

Checklist for Course Registration

The new academic term will start on **1 September 2026**. For more information of Academic Calendar, please visit the [Registry](#) website. All new students can change their courses during the following periods:

- Registration Day (18 Aug 2026 [Yr 2 or above students]; 19 Aug 2026 [Yr 1 students])
- Add/Drop Period (28 Aug – 7 Sep 2026)

1. Actions Required **BEFORE** Registration Day, and Add/Drop Period				
☒	Deadlines	Key items	Guidelines	Related Useful Information
☐	Refer to dates shown on the Online Reporting System	Log in the Online Reporting System to complete all required procedures (<i>i.e. reporting, activation of computer account, etc.</i>)		-
☐		Contact your Academic Adviser for approval of your study plan	-	❖ How can I contact Faculties/Departments? ❖ Which courses should I put in my study plan? What are my required courses? ❖ What are Common Core courses (CCC courses) and Cluster courses? ❖ When should I take Common Core and cluster courses? ❖ When should I take LUE4001 / LUE4002 / LUE4003? ❖ Where can I find the courses offered in the coming terms so as to complete my advising? ❖ Where can I find the prerequisite / co-requisite requirements for courses I wish to register?
2. Registration Day, and Add/Drop Period				
☒	Periods	Key items	Guidelines	Related Useful Information
☐	Registration Day 18 Aug 2026 (Yr 2 or above students) 19 Aug 2026 (Yr 1 students)	- Read through the Guideline before course registration - Log in myLingnan Portal and register for your intended courses		❖ How can I contact Programme Offices/Course Offering Departments? ❖ If I missed the time slot for online registration, what should I do? ❖ What do I need to do before registration/enrolment in courses? ❖ What is a CRN assigned to a course/section/tutorial? ❖ What does "link error" message mean when enrolling in a course? ❖ Can I enroll in two courses with a short period of overlapping class time? ❖ What does "maximum hours exceeded" mean?
☐	Add/Drop Period 28 Aug – 7 Sep 2026	Log in myLingnan Portal and finalize your course choices		
☐	After Course Registration (Add/Drop Courses)	Check and Print Class Schedule for your records (<i>myLingnan Portal > Academic Matters > Student Services > Registration > View Registration Information</i>)		