

The background features a large, light pink circle on the left side, partially overlapping a dark blue circle on the right. In the bottom left corner, there are several concentric white circles of varying radii, creating a ripple effect.

User Guide for Submitting Application for Special Approval on Course Enrolment

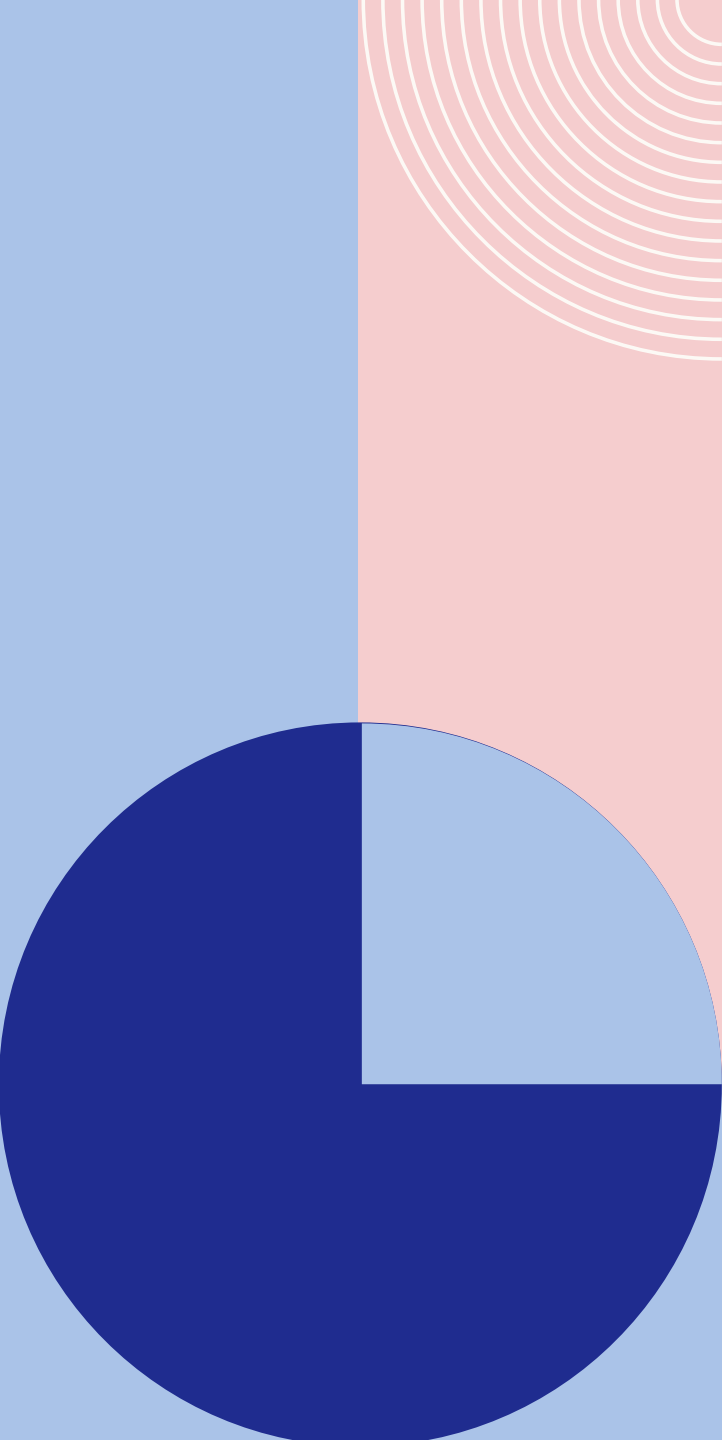
AGENDA

1. [Important Notes](#)
2. [Access Application System](#)
3. [Submit Application](#)
 - [WITHIN Add/Drop Period](#)
 - [AFTER Add/Drop Period](#)
4. [View Application History](#)
5. [Cancel Application](#)

IMPORTANT NOTES

IMPORTANT NOTES

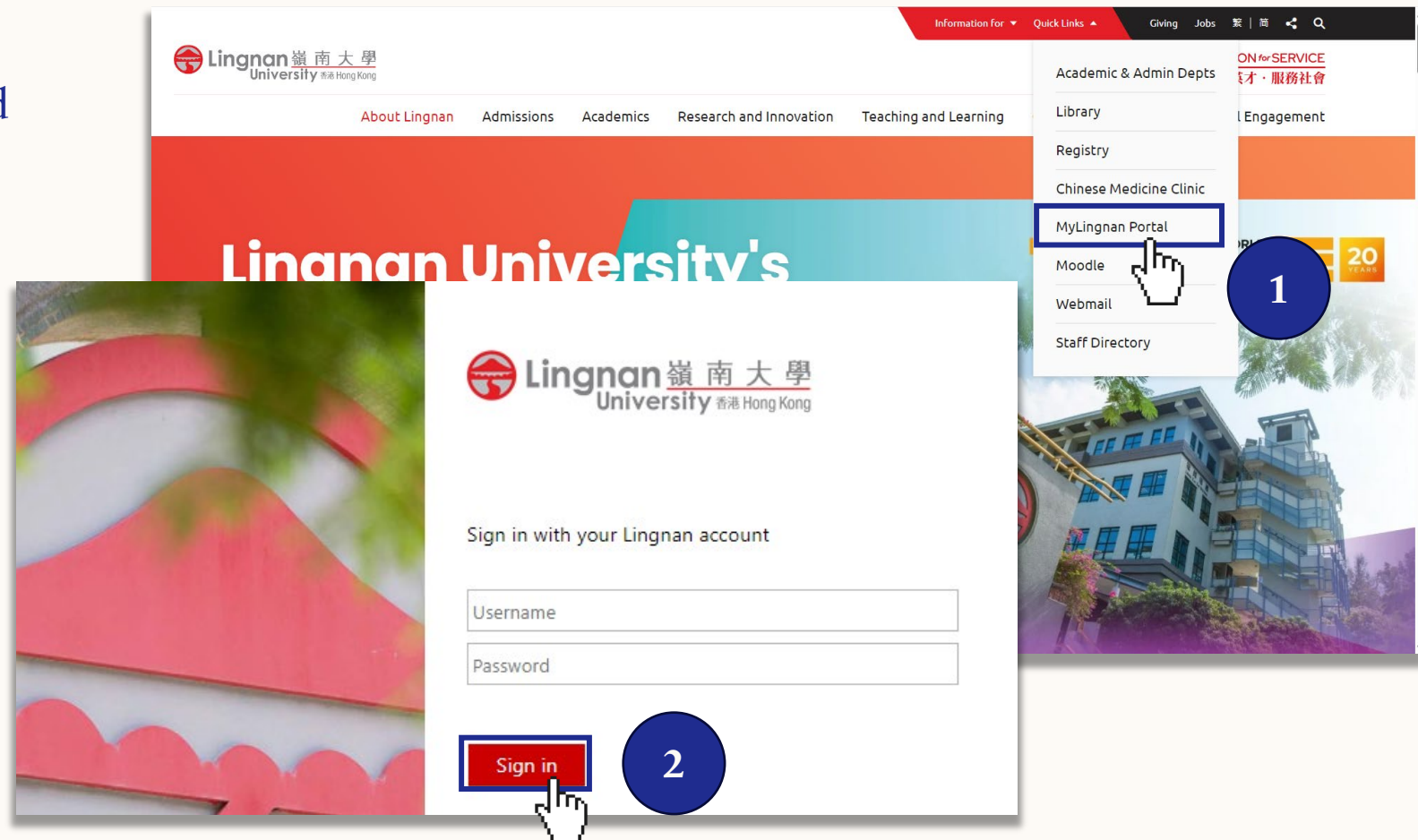
- This application shall be used only for enrolments under special circumstances (e.g. quota full) with valid reasons during the Add/Drop period specified for the term in the [Registry website](#).
- Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Department and the Registrar for permission to add or drop a course after the stipulated deadline, but no student is allowed to drop a course after a lapse of one-third of the term.
- It is the responsibility of students to ensure there are no time clashes or over-enrolment of credits after the change. Otherwise, your application will not be able to be processed even if relevant approval has been sought, and the Registry shall not be responsible for any resulting consequences.
- To avoid a last-minute rush, students should submit the application as early as possible.
- Should the approver does not respond to your application by the deadline of the add/drop period, students should consider the application disapproved and complete the relevant course registration procedures within the add/drop period.
- In the event of a full course quota, students, who have obtained the approval from the instructor and course offering department/programme office, **MUST** register for the course themselves online via course registration system during the specified add/drop period, regardless of whether the system indicates that the CRN is full. **No course registration would be done by the system automatically.**
- In the event of not fulfilling the prerequisite of the course (Prerequisite and Test Score Error), please submit the application in the system for Application for Exemption of Prerequisite for Courses.
- In the event of maximum hours exceeded (Maximum Hours Exceeds), please contact your programme office.
- For other registration errors, please contact the Registry for assistance.



ACCESS APPLICATION SYSTEM

ACCESS APPLICATION SYSTEM

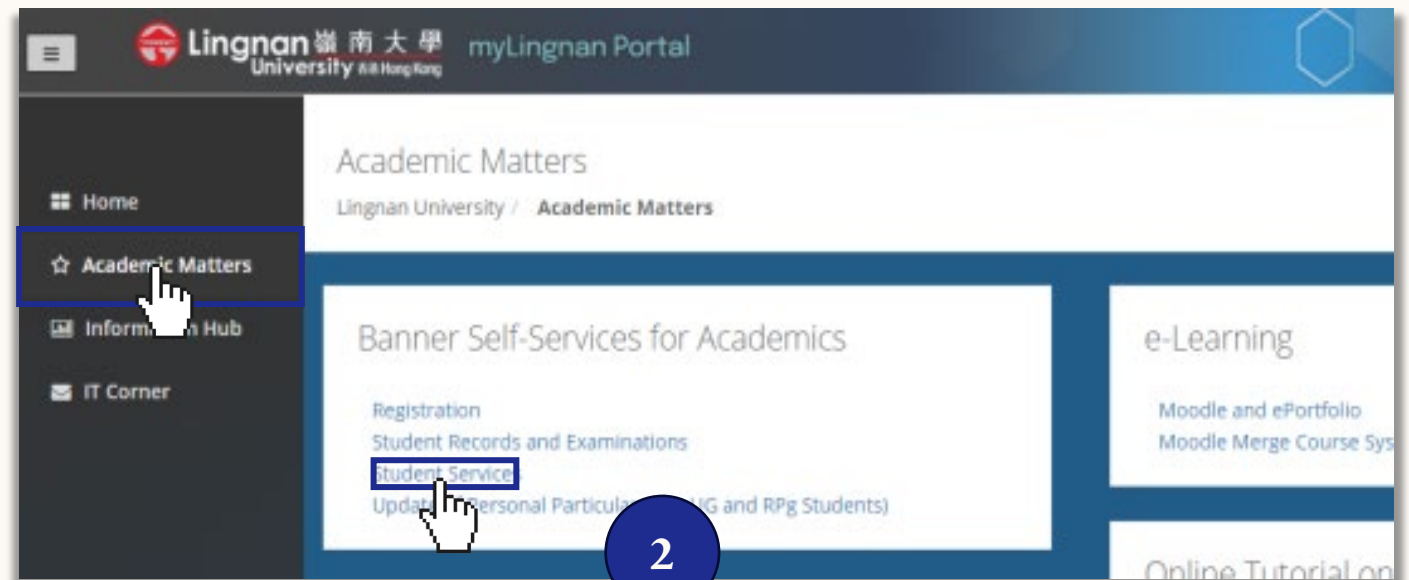
1. Go to <https://www.ln.edu.hk/> and then click “myLingnan Portal”
2. Enter your username and password and then click “Sign in”



ACCESS APPLICATION SYSTEM

1. Click “Academic Matters”
2. Click “Student Services”

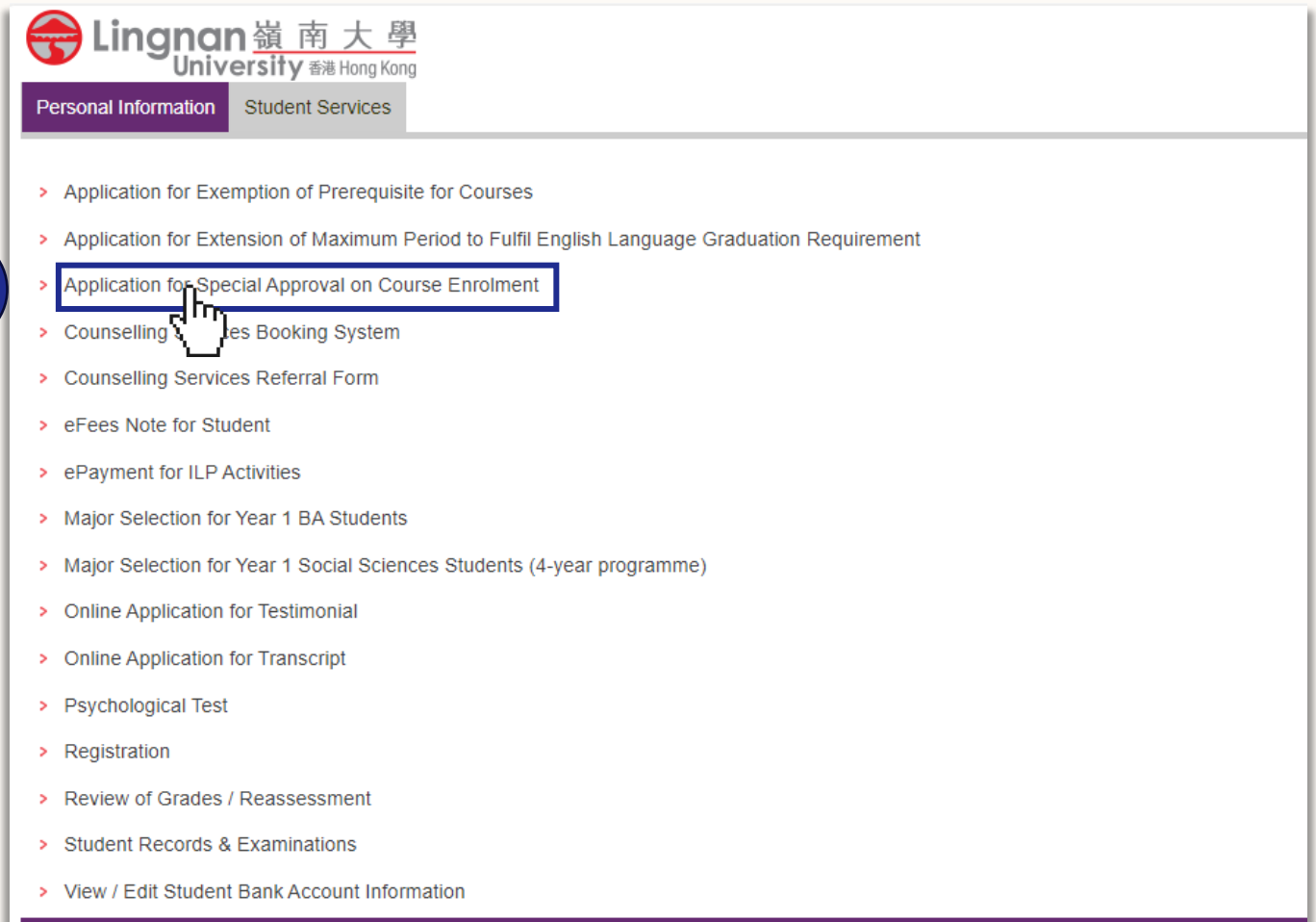
1



ACCESS APPLICATION SYSTEM

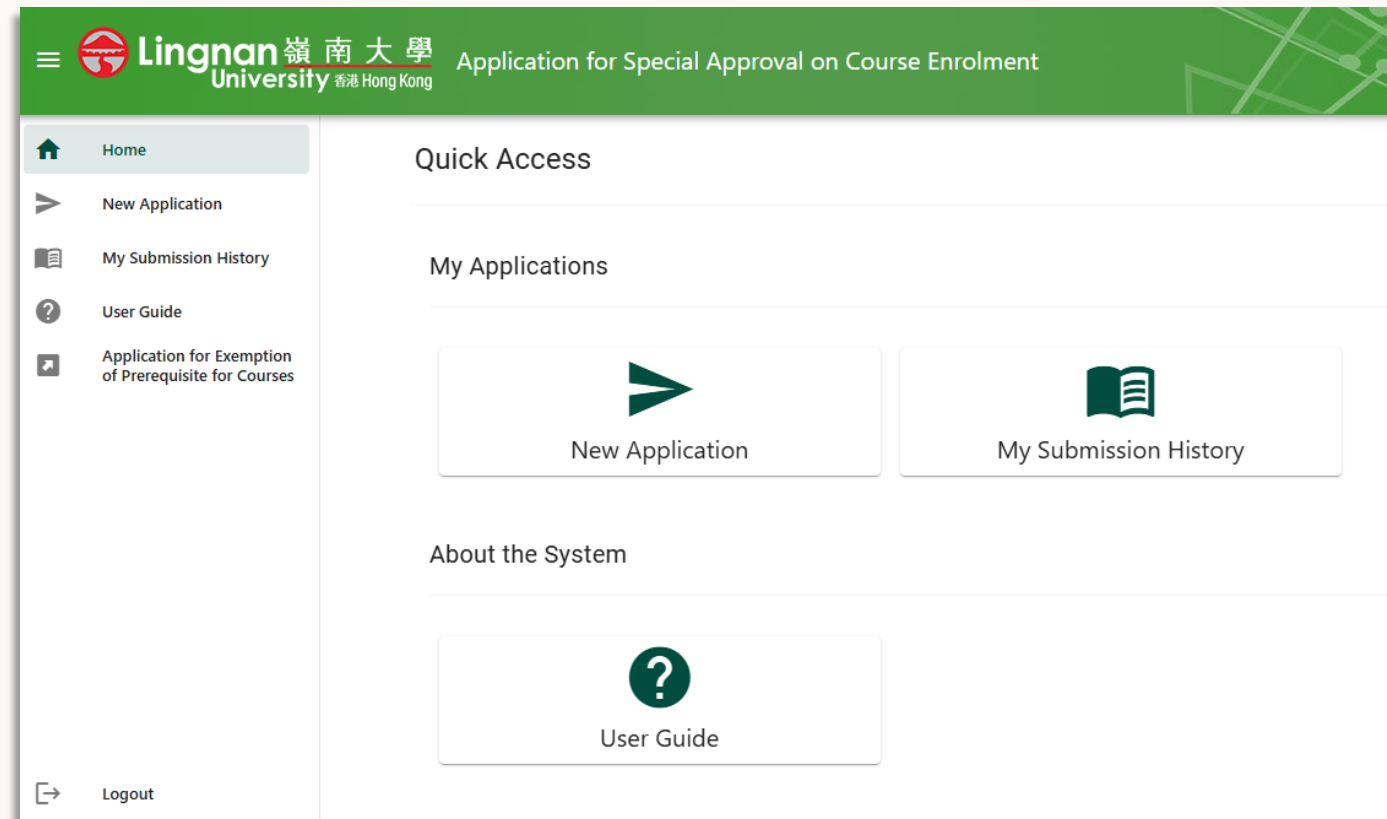
1. Click “Application for Special Approval on Course Enrolment”

1



ACCESS APPLICATION SYSTEM

You will see the following if you have successfully accessed the application system.



SUBMIT APPLICATION

SUBMIT APPLICATION

1. **WITHIN** Add/Drop period, only applications for special approval on **ADDING** courses are allowed.

In the event of a full course quota, students who have obtained the approval from the instructor and course offering department/programme office, **MUST** register the course online via course registration system during the specified add/drop, regardless of whether the system indicates that the CRN is full. You may refer to the [Course Registration User Guide](#).

No course registration would be done by the system automatically.

In the event of not fulfilling the prerequisite of the course, please submit the application in the system for Application for Exemption of Prerequisite for Courses.

In the event of maximum hours exceeded, please contact your programme office.

2. **AFTER** Add/Drop period, applications for special approval on **ADDING** or **DROPPING** courses are allowed under very special circumstances. **No student is allowed to drop a course after a lapse of one-third of the term.**

All approved applications will be processed by the Registry.

SUBMIT APPLICATION

WITHIN Add/Drop Period

SUBMIT APPLICATION

WITHIN Add/Drop Period

1. Click “New Application”
2. Read through the important notes
3. Click “CONFIRM & CONTINUE”

Lingnan University 嶺南大學 Application for Special Approval on Course Enrolment

Home
New Application
My Submission
User Guide
Application for Exemption of Prerequisite for Courses

New Application

Step 1 Step 2 Step 3

Important Notes:

1. This application shall be used only for enrolments under special circumstances (e.g. quota full) with valid reasons during the Add/Drop period specified for the term in the [Registry website](#).
2. Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Department and the Registrar for permission to add or drop a course after the stipulated deadline, but no student is allowed to drop a course after a lapse of one-third of the term.
3. It is the responsibility of students to ensure there are no time clashes or over-enrollment of credits after the change. Otherwise, your application will not be able to be processed even if relevant approval has been sought, and the Registry shall not be responsible for any resulting consequences.
4. To avoid a last-minute rush, students should submit the application as early as possible.
5. Should the approver does not respond to your application by the deadline of the add/drop period, students should consider the application disapproved and complete the relevant course registration procedures within the add/drop period.
6. In the event of a full course quota, students, who have obtained the approval from the instructor and course offering department/programme office, **MUST** register for the course themselves online via course registration system during the specified add/drop period, regardless of whether the system indicates that the CRN is full. **No course registration would be done by the system automatically.**
7. In the event of not fulfilling the prerequisite of the course (Prerequisite and Test Score Error), please submit the application in the system for [Application for Exemption of Prerequisite for Courses](#).
8. In the event of maximum hours exceeded (Maximum Hours Exceeds), please contact your Programme Office/Department.
9. For other registration errors, please contact the Registry for assistance.

Personal Information Collection Statement

1. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification, biometric data and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, mobile number, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purpose of collecting/ using/ processing personal data by means of this form is to process applications for Registry Services. The Registry may use your emails and phone numbers for communication with you.
3. In order to serve the specified purpose(s), the personal data collected in this form may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong. All information provided will be disposed of after all the required actions.
4. Without your express approval, or unless required/ permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 3.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose. If such data is incomplete or inaccurate, your application will be void or delayed.
6. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access your personal data, please contact the Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk.
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.

By clicking “CONFIRM & CONTINUE”, I confirm that I have read and understood the information in the application, and declare that all the information I have provided to the University is complete and accurate.

CONFIRM & CONTINUE CANCEL

SUBMIT APPLICATION

WITHIN Add/Drop Period

1. Select “Term”
2. Select the CRN you wished to be taken action. If the CRN is “Lecture-cum-Tutorial” mode courses. You must also select the corresponding lecture/tutorial

Step 1

Please fill in all the required fields (marked with *).

Term: * **1**

Request: * ☒ Add

CRN to be taken action: * **2**

CRN of Corresponding Lecture/Tutorial: *

Reason: *

Justification: *

Attachment (Optional):

The Term will only be available for selection during the Add/Drop period. Outside of this period, you will NOT be able to select the Term.

SUBMIT APPLICATION

WITHIN Add/Drop Period

3. Select “Reason” for your application
4. Provide justification/additional information to support your application
5. Upload supporting document
6. Click “Submit”

The screenshot shows a three-step application process. Step 2 is active, showing fields for Term, Request, CRN, and Reason. Callout 3 points to the Reason dropdown menu. Callout 4 points to the Justification text area. Callout 5 points to the Attachment upload field. Callout 6 points to the Submit button at the bottom right.

Step 1 Step 2 Step 3

Please fill in all the required fields (marked with *).

Term: * 2nd Term 2023 - 2024

Request: * ☒ Add

CRN to be taken action: * Please select a CRN CCC8012 (LEC) (CRN: 85)

CRN of Corresponding Lecture/Tutorial: * Select a linked CRN CCC8012 (TUT) (CRN: 100)

Reason: * Reason No Quota (Reserved Closed / Closed Section)

Justification: * Justification It is a required course for my program.

Attachment (Optional): Upload Attachment UG202309A4045034000002.pdf

BACK CANCEL

6 SUBMIT

SUBMIT APPLICATION

WITHIN Add/Drop Period

- After successful submission, you will see the following and obtain an application number.
- You will be informed of the application results by email.

New Application

1 Step 1

2 Step 2

3 Step 3



Submitted application successfully.

Application No.: UG202401A4000000000001

[BACK TO HOMEPAGE](#)

SUBMIT APPLICATION

WITHIN Add/Drop Period

In the event of a full course quota, students who have obtained the approval from the instructor and course offering department/programme office, **MUST** register the course online via course registration system during the specified add/drop, regardless of whether the system indicates that the CRN is full. You may refer to the [Course Registration User Guide](#).

No course registration would be done by the system automatically.

In the event of not fulfilling the prerequisite of the course, please submit the application in the system for Application for Exemption of Prerequisite for Courses.

In the event of maximum hours exceeded, please contact your programme office.

SUBMIT APPLICATION

AFTER Add/Drop Period

SUBMIT APPLICATION

AFTER Add/Drop Period

After Add/Drop period, **only under very special circumstances**, you may submit a request for

1. adding course, or/and
2. dropping course.

No student is allowed to drop a course after a lapse of one-third of the term.

If you wish to change the lecture/tutorial session due to quota full, you are required to submit

1. one application to add the lecture/tutorial you wish to register, **AND**
2. one application to drop the lecture/tutorial you have already registered.

SUBMIT APPLICATION

AFTER Add/Drop Period

1. Click “New Application”
2. Read through the important notes
3. Click “CONFIRM & CONTINUE”

Lingnan University 嶺南大學 Application for Special Approval on Course Enrolment

New Application

1 Step 1 2 Step 2 3 Step 3

Important Notes:

1. This application shall be used only for enrolments under special circumstances (e.g. quota full) with valid reasons during the Add/Drop period specified for the term in the [Registry website](#).
2. Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Department and the Registrar for permission to add or drop a course after the stipulated deadline, but no student is allowed to drop a course after a lapse of one-third of the term.
3. It is the responsibility of students to ensure there are no time clashes or over-enrollment of credits after the change. Otherwise, your application will not be able to be processed even if relevant approval has been sought, and the Registry shall not be responsible for any resulting consequences.
4. To avoid a last-minute rush, students should submit the application as early as possible.
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6. In the event of a full course quota, students, who have obtained the approval from the instructor and course offering department/programme office, **MUST** register for the course themselves online via course registration system during the specified add/drop period, regardless of whether the system indicates that the CRN is full. **No course registration would be done by the system automatically.**
7. In the event of not fulfilling the prerequisite of the course (Prerequisite and Test Score Error), please submit the application in the system for [Application for Exemption of Prerequisite for Courses](#).
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2. The purpose of collecting/ using/ processing personal data by means of this form is to process applications for Registry Services. The Registry may use your emails and phone numbers for communication with you.
3. In order to serve the specified purpose(s), the personal data collected in this form may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong. All information provided will be disposed of after all the required actions.
4. Without your express approval, or unless required/ permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 3.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose. If such data is incomplete or inaccurate, your application will be void or delayed.
6. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access your personal data, please contact the Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk.
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](#) and/or [Addendum to Personal Information Collection Statement – EU](#) as applicable.

By clicking “CONFIRM & CONTINUE”, I confirm that I have read and understood the information in the application, and declare that all the information I have provided to the University is complete and accurate.

CONFIRM & CONTINUE

CANCEL

SUBMIT APPLICATION

AFTER Add/Drop Period

1. Select “Term”
 2. Select “Add” or “Drop”
 3. Select the CRN you wished to be taken action.
- If the CRN is “Lecture-cum-Tutorial” mode courses. You must also select the corresponding lecture/tutorial

The screenshot shows a multi-step application form. At the top, there are three steps: Step 1 (active), Step 2, and Step 3. Below the steps, a message says "Please fill in all the required fields (marked with *).". The form fields are as follows:

- Term: ***: A dropdown menu with "1st Term 2023-24" selected. A blue circle with the number "1" and a hand cursor points to this field.
- Request: ***: Radio buttons for "Add" (selected) and "Drop". A blue circle with the number "2" and a hand cursor points to this field.
- CRN to be taken action: ***: A dropdown menu with "CCC8012 (LEC) (CRN: 94)" selected. A blue circle with the number "3" and a hand cursor points to this field.
- CRN of Corresponding Lecture/Tutorial: ***: A dropdown menu with "CCC8012 (TUT) (CRN: 94)" selected. A hand cursor points to this field.
- Reason: ***: A dropdown menu with "No Quota (Reserved Closed / Closed Section)" selected.
- Justification: ***: A text area with the text "It is a required course for my program."
- Attachment (Optional):**: A section with an "Upload Attachment" button and a file name "UG202309A4045034000002.pdf".

At the bottom of the form, there are three buttons: "BACK", "CANCEL", and "SUBMIT".

SUBMIT APPLICATION

AFTER Add/Drop Period

4. Select “Reason” for your application
5. Provide justification/additional information to support your application
6. Upload supporting document
7. Click “Submit”

Step 1

Please fill in all the required fields (marked with *).

Term: * 1st Term 202

Request: * ☒ Add ☐

CRN to be taken action: * Please select a CRN CCC8012 (LEC) (CRN: 94)

CRN of Corresponding Lecture/Tutorial: * Select a linked CRN CCC8012 (TUT) (CRN: 100)

Reason: * No Quota (Reserved Closed / Closed Section)

Justification: * It is a required course for my program.

Attachment (Optional): Upload Attachment UG202309A4045034000002.pdf

BACK CANCEL

7 > SUBMIT

If you select “Change of Lecture/Tutorial and No Quota”, you must submit another application to

1. add the lecture/tutorial you wish to register, OR
2. drop the lecture/tutorial you have already registered.

SUBMIT APPLICATION

AFTER Add/Drop Period

- After successful submission, you will see the following and obtain an application number.
- You will be informed of the application results by email.

New Application

1 Step 1

2 Step 2

3 Step 3



Submitted application successfully.

Application No.: UG202401A4000000000001

[BACK TO HOMEPAGE](#)

VIEW SUBMISSION HISTORY

View Submission History

1. To view the application summary, click “My Submission History” to view the summary
2. You may click 🔍 to see the details of the approval history

Lingnan University 嶺南大學 Application for Special Approval on Course Enrolment

Home
New Application
My Submission History
User
Application for Exemption of Prerequisite for Courses

My Submission History

1 To filter record(s), select Term and/or Status, then click the Reload button. Application records will be retained for one year.

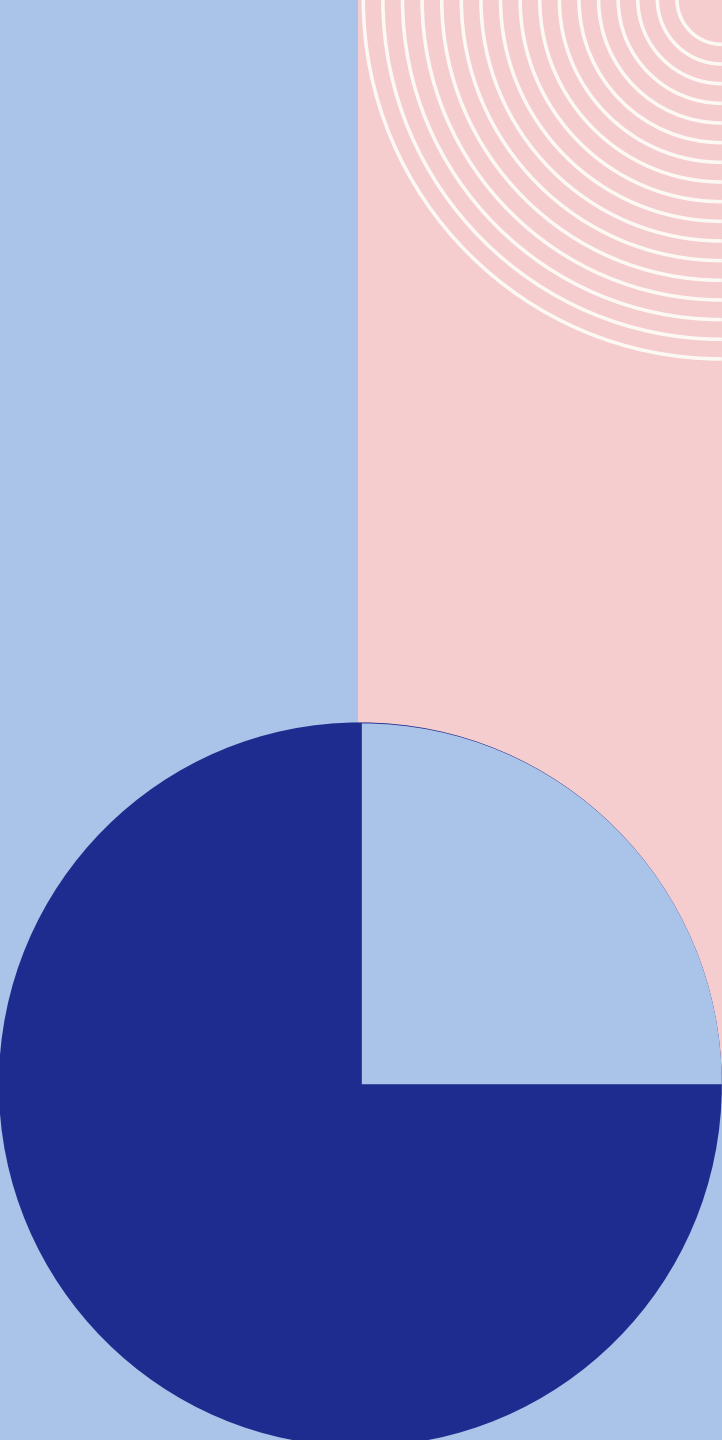
Filtering & Actions

Term Status

RELOAD DOWNLOAD

Search for Records COLUMNS

Details	Cancel Application	Status	Term	Request	Course	CRN	Updated At
2 🔍		Approved	2nd Term 2024 - 2025	Add	ACT3203	8	04 Jul 2025 16:27:35



CANCEL APPLICATION

Cancel Application

1. Click “My Submission History”
2. Click **X** to cancel application

Lingnan University 嶺南大學 Application for Special Approval on Course Enrolment

My Submission History

To filter record(s), select Term and/or Status, then click the Reload button. Application records will be retained for one year.

Filtering & Actions

Term Status

RELOAD DOWNLOAD

Search for Records

Dev	Cancel Application	Status	Term	Request	Course	CRN	Updated At
?	X	Pending Approval	Summer Term 2024 - 2025	Add	BUS2202	25	07 Jul 2025 13:45:15
?		Pending Approval	2nd Term 2024 - 2025	Add	ACT2200	3	07 Jul 2025 13:44:13

Logout

Cancel Application

3. Input “Reason” and click “Confirm to Cancel”

My Submission History

3 To filter record(s), select Application

Filtering & Actions

Term

Search for Records

Details Cancel App

Pending Approval Summer Term 2024 - 2025 Add

COURSE CRN

BUS2202 25

DOWNLOAD

Cancel Application

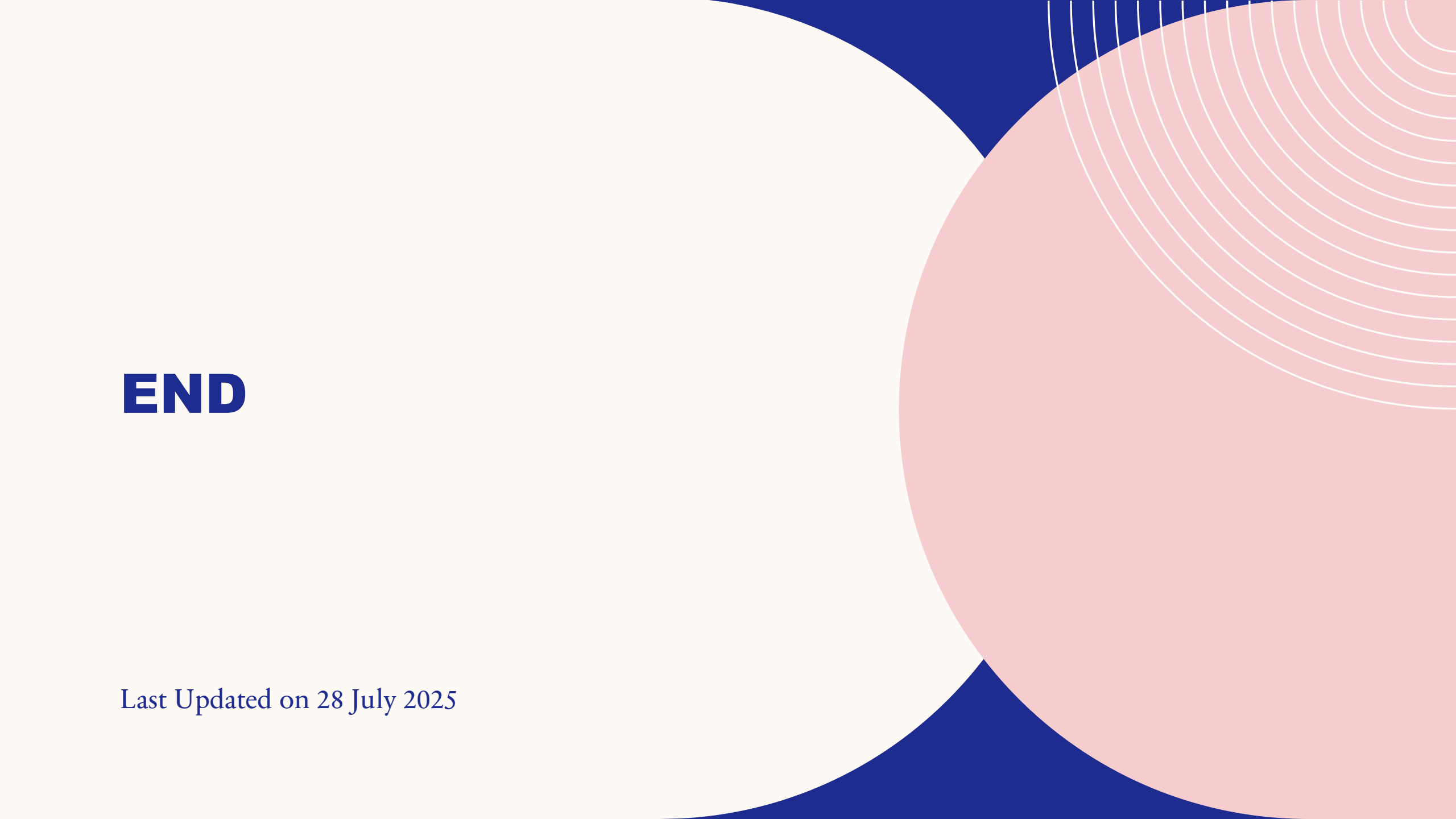
Reason for Cancellation: *

Please enter reasons for cancellation. 0 / 200

*The cancellation is irrevocable. Please review carefully before clicking the Confirm to Cancel button.

CONFIRM TO CANCEL

CLOSE



END

Last Updated on 28 July 2025