop one of your enrolled courses.

- **Can a final year student be given flexibility to exceed the credit limit of the Term/Year?**

If you are a student going to study the final year at LU (including Year 2 students of the BACEE programme), and not on academic probation, you may take a maximum study load of 39 credits in the academic year concerned: 18 credits in the first term and 21 credits in the second term, subject to the approval of the Programme Director/Head of Department concerned in consultation with your academic adviser.

- **I failed to enrol a course via the Web but I definitely need to study the course. What can I do?**

You may adjust your enrolments during the add/drop period if there are vacancies. Please note that the add/drop period will begin 4 days before start of classes. Changes that can be made during the add/drop period of a Term are restricted to courses of that Term only (i.e. in the 1st Term add/drop period, you cannot make changes to the 2nd Term courses). If the study places of a course are already fully occupied and you have an urgent need to enrol in that course during the add/drop period, you may contact the subject teacher to see if there is a possibility of special approval by using manual add/drop form. In such special cases, the approved changes shall be processed at Registry (not via Web).

- **Can I take two General Education (GE) courses in one Term?**

Yes, you can take two GE courses in one Term if there are vacancies. Please note that one course in Category A is mandatory and students should have taken a Category A GE course by the end of the third term (summer term not counted). Please also note that any excess GE courses taken after fulfilling the GE requirement will be counted as free electives.