

Submitting Application for Exemption of Prerequisite for UG Courses

USER GUIDE FOR STUDENTS

Important Notes

1. Students should check the course descriptions and information of prerequisites/restriction of the courses they intend to register by referring to the Registry webpage (*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.
2. Students who are approved to register the courses online through this system are required to register courses via myLingnan Portal during the stipulated Online Registration and Add/Drop periods.
3. Students who are approved to register the courses online through this system should note that courses offering Departments/Units reserve the right to review the approved applications during the stipulated Add/Drop period of the particular term to ensure that the students are eligible to study the courses.

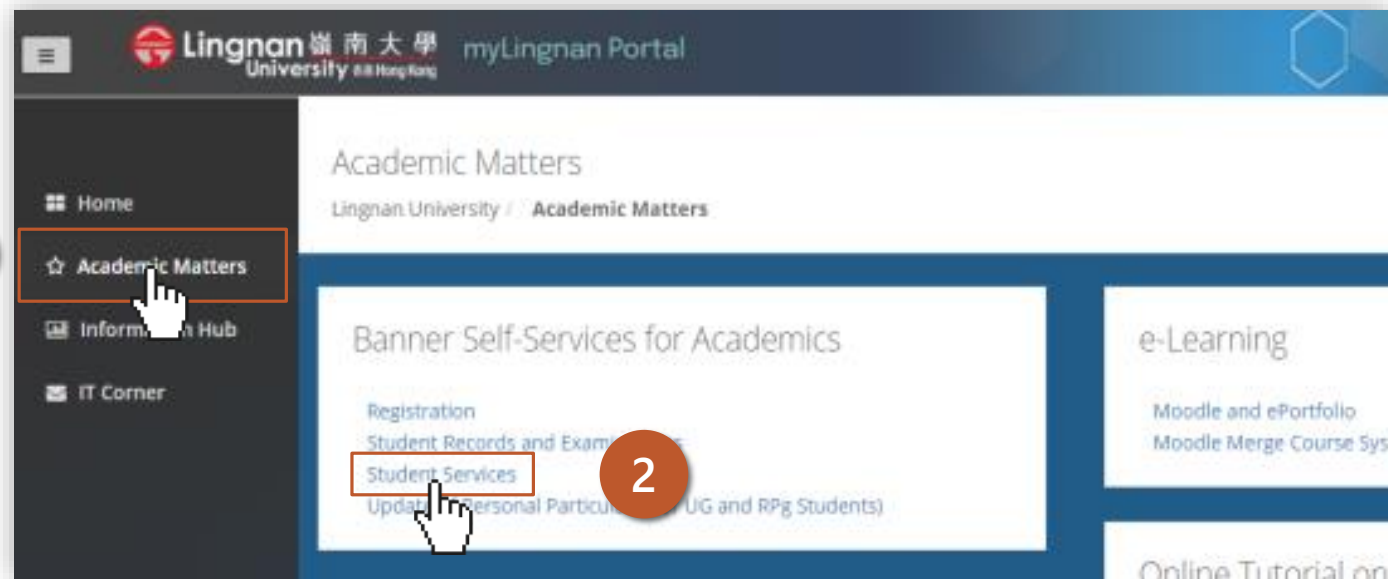
Go to “Application for Exemption of Prerequisite for Courses” in myLingnan Portal

1. Go to <https://www.ln.edu.hk/> and then click “myLingnan Portal”
2. Enter your username and password and then click “Sign in”.

The image shows two screenshots of the Lingnan University website. The top screenshot displays the university's homepage with the Lingnan University logo and navigation menu. A red box highlights the "myLingnan Portal" link, and a red circle with the number "1" is placed next to it. The bottom screenshot shows the "Sign in with your Lingnan account" form, which includes fields for "Username" and "Password", and a red "Sign in" button. A red box highlights the "Sign in" button, and a red circle with the number "2" is placed next to it.

Go to “Application for Exemption of Prerequisite for Courses” in myLingnan Portal

1. Click “Academic Matters”
2. Click “Student Services”



Go to “Application for Exemption of Prerequisite for Courses” in myLingnan Portal

1. Click “Application for Exemption of Prerequisite for Courses”



The screenshot shows the myLingnan Portal interface. At the top, the Lingnan University logo and name are displayed in both Chinese and English. Below the logo, there are two tabs: "Personal Information" (highlighted in purple) and "Student Services". A list of navigation options is shown below the tabs, each preceded by a right-pointing chevron (>). The option "Application for Exemption of Prerequisite for Courses" is highlighted with a red rectangular box. A hand cursor icon is positioned over this box. To the left of the highlighted box, there is a circular icon containing the number "1".

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Personal Information Student Services

- > Registration
- > Student Records & Examinations
- > Online Application for Transcript
- > Application for Temporary Certificates of Graduation
- > View / Edit Student Bank Account Information
- > Review of Grades / Reassessment
- > eFees Note for Student (NEW)
- > Counselling Services Referral Form (NEW)
- > Online Application for Testimonial
- > Certificate of Awards and Participation (CAP) for UG Students(Student Copy)
- > Psychological Test
- > Submission of IELTS Results from Test Centres Outside Lingnan University
- > Applications for Extension of Maximum Period to Fulfil English Language Graduation Requirement
- > Update of Personal Particulars
- > Term Credit Adjustment
- > Application for Exemption of Prerequisite for Courses

Submitting Application

1. Click “New Application”
2. Complete the application and upload supporting documents
3. Click “Preview”

Note:

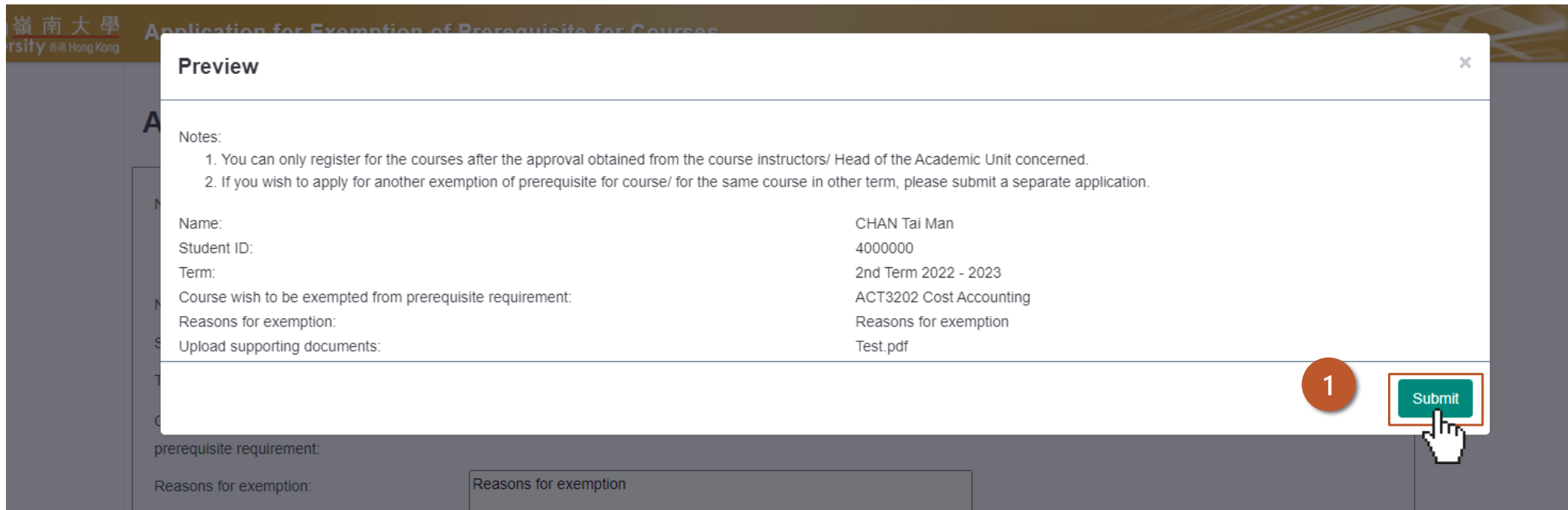
If you wish to apply for another exemption of prerequisite for courses / for exemption of prerequisite for the same course but in different term, please submit a separate application.

The screenshot shows the 'Application for Exemption of Prerequisite for Courses' interface. The header includes the Lingnan University logo and the title 'Application for Exemption of Prerequisite for Courses'. The main heading is 'Application for Exemption of Prerequisite for UG Courses'. The form contains the following fields and sections:

- Notes:**
 1. You can only register for the courses after the approval obtained from the course instructors/ Head of the Academic Unit concerned.
 2. If you wish to apply for another exemption of prerequisite for course/ for the same course in other term, please submit a separate application.
- Name:** CHAN Tai Man
- Student ID:** 4000000
- Term:** 2nd Term 2022 - 2023
- Course wish to be exempted from prerequisite requirement:** Please select
- Reasons for exemption:** (Text area)
- Upload supporting documents (optional):** (file in jpg, png, and pdf) with a 'Choose File' button and 'No file chosen' text.
- Preview** button.

Submitting Application

1. Review your application and click “Submit” to submit your application



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Application for Exemption of Prerequisite for Courses

Preview

Notes:

1. You can only register for the courses after the approval obtained from the course instructors/ Head of the Academic Unit concerned.
2. If you wish to apply for another exemption of prerequisite for course/ for the same course in other term, please submit a separate application.

Name:	CHAN Tai Man
Student ID:	4000000
Term:	2nd Term 2022 - 2023
Course wish to be exempted from prerequisite requirement:	ACT3202 Cost Accounting
Reasons for exemption:	Reasons for exemption
Upload supporting documents:	Test.pdf

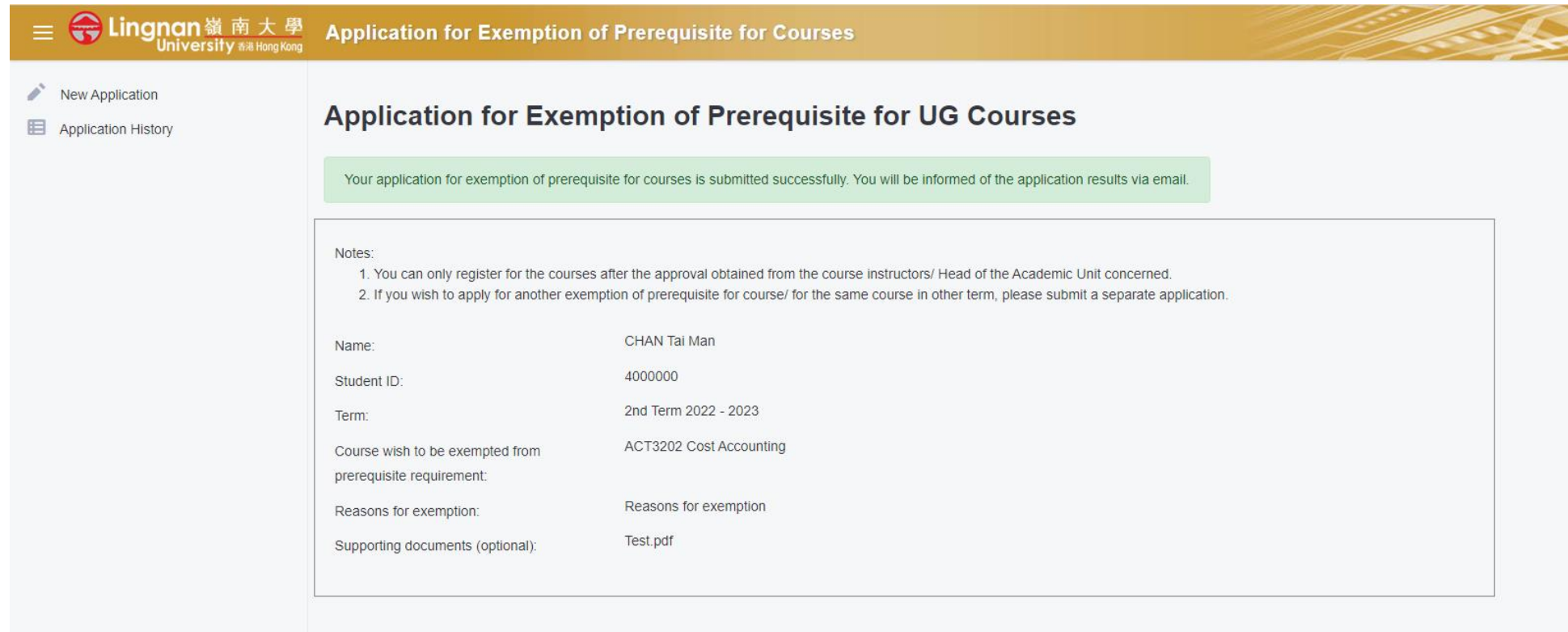
prerequisite requirement:

Reasons for exemption: Reasons for exemption

Submit

Submitting Application

1. You will receive an email upon successful submission of application



The screenshot displays the 'Application for Exemption of Prerequisite for Courses' page on the Lingnan University website. The page features a navigation menu on the left with 'New Application' and 'Application History' options. The main content area is titled 'Application for Exemption of Prerequisite for UG Courses' and contains a green success message: 'Your application for exemption of prerequisite for courses is submitted successfully. You will be informed of the application results via email.' Below this, a 'Notes' section provides two instructions: 1. 'You can only register for the courses after the approval obtained from the course instructors/ Head of the Academic Unit concerned.' and 2. 'If you wish to apply for another exemption of prerequisite for course/ for the same course in other term, please submit a separate application.' A table below the notes lists application details: Name (CHAN Tai Man), Student ID (4000000), Term (2nd Term 2022 - 2023), Course wish to be exempted from prerequisite requirement (ACT3202 Cost Accounting), Reasons for exemption (Reasons for exemption), and Supporting documents (optional) (Test.pdf).

Name:	CHAN Tai Man
Student ID:	4000000
Term:	2nd Term 2022 - 2023
Course wish to be exempted from prerequisite requirement:	ACT3202 Cost Accounting
Reasons for exemption:	Reasons for exemption
Supporting documents (optional):	Test.pdf

Checking Application Status

1. You may check your application status in “Application History”

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Logout

New Application

Application History **1**

Application History

Search:

Status	Date of Application (DD-MM-YYYY)	Term	Exempted Courses (Applied)	Reason for Exemption	Reason for Disapproval	Supporting Document
Approved	16-01-2023	2nd Term 2022 - 2023	ACT3202		-	
Pending	12-01-2023	2nd Term 2022 - 2023	BUS2201		-	
Rejected	12-01-2023	2nd Term 2022 - 2023	ACT4354			
Rejected	10-01-2023	2nd Term 2022 - 2023	ACT3202			

Showing 1 to 4 of 4 entries

END

Last updated on 19 June 2023