

**Student Advising Arrangement**  
**(for all new BBA and BBA-RIM students of the 2022 Intake)**

All new BBA and BBA-RIM students are required to consult your Study Plan Advisor (for Year 1 & Year 2 admittees)/ Academic Advisor (for Year 3 admittees) via email and complete online student advising on or before 19 August 2022 (Friday). If you fail to work out your study plan and/or the plan has not been approved by your Advisor, you will not be allowed to enroll any courses at the Registration.

**Three Essential Steps to complete online student advising:**

1. Go through the following steps to prepare your study plan for 1<sup>st</sup> and 2<sup>nd</sup> Terms, 2022-23:
  - a) [DegreeWorks User Guidelines](#)
  - b) i. [BBA New Student Enrolment Guide](#)  
ii. [BBA-RIM New Student Enrolment Guide](#)
  - c) [Course Offering List](#)
  - d) [Course Description](#)
  - e) Course Outlines (available at the Intranet Portal under the function tab “Advising/Auditing”)
  - f) [Introduction of BBA and BBA-RIM Programmes and Student Advising](#)

*\*(For Year 1 Intake) Students are grouped under two streams according to their HKDSE results in English language (or equivalent) <https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-curriculum>.*

2. Input your tentative study plan under the “Planner” of the DegreeWorks System
3. Email your Advisor for advice/approval on or before **16 August 2022 (Tuesday)**

**Upon receipt of your email and the study plan inputted in the DegreeWorks System, your Study Plan Advisors will review your plan and contact you via email/phone before end of 19 Aug (Fri). Please approach your Advisor if you have not heard from him/her.**

**Study Plan Advisors/ Academic Advisors:**

- For Year 1 & Year 2 admittees, please refer to the table next page for your designated Study Plan Advisor. Should you have any questions, please contact the Undergraduate Programmes Office of the Faculty of Business (Tel: 2616 8490; Office: SEK209, 2/F, Simon and Eleanor Kwok Building) or your Study Plan Advisor:-

<u>Name</u>	<u>Tel</u>	<u>Email</u>	<u>Location</u>
Mr. LAM Wing-lun, Alan	2616 8094	alanlam@LN.edu.hk	SEK212/11
Ms. CHAN Yee-wong, Yvonne	2616 8492	yvonnechan@LN.edu.hk	SEK209
Ms. CHENG Ka-ming, Carrie	2616 8322	carriecheng@LN.edu.hk	SEK209
Mr. LEE Cheuk-tim, Timmy	2616 8180	timmylee@LN.edu.hk	SEK209
Ms. SUNG Suet-yen	2616 8311	yensung@LN.edu.hk	SEK209
Ms. TANG Man-ying, Juliana	2616 7829	julianatang@LN.edu.hk	SEK209

➤ For Year 3 admittees, please approach your Department for details of your Academic Advisor assigned:-

<u>Business Departments</u>	<u>Tel</u>	<u>Email</u>	<u>Location</u>
Department of Accountancy (ACCT)	2616 8171	actg@LN.edu.hk	SEK201
Department of Computing and Decision Sciences (CDS)	2616 8100	cds@LN.edu.hk	SEK212
Department of Finance and Insurance (F&I)	2616 8196	fin_ins@LN.edu.hk	SEK203
Department of Management (MGT)	2616 8329	dpmgt@LN.edu.hk	SEK102
Department of Marketing and International Business (MKT)	2616 8239	mib@LN.edu.hk	SEK101

Name of Advisor: Mr. LAM Wing-lun, Alan

Email: alanlam@LN.edu.hk

Student ID				
4027329	4160236	4048048	4181498	
4192320	4114067	4136156	4074774	
4143680	4158881	4165274		

Name of Advisor: Ms. CHAN Yee-wong, Yvonne

Email: yvonnechan@LN.edu.hk

Student ID				
4134251	4060644	4084846	4105652	4002953
4155140	4079774	4061234	4181656	4083103
4086351	4087630	4039932	4175645	4168927
4105822	4096887	4183410	4105535	4024353
4046260	4045993	4042111	4185107	4034619
4008359	4073299	4005357	4136625	4107519
4036409	4135786	4170827	4158104	4168252
4091849	4049793	4118764	4047331	4037647
4133910	4123472	4013574	4135035	4183161
4143616	4062616	4178001	4172590	4131845
4132150	4060644	4084846	4105652	4020606
4183185	4196883			

Name of Advisor: Ms. CHENG Ka-ming, Carrie

Email: carriecheng@LN.edu.hk

Student ID				
4092790	4052879	4187129	4178910	
4130889	4020931	4078043	4081246	
4117992	4074827	4121981	4111845	
4128496	4101101	4109969	4129581	
4133300	4196833	4187777	4092609	
4102272	4058988	4111895	4112370	
4098990	4118324	4042513	4060773	
4004511	4189749	4102600	4161084	
4024808	4016461	4133489	4189127	
4042563	4030534	4136637	4156015	
4177356	4117928	4030132	4016813	
4100690	4004377	4122947	4081870	
4137447	4043684	4146888	4008191	
4119263	4083751	4042927	4042771	

Name of Advisor: Mr LEE Cheuk-tim, Timmy

Email: timmylee@LN.edu.hk

**All BBA-RIM programme (self-financed) students**

Name of Advisor: Ms SUNG Suet-yen

Email: yensung@LN.edu.hk

Student ID				
4178855	4185420	4079009	4180729	4137461
4137899	4035560	4048141	4014516	4045278
4175619	4016435	4121333	4162791	4165731
4058756	4024274	4050120	4146539	4152435
4009482	4027800	4154196	4175384	4076356
4071552	4028074	4022472	4043995	4125028
4175762	4190413	4198362	4029016	4130841
4045412	4143991	4153130	4059712	
4100406	4004028	4176314	4134196	
4126682	4061026	4164048	4056617	
4011289	4050003	4107727	4089614	
4050613	4177497	4065852	4036435	

Name of Advisor: Ms. TANG Man-ying, Juliana

Email: julianatang@LN.edu.hk

Student ID				
4046325	4050869	4093811	4093732	4149737
4013342	4180860	4146553	4081533	4093512
4196364	4034499	4196302	4179495	4171455
4052893	4066492	4171223	4084896	4077635
4147662	4012958	4021715	4097063	4049676
4076825	4058897	4116417	4168989	4172497
4028359	4038196	4179407	4023335	4037893
4110281	4137966	4019786	4061985	4072348
4195059	4008000	4060747	4086674	4018366
4073134	4039322	4065046	4135164	
4091588	4154641	4006650	4139720	
4014528	4165626	4051758	4131871	