

LINGNAN UNIVERSITY

Banner Course Registration Procedures

Before you enter into the On-line Registration system

1. Make sure that you have fulfilled the required pre-requisites (if any) of the course(s) that you wish to register and observe the course restrictions (if any). The pre-requisite requirements and restriction(s) of each course (if any) are stated on the course descriptions under the Registry webpage http://www.ln.edu.hk/reg/course_descriptions4yr.php.
2. View the Course Offering List for respective terms in the Registry webpage http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials_4year.php.
 - a) The teaching modes of the courses are outlined in the column “L/T”. “LEC” means Lecture and “TUT” means Tutorial. If both “LEC” and “TUT” are found, the teaching mode of the course is in “Lecture-cum-Tutorial” mode. In this case, you have to register one section of lecture plus one section of tutorial in the same submission.
 - b) Mark down the CRN (Course Reference Number) of each section of the courses you would like to register in your study plan.

For example, you wish to register CLA9006 in Term 1. Suppose this course is conducted in “Lecture-cum-Tutorial” mode with one section of Lecture and two sections of Tutorial on offer as shown below (Similar information can be found from the course offering list). You have to register a combination of one Lecture (CRN 170) AND one Tutorial (CRN 753 or 754) for the course CLA9006.

| CRN | Course Code | Course Title | Sect | Lang | L/T | Day | Time | Venue | Instructor Name |
|-----|-------------|--------------------------------|------|------|-----|-----|---------------|--------|---------------------|
| 170 | CLA9006 | Creat&Indiv Diff:Theory&Applic | 1 | E | LEC | WED | 15:00 – 16:59 | WYL102 | Dr LI Yau Wai Simon |
| 753 | CLA9006 | Creat&Indiv Diff:Theory&Applic | 2 | E | TUT | MON | 15:30 – 16:29 | WYL101 | Dr LI Yau Wai Simon |
| 754 | CLA9006 | Creat&Indiv Diff:Theory&Applic | 3 | E | TUT | FRI | 09:30 – 10:29 | WYL109 | Dr LI Yau Wai Simon |

On-line Registration system – Login through the University Portal

1. Go to Lingnan University main page: <http://www.LN.edu.hk>.
2. From the “Quick Links” pull-down menu at the top right-hand corner, select “myLingnan Portal”.
3. In the “Secure Access Login” box, input your “User Name” (Lingnan email account) and “Password” (your email account password).
4. Select the “Banner Services” tab, click “Student Service” under Banner Self-Service.
5. In the page of “Student Services”, click “Registration”.
6. Click “Select Term”, choose respective terms from the pull down menu and press the “Submit” button.
7. Click “Add/Drop Classes” and you can start course registration.

How to register courses

1. To ADD classes in the on-line registration system, you can either adopt the SIMPLE mode or the ADVANCED mode.


a) **Simple Mode**

In the page of “Add/Drop Classes”, there are 10 boxes under the “Add Classes Worksheet”. Enter the CRNs of the courses that you would like to register in the boxes and press “Submit”.

b) **Advanced Mode**

- i. In the page of “Add/Drop Classes”, click the “Class Search” button.
- ii. In the page of “Look-up Class to Add”, type the course code. For example, if you would like to register CLA9006, select “CLA” in the “Subject” field, and type “9006” in the “Course Number” field. Remember to select “Undergraduate” in the field of “Course Level”. After that, click the “Class Search” button and you will see details of all the sections of CLA9006.
- iii. To register for classes, check the box in the front of the CRNs and click the “Register” button. If no checkbox is appeared, it means either the section of the course is full or it is offered to the major stream students only (a restriction pop-up will appear) and in this case you have to register other sections/courses.
- iv. For registration of a “Lecture-cum-Tutorial” course, make sure that you check the boxes of both Lecture and Tutorial sections in the same submission, otherwise a pop-up warning message will appear.
- v. The “Rem” column indicates the remaining quota of a CRN. In this example, the Lecture of CLA9006 (CRN 170) still has 5 study places available. However, there is no quota left for the Tutorial of CRN 754 and thus a Section Closed “C” is denoted in the “Select” column. As such, you have to register the other Tutorial of CRN 753, which still has 5 study places left.

Look-Up Classes to Add:

 To register for classes, please check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

| Select | CRN | Subj | Crse | Sec | Schd | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | Instructor | Date (MM/DD) | Location | Attribute |
|--|-----|------|------|-----|------|-----|-------|---|------|-------------------|-----|-----|-----|-------------------|--------------|----------|-----------|
| <input type="checkbox"/> | 170 | CLA | 9006 | 1 | LEC | LU | 3.000 | Creativity and Individual Difference: Theories and Applications | W | 03:00 pm-04:59 pm | 20 | 15 | 5 | Yau Wai S. LI (P) | 09/10-12/07 | WYL 102 | |
| (CRN 170) Not For Major(s): 0000. | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 753 | CLA | 9006 | 2 | TUT | LU | 0.000 | Creativity and Individual Difference: Theories and Applications | M | 03:30 pm-04:29 pm | 10 | 5 | 5 | Yau Wai S. LI (P) | 09/10-12/07 | WYL 101 | |
| (CRN 753) Not For Major(s): 0000. | | | | | | | | | | | | | | | | | |
| C | 754 | CLA | 9006 | 3 | TUT | LU | 0.000 | Creativity and Individual Difference: Theories and Applications | F | 09:30 am-10:29 am | 10 | 10 | 0 | Yau Wai S. LI (P) | 09/10-12/07 | WYL 109 | |
| (CRN 754) Not For Major(s): 0000. | | | | | | | | | | | | | | | | | |

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

- You can change your mind in the registration process by adding/dropping courses and changing courses/sections/tutorials.
- To DROP classes, go to the “Action” box in front of the course you wish to drop, choose “Web Drop” and press the “Submit Changes” button. The “Simple Mode” allows you to add and drop courses in a single submission. You can also input new CRN at the boxes under “Add Classes” to add new courses while you choose “Web Drop” for some courses.

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 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 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 |
|------------------------------------|--------------|-----|------|------|-----|---------------|-------|------------|---|
| **Registered** on Jul 27, 2012 | None | 717 | CCC | 8001 | 8 | Undergraduate | 3.000 | Standard | Logic and Critical Thinking |
| **Web Registered** on Jul 30, 2012 | None | 170 | CLA | 9006 | 1 | Undergraduate | 3.000 | Standard | Creativity and Individual Difference: Theories and Applications |
| **Web Registered** on Jul 30, 2012 | **Web Drop** | 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: Jul 30, 2012 03:32 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

- After submission, all registered courses will appear under “Current Schedule” with the total credit hours registered at the bottom. **A full-time student shall register for at least 12 credits but no more than 15 credits in one term for a first year student (maximum credit per academic year is 30) and no more than 18 credits in one term for a second year or above student (maximum credit per academic year is 33).** For courses that cannot be successfully registered, “Registration Errors” will appear.

Current Schedule

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|------------------------------------|--------|-----|------|------|-----|---------------|-------|------------|---|
| **Registered** on Jul 27, 2012 | None | 717 | CCC | 8001 | 8 | Undergraduate | 3.000 | Standard | Logic and Critical Thinking |
| **Web Registered** on Jul 30, 2012 | None | 170 | CLA | 9006 | 1 | Undergraduate | 3.000 | Standard | Creativity and Individual Difference: Theories and Applications |
| **Web Registered** on Jul 30, 2012 | 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: Jul 30, 2012 03:39 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 |

Example of

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 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 sections at the same time. |
| Repeat Count Exceeds | The course has already been registered. |
| Maximum Hours Exceeds | Maximum credit limit is reached. |

Printing of Class Schedule for review

- After registration, click “Return to Menu” and the system will return to the “Registration” page. Choose “Student Schedule by Day & Time” to view your class schedule and you can print your class schedule by terms for retention. Make sure that all information is correct before you log out the system.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------|--|--|---|--|---|----------|--------|
| 9am | | | LCC 1010-2 1164 Class 9:30 am-11:29 am LKK 204 | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | LCC 1010-2 1164 Class 1:30 pm-3:29 pm NAB 201 | LCE 1010-22 464 Class 1:30 pm-3:29 pm LKK G01 | | | | | |
| 3pm | | | CLA 9006-1 170 Class 3:00 pm-4:59 pm WYL 102 | LCE 1010-22 464 Class 3:00 pm-4:59 pm LKK G03 | | | |
| 4pm | CLA 9006-2 753 Class 3:30 pm-4:29 pm WYL 101 | CCC 8001-8 717 Class 3:30 pm-4:59 pm LKK 105 | | | | | |
| 5pm | | | | | CCC 8001-8 717 Class 4:30 pm-5:59 pm LKK 202 | | |

- Remember to log out the system after registration to protect the security of your personal data.

Registry
June 2016