




Checklist for Course Registration

The new academic term will start on **1 September 2023**. For more information of Academic Calendar, please visit the [Registry](#) website. All new students can change their courses during the following periods:

- Registration Day (22 Aug 2023 [Yr 2 or above students]; 23 Aug 2023 [Yr 1 students])
- Add/Drop Period (29 Aug – 7 Sept 2023)

1. Actions Required **BEFORE** Registration Day, and Add/Drop Period				
<input checked="" type="checkbox"/>	Deadlines	Key items	Guidelines	Related Useful Information
<input type="checkbox"/>	Refer to dates shown on the Online Reporting System	<ul style="list-style-type: none"> • Login to the Online Reporting System to complete all required procedures (<i>i.e. reporting, activation of computer account, etc.</i>) 		-
<input type="checkbox"/>		<ul style="list-style-type: none"> • Contact your Academic Adviser for approval of your study plan 		<ul style="list-style-type: none"> ❖ <u>How can I contact Faculties/Departments?</u> ❖ <u>Which courses should I put in my study plan? What are my required courses?</u> ❖ <u>What are Common Core courses (CCC courses) and Cluster courses?</u> ❖ <u>When should I take Common Core and cluster courses?</u> ❖ <u>When should I take LUE4001 / LUE4002 / LUE4003?</u> ❖ <u>Where can I find the courses offered in the coming terms so as to complete my advising?</u> ❖ <u>Where can I find the prerequisite / co-requisite requirements for courses I wish to register?</u>
2. Registration Day, and Add/Drop Period				
<input checked="" type="checkbox"/>	Periods	Key items	Guidelines	Related Useful Information
<input type="checkbox"/>	Registration Day <ul style="list-style-type: none"> • 22 Aug 2023 (Yr 2 or above students) • 23 Aug 2023 (Yr 1 students) 	<ul style="list-style-type: none"> • Read through the Guideline before course registration • Login to myLingnan Portal and register for your intended courses 		<ul style="list-style-type: none"> ❖ <u>How can I contact Programme Offices/Course Offering Departments?</u> ❖ <u>If I missed the time slot for online registration, what should I do?</u> ❖ <u>What do I need to do before registration/enrolment in courses?</u> ❖ <u>What is a CRN assigned to a course/section/tutorial?</u> ❖ <u>What does “link error” message mean when enrolling in a course?</u>
<input type="checkbox"/>	Add/Drop Period <ul style="list-style-type: none"> • 29 Aug – 7 Sept 2023 	<ul style="list-style-type: none"> • Login to myLingnan Portal and finalize your course choices 		<ul style="list-style-type: none"> ❖ <u>Can I enroll in two courses with a short period of overlapping class time?</u> ❖ <u>What does “maximum hours exceeded” mean?</u>
<input type="checkbox"/>	After Course Registration (Add/Drop Courses)	<ul style="list-style-type: none"> • Check and Print Class Schedule for your records (<i>myLingnan Portal > Academic Matters > Student Services > Registration > Student Schedule by Day & Time</i>) 		<ul style="list-style-type: none"> ❖ <u>Can I enroll in two courses with a short period of overlapping class time?</u> ❖ <u>What does “maximum hours exceeded” mean?</u>