Course Registration

Registration Procedures

Log in through myLingnan Portal

Login by email ID and password

Sign in with your Lingnan account

Username

Password

Sign in

[Change Password]

[Forgot Password]
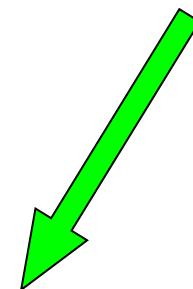
[Forgot Username (Alumni Only)]

[Need Help]

Secure your account with
TWO-FACTOR AUTHENTICATION
2FA
► REGISTER NOW!

After login, click "Academic Matters"

Click "Registration"

Click "Select Term"

Choose the Term you wish to register and click "Submit"
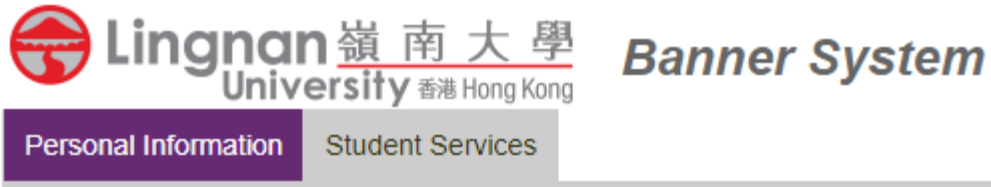
Select the term to be registered

To view your current enrollment, choose "Add/Drop Classes"
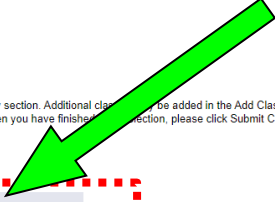
Courses already enrolled are listed here

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Personal Information | Student Services

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes can be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Aug xx, 20xx	None	152	CUS	3314	1	Undergraduate	3.000	Standard	Hong Kong Popular Culture
Web Registered on Aug xx, 20xx	None	154	CLE	9025	1	Undergraduate	3.000	Standard	Understanding Life and Happiness: an Interdisciplinary Approach

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 6.000
Maximum ILP Units: 70.00
Date: Aug xx, 20xx xx:xx pm

⚠ IMPORTANT: For courses in Lecture + Tutorial mode, students are required to add/drop BOTH lecture and tutorial at the same time. Partial registration is not allowed

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

To add a course, scroll down and click "Class Search"

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Personal Information | Student Services

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Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
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Maximum ILP Units: 70.00
Date: Aug xx, 20xx xx:xx pm

⚠ **IMPORTANT: For courses in Lecture + Tutorial m... students are required to add/drop BOTH lecture and tutorial at the same time. Partial registration is not allowed**

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

Two ways to find your courses
By selecting subject and click "Course Search"

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Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, please click Get Classes to perform the search.

Subject:
BUS
CHI
CLB
CLC
CLD
CLE
CUS
Disciplinary Forces
EDU
For Higher Edcaution (MIH)

Course Search | Advanced Search

[Student Schedule by Day & Time | Student Detail Schedule | View Holds]

RELEASE: 8.7.2.6
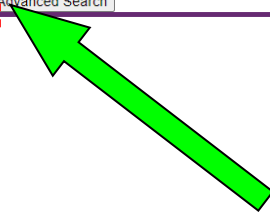
Two ways to find your courses
Click " Advanced Search"
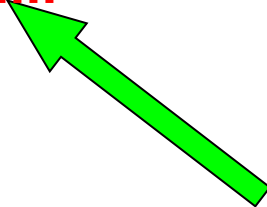
Choose the course you wish to enroll, then click "Section Search"

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, please click Get Classes to perform the search.

Choose the subject code, e.g. CHI

Subject:
```
BUS
CHI
CLB
CLC
CLD
CLE
CUS
Disciplinary Forces
EDU
For Higher Edcaution (MIH)
```

Input the course no., e.g. 2107

Course Number:

Title:

Credit Range: [ ] hours to [ ] hours

Course Level:
```
All
Undergraduate
```

Part of Term:
Non-date based courses only

Instructor:
```
All
AROKIARAJ, Aloysius Wilfred Raj
CHAN, Him
```

Session:
```
All
Cantonese
Cantonese/Putonghua
```

Start Time: Hour `00` Minute `00` am/pm `am`
End Time: Hour `00` Minute `00` am/pm `am`
Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

[Section Search] [Reset]

[Student Schedule by Day & Time | Student Detail Schedule | View Holds]

RELEASE: 8.7.2.6

Look-Up Classes to Add: **Checkboxes will be shown besides available sections**

Sections Found

CLC

Select	CRN	Subj	Crse		Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
NR	176	CLC	9		LEC	LU	3.000	Managing Personal Finance	TR	02:00 pm-05:29 pm	35	34	1	Ho Yin YICK (P)	05/27-07/08	LKK 107	

CLD

Select	CRN		Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
C		CLD	9026	1	LEC	LU	3.000	Food: Health, Technology and Environment	MTWRF	09:30 am-12:29 pm	35	35	0	Yik Hei SUNG (P)	07/15-08/03	LKK 202	
☐	161	CLD	9027	1	LEC	LU	3.000	Blue Planet	MTWRF	09:30 am-12:29 pm	35	26	9	Hongyan GENG (P)	07/15-08/03	LKK 203	

CLE

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
	154	CLE	9025	1	LEC	LU	3.000	Understanding Life and Happiness: an Interdisciplinary Approach	MTWRF	10:00 am-12:59 pm	35	35	0	Lok Sang HO (P)	07/15-08/03	LKK 103	

CUS

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
	152	CUS	3314	1	LEC	LU	3.000	Hong Kong Popular Culture	MTWRF	02:00 pm-04:59 pm	35	33	2	Hoi Yan YAU (P)	07/15-08/03	LKK 102	
C	188	CUS	4299	1	LEC	LU	3.000	Internship		TBA	0	12	-12	Yuk Ming Lisa LEUNG (P), Iam Chong IP	05/27-07/08	TBA	

[Register] [Add to WorkSheet] [New Search]

C: Section Closed
SR: Student Restriction
NR: Not Allowed for Registration

[Student Schedule by Day & Time | Student Detail Schedule]

Look-Up Classes to Add

"C" means quota full

"Rem" means remaining quota

Sections Found

CLC

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
NR	176		9002	1	LEC	LU	3.000	Managing Personal Finance	TR	02:00 pm-05:29 pm	35	34	1	Ho Yin YICK (P)	05/27-07/08	LKK 107	

CLD

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
C	160	CLD	9026	1	LEC	LU	3.000	Food: Health, Technology and Environment	MTWRF	09:30 am-12:29 pm	35	35	0	Yik Hei SUNG (P)	07/15-08/03	LKK 202	
☐	161	CLD	9027	1	LEC	LU	3.000	Blue Planet	MTWRF	09:30 am-12:29 pm	35	26	9	Hongyan GENG (P)	07/15-08/03	LKK 203	

CLE

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
	154	CLE	9025	1	LEC	LU	3.000	Understanding Life and Happiness: an Interdisciplinary Approach	MTWRF	10:00 am-12:59 pm	35	35	0	Lok Sang HO (P)	07/15-08/03	LKK 103	

CUS

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
	152	CUS	3314	1	LEC	LU	3.000	Hong Kong Popular Culture	MTWRF	02:00 pm-04:59 pm	35	33	2	Hoi Yan YAU (P)	07/15-08/03	LKK 102	
C	188	CUS	4299	1	LEC	LU	3.000	Internship		TBA	0	12	-12	Yuk Ming Lisa LEUNG (P), Iam Chong IP	05/27-07/08	TBA	

[Register] [Add to WorkSheet] [New Search]

C: Section Closed
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[Student Schedule by Day & Time | Student Detail Schedule]

To add course, tick the checkbox(es) and click "Register"

Look-Up Classes to Add:

Sections Found

CLC

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
NR	176	CLC		1	LEC	LU	3.000	Managing Personal Finance	TR	02:00 pm-05:29 pm	35	34	1	Ho Yin YICK (P)	05/27-07/08	LKK 107	

CLD

Select		Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
C		CLD	9026	1	LEC	LU	3.000	Food: Health, Technology and Environment	MTWRF	09:30 am-12:29 pm	35	35	0	Yik Hei SUNG (P)	07/15-08/03	LKK 202	
☑	161	CLD	9027	1	LEC	LU	3.000	Blue Planet	MTWRF	09:30 am-12:29 pm	35	26	9	Hongyan GENG (P)	07/15-08/03	LKK 203	

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	154	CLE	9025	1	LEC		3.000	Understanding Life and Happiness: an Interdisciplinary Approach	MTWRF	10:00 am-12:59 pm	35	35	0	Lok Sang HO (P)	07/15-08/03	LKK 103	

CUS

Select	CRN	Subj	Crse		Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
	152	CUS	3		LEC	LU	3.000	Hong Kong Popular Culture	MTWRF	02:00 pm-04:59 pm	35	33	2	Hoi Yan YAU (P)	07/15-08/03	LKK 102	
C	188		99	1	LEC	LU	3.000	Internship		TBA	0	12	-12	Yuk Ming Lisa LEUNG (P), Iam Chong IP	05/27-07/08	TBA	

[Register] [Add to WorkSheet] [New Search]

C: Section Closed
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[Student Schedule by Day & Time | Student Detail Schedule]

Courses added successfully are shown here

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Personal Information | Student Services

Add/Drop Classes:

Use this interface to add or drop cla___ the selected term. If you have already regis___ or the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be ___ed by using the options available in the Actio___ if no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Aug xx, 20xx	None	152	CUS	3314	1	Undergraduate	3.000	Standard	Hong Kong Popular Culture
Web Registered on Aug xx, 20xx	None	154	CLE	9025	1	Undergraduate	3.000	Standard	Understanding Life and Happiness: an Interdisciplinary Approach

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 6.000
Maximum ILP Units: 70.00
Date: Aug xx, 20xx xx:xx pm

⚠ **IMPORTANT: For courses in Lecture + Tutorial mode, students are required to add/drop BOTH lecture and tutorial at the same time. Partial registration is not allowed**

Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

"Registration Errors" appear when courses cannot successfully be registered

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Aug xx, 20xx	None	717	CCC	8001	8	Undergraduate	3.000	Standard	Logic and Critical Thinking
Web Registered on Aug xx, 20xx	None	170	CLA	9006	1	Undergraduate	3.000	Standard	Creativity and Individual Difference: Theories and Applications
Web Registered on Aug xx, 20xx	None	753	CLA	9006	2	Undergraduate	0.000	Standard	Creativity and Individual Difference: Theories and Applications

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Maximum ILP Units: 100.00
Date: Aug xx, 20xx xx:xx pm

🚫 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 170	340	LCE	1010	1	Undergraduate	3.000	Standard	English for Communication I

Common error messages indicating the reason of registration failure at the "Status" column are outlined below

Messages appear in the Status Column	Descriptions
Closed Session or Reserved Closed	The course has been fully enrolled.
Time Conflict with XXX (CRN)	The course has a time clash with a registered course.
Level Restriction	The course is open for non-UG 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 sections at the same time.
Repeat Count Exceeds	The course has already been registered in the same or other term.
Maximum Hours Exceeds	Maximum credit limit is reached.

Students can also add course by using "Add Classes Worksheet"

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Web Registered on Aug xx, 20xx	None	154	CLE	9025	1	Undergraduate	3.000	Standard	Understanding Life and Happiness: an Interdisciplinary Approach

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 6.000
Maximum ILP Units: 70.00
Date: Aug xx, 20xx   pm

Fill in the CRN, then click "Submit Changes"

⚠ **IMPORTANT:** For cou... in Lecture + Tutorial mode, students are required to add/drop BOTH lecture and tutorial at the same time. Partial registration is not allowed

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes | Class Search | Reset

Students are however strongly advised to check quota availability first

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Current Schedule

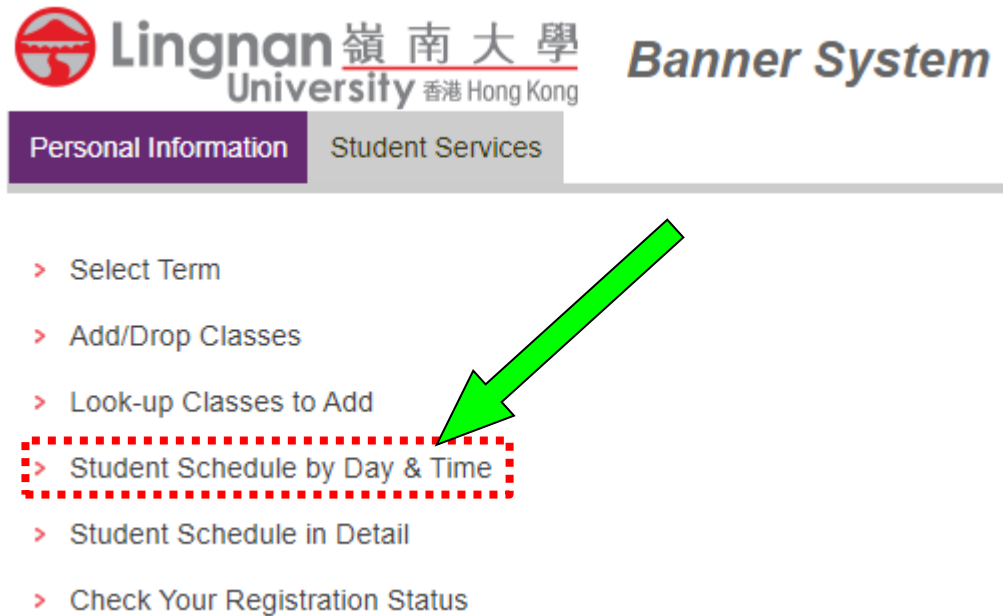| Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Aug xx, 20xx	None	152	CUS	3314	1	Undergraduate	3.000	Standard	Hong Kong Popular Culture
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Date: Aug xx, 20xx xx:xx pm

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Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

Strongly advise to use "Class Search" to check availability first

To drop a course, select "Web Drop" and click "Submit Changes"

Choose "Student Schedule by Day & Time"

Student Schedule by Day and Time

Listed below is your schedule for the selected term.

Remark: To provide sufficient time for both staff and students to proceed to the next scheduled classes, all classes will end 10 minutes earlier than the scheduled time.

Go to (MM/DD/YYYY): [＿＿＿＿＿＿] [Submit]

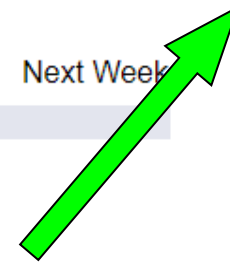Previous Week   **Week of** (of 0)   Next Week

No courses with assigned times this week.

You are not assigned any classes for this term

Enter the start date of each term (Please refer to Academic Calendar for start date)

and click "Submit"

Check whether the timetable is correct

Student Schedule by Day and Time:

Following is your schedule by day and time. Classes which are not scheduled or fall within a different date range than the normal term are listed at the bottom of the page.

Remark: To provide sufficient time for both staff and students to proceed to the next scheduled classes, all classes will end 10 minutes earlier than the scheduled time.

1st Term 20xx - 20xx

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10am			CUS 3310-2 346 Class Media, Culture and Society 10:00 am-11:59 am				
11am			LKK 102				
12pm							
1pm							
2pm	CUS 3009A-1 338 Class Making Digital Culture 1:30 pm-4:29 pm LKK 103			CUS 3310-1 345 Class Media, Culture and Society 2:00 pm-3:59 pm			
3pm				LKK 102			
4pm							

- End -