

Academic Advising and Online Registration for 2023-24 Academic Year

A. Academic Advising from 27 February to 10 March 2023

Students are required to meet in person with their Academic Adviser at least once a term, with one meeting scheduled before the course registration exercise each year. Otherwise, their access to the registration system will be denied. Flexibility is allowed when students are not in Hong Kong or under special circumstances and therefore unable to meet with the Academic Advisers in person. The students may seek advice from their Academic Adviser through other means. Details of Academic Advising can be found as follows:

- Before meeting the Academic Adviser for revision of the study plan, each student should input and save the study plan in Degree Works. The user guidelines of Degree Works are available at myLingnan Portal (*Academic Matters > Degree Works / User Guidelines*).
- If any amendment is required, the student should revise the study plan accordingly in Degree Works and notify his / her Academic Adviser after amendments.
- If there is no amendment, the Academic Adviser can approve the study plan by clicking the “Save & Lock” button.

For students who are planning to join an exchange programme in 2023-24 through OGE, you may input it under “Notes”. Please note that any credits taken associated with approved student exchange programmes will be counted in the maximum study load for the academic year.

According to Regulations Governing Undergraduate Studies, a student should take courses specified in the curriculum concerned. As Degree Works may not fully reflect all the programme requirements due to technical limitations, students should follow the curricular requirements set out in the Programme Structures of their intake years which are available at the Registry website (*Undergraduate Programmes > Programme Structure*) to ensure the fulfilment of the requirements of Major(s)/Minor(s)/Discipline Concentration.

B. Courses to be offered in 2023-24

The latest Course Offering List for 2023-24 is available at the Registry website (*Undergraduate Programmes > Course Registration*). Course outlines provided by individual departments/units are now available at myLingnan Portal (*Academic Matters > Degree Works / View Course Outlines*). All enquiries in relation to the course content and requirements should be directed to the respective departments/ units.

Students should check the prerequisite requirements of the courses they intend to register for by referring to respective course descriptions at the Registry website (*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.

C. Collection of Course Demand from Degree Works

Students must pay particular attention to course and credit requirements, prerequisites for courses, normal study loads, and graduation requirements. During the academic advising period, students should input their study plans under “Plans” tab of the Degree Works and discuss their plans with their Academic Advisers. Course demand will then be collected directly from the Degree Works for class scheduling. The finalised students’ timetables will be announced before the **Online Registration in late July 2023**.

The academic advising and course demand collection process are essential to the arrangement of students’ study plans. Please note that:-

- (i) students should include **all required courses**, e.g. **Common Core Courses** (i.e. CCC8011, CCC8012, CCC8013 and CCC8014), and **University-wide language required courses** in their study plans. For details, please refer to your Programme Curriculum in the Programme Structure;
- (ii) subject to the class timetables and the availability of course places, programme required courses in approved study plans will be pre-assigned. Students may change and finalise their enrolments during the Online Registration;
- (iii) students are encouraged to prepare alternative courses in advance with their Academic Advisers in case of the cancellation of their preferred courses or non-availability of places in their preferred classes;
- (iv) the Registry may adjust students’ preferences by randomly switching any of the courses in the study plans to be taken either in the 1st or 2nd terms of 2023-24;
- (v) students who fail to input their study plans or whose plans have not been approved by their Academic Advisers by the end of the advising period (10 March 2023):
 - i. will not have their courses to be pre-registered;
 - ii. may have time conflicts among their preferred courses;
 - iii. will have fewer chances to register for their preferred courses; and
- (vi) students will only be able to join the Online Registration in late July 2023 after their study plans have been approved by their Academic Advisers.

D. Normal Study Load

The normal study load of a second-year or above full-time student in a term should be within the range of 15-18 credits and the maximum study load in an academic year should be 33 credits. A student can take optional summer term courses. Credits of courses taken in summer terms, if any, are counted in the maximum study load for the current academic year or in the following academic year whichever is appropriate. For details, please refer to the Academic Regulations.

E. Maximum Study Period

A student is required to fulfil all the requirements for graduation within fourteen terms (twelve terms for a student admitted to Year 2 and ten terms for a student admitted to Year 3) from his/her first registration. Summer terms are not included in the maximum period of study. Any periods of leave of absence, suspension of studies, and approved exchange programmes are included in the maximum period of study. A student may register as a full-time or part-time student or a combination within the maximum study period.

F. English Language Graduation Requirement (ELGR)

Please be reminded that you are required to satisfy the ELGR before you can graduate. For details, please refer to the website of the Registry (Undergraduate Programmes > Regulations and Guidelines > Graduation Requirements > English Language Requirements). You are advised to check in the “Eng. Lang Requirement” tab of Degree Works to see whether you have fulfilled/are exempted from the requirement.

Should you have any queries, please feel free to contact the Registry at 2616 8750 or via email at registry@LN.edu.hk.