

## REGISTRATION GUIDELINES

### On-line Registration for New Undergraduate Students, Academic Year 2020-21

**Date:** Year 2 or above students – Wednesday, 26 August 2020

Year 1 students – Thursday, 27 August 2020

#### 1. Points to Note for Registration

- i. Students should observe the academic regulations governing registration as stipulated in the Registry's website (<https://ln.edu.hk/reg/undergraduate-programmes/regulations-and-guidelines>).

#### 2. Registration Sequence

- i. For Year 2 or above students, they can register for 1st & 2nd Terms from 10:00 to 23:59 on Wednesday, 26 August 2020.

Term	Time
1 & 2	10:00 – 23:59

- ii. For Year 1 students, they can register for 1st Term or 2nd Term in a time slot specified for them on Thursday, 27 August 2020 as listed below:

Last Digit of Student No.	Term	Time
5-9	1	10:00 – 10:59
0-4	1	11:00 – 11:59
0-4	2	12:00 – 12:59
5-9	2	13:00 – 13:59
All Digits	1 & 2	14:00 – 23:59

**Example:** A new Year 1 student with Student No. 4567899, i.e., last digit 9, should register on Thursday, 27 August 2020 from 10:00 to 10:59 for 1st Term and from 13:00 to 13:59 for 2nd Term. Students may re-access the registration system to change their enrolment for both terms from 14:00 to 23:59 on the same day.

#### 3. Registration Material

Students should go to the Courses Registration section of the Registry's website (<https://ln.edu.hk/reg/undergraduate-programmes/course-registration>) to retrieve the **programme structure, course offering information** for the 1st & 2nd

Terms of 2020-21, **course descriptions** and other relevant information. Students are reminded to **check for updates** (if any) before registration.

#### **4. Constructing Your Study Plan**

Each student should work out a tentative study plan for the academic year based on the class timetable and the curriculum of his/her study programme. Students are required to **use Degree Works** (under the “Academics” tab in myLingnan Portal) to **prepare their study plans**, and seek advice and approval from the Academic Advisor. To create a study plan with Degree Works, please refer to our quick guide (<https://ln.edu.hk/f/upload/44253/dwguide.pdf>).

#### **5. Consultation with Academic Advisor**

Each student is required to meet with the Academic Advisor to consult his/her programme of studies **at least once a term**, with one meeting scheduled before the course registration exercise each year. The registration system will allow a student to register **ONLY AFTER** he/she has consulted the Academic Advisor who after the consultation will remove the Advisor hold in the system.

#### **6. Pre-assigned Courses for New Year 1 Students**

Some required courses have been pre-assigned to Year 1 students for both 1st and 2nd Terms. Students are free to change the section(s) of pre-assigned courses, if so advised by the Academic Advisor, during registration. However, before you drop any pre-assigned section, please make sure that there is a study place for the section you are going to change to.

#### **7. Common Core Courses**

Students will be pre-assigned with one or two common courses by the Core Curriculum and General Education Office (CCGEO). Students are not allowed to drop the assigned courses but can change section/tutorial of the same term through the system.

#### **8. University-wide Required Language Courses**

According to the indicative programme structure, students are required to take 3-4 university-wide language courses during the first year of studies in Lingnan. For details, please refer to your respective Programme Curriculum (<https://ln.edu.hk/reg/undergraduate-programmes/programme-of-studies>) and Graduation Requirements (<https://ln.edu.hk/reg/undergraduate-programmes/graduation-requirements>).

All students are reminded to register these required language courses during on-line registration as far as possible.

## 9. Pre-requisite Requirement

Students should check the pre-requisite requirement of the course he/she intends to register by referring to the course descriptions of the Registry webpage (<https://ln.edu.hk/reg/undergraduate-programmes/course-description>). If there is a pre-requisite for a course, a student must satisfy the requirement before taking the course concerned or he/she alone will be responsible for the consequence(s) of taking such a course contravening the requirements without special approval.

## 10. Study Load

- i. For a full-time **first year** student, the normal study load in a term should be **15 credits** and the maximum study load should be **30 credits** in an academic year.
- ii. For a **second year or above** full-time student, the normal study load in a term should be in the range of **15 to 18 credits** and the maximum study load in an academic year should be 33 credits. During this registration exercise, the quota is set at **18 credits for 1st Term and 15 credits for 2nd Term**. If it turns out, after add/drops, that the student takes less than 18 credits in 1st Term, he/she subsequently in the 2nd Term add/drop period may add up to 18 credits provided the yearly limit of 33 is not exceeded.
- iii. A student who enrolls for **less than 12 credits** will be regarded as a **part-time student** and will not be eligible for applying for hostel or other student services.

## 11. Registration Procedures

The online registration procedures are as follows:

- i. Login myLingnan Portal (<http://myportal.ln.edu.hk>) by entering the username and password, which is the same as those assigned for your University email account.
- ii. Choose “My Lingnan”, select “Academics”, then “Registration” and click the sub-menu “Select Term”. Choose the term you wish to enrol for and click “Submit”.
- iii. To view/drop your current course enrolment, click the sub-menu “Add/Drop Classes”. To select a course/section, go to sub-menu “Look-up Classes to Add”.
- iv. Click “Submit” after adding/dropping a course/section.
- v. For a **course under the “lecture + tutorial” mode**, students are required to **register BOTH** lecture and tutorial **at the same time**.
- vi. The system will issue a pop-up warning message if a student registers for less than 12 credits.
- vii. The system will issue warnings of class time clashes, if any, to remind students to rectify problems.
- viii. Students are reminded to check to ensure correctness of their course enrolment in both terms before leaving the system.

## **12. Familiarisation of the Registration System**

Detailed registration procedures and FAQs are available at the Courses Registration section of the Registry's website

(<https://ln.edu.hk/reg/undergraduate-programmes/course-registration>) for students' reference.

## **13. Add/Drop Period**

The add/drop period for the 1st Term will begin on **Thursday, 3 September 2020** and end on **Monday, 14 September 2020**. During the add/drop period, the number of **adds/drops via web** will be limited to 100 actions [a submission of add or drop of a CRN (Course Reference Number), no matter successful or not, is counted as 1 action]. Further adds/drops beyond the limit will require manual submission of written application which is a less efficient process. Students are therefore reminded to exercise careful consideration in their choices of course enrolment on the Registration Day to minimise the need for further changes.

## **14. Application for Credit Transfer/Course Exemption**

Applications for credit transfer/course exemption, if applicable, should be submitted by **Thursday, 3 September 2020**. Students should check the Academic Regulations on Credit Transfer/Course Exemption for details.

## **15. Registering one or two Minor Programme(s)**

A student may register for one or two Minor Programme(s). The registration for a Minor Programme should be done by the end of add/drop period in the 1st Term of the student's final year of study.

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