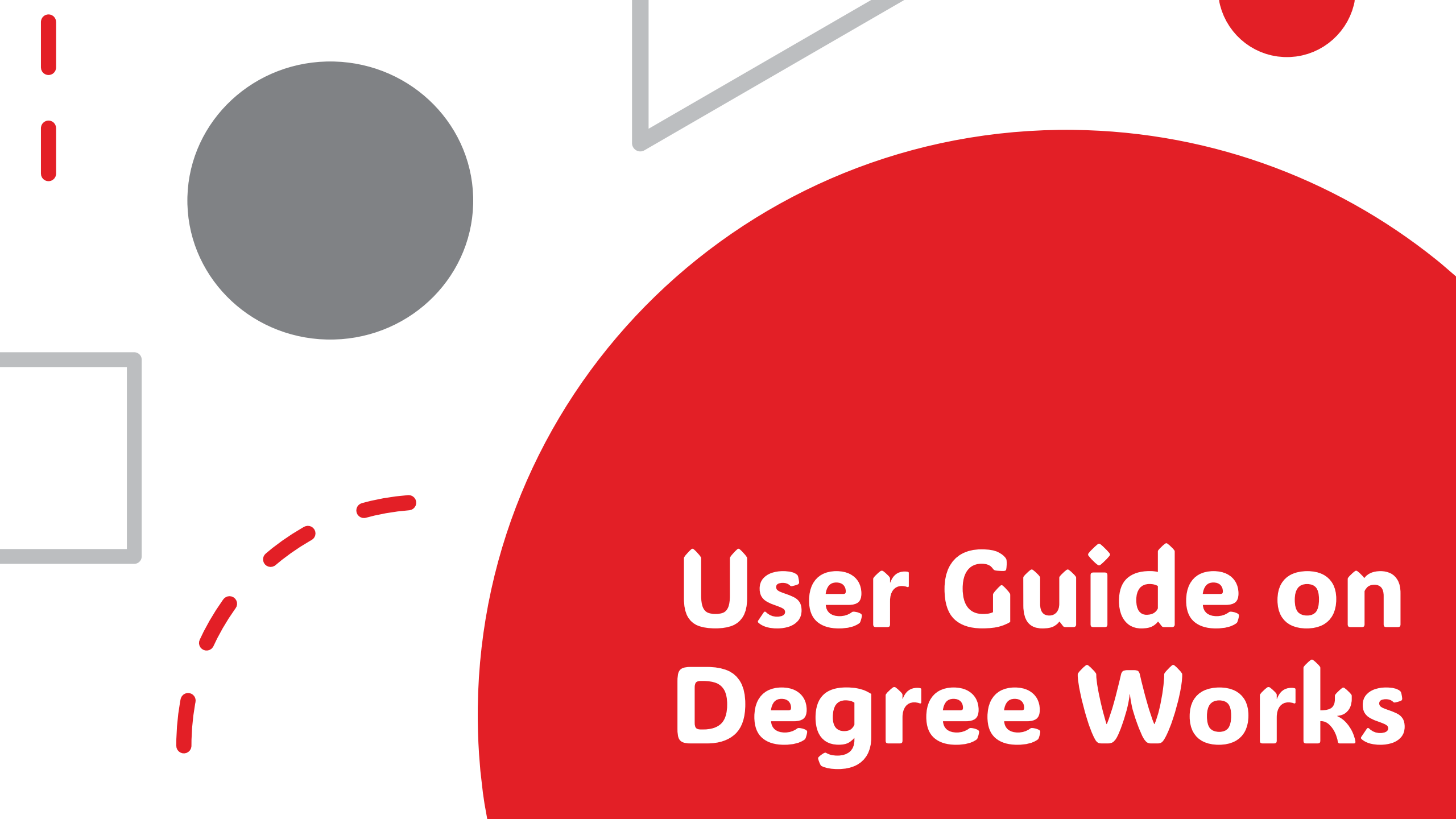
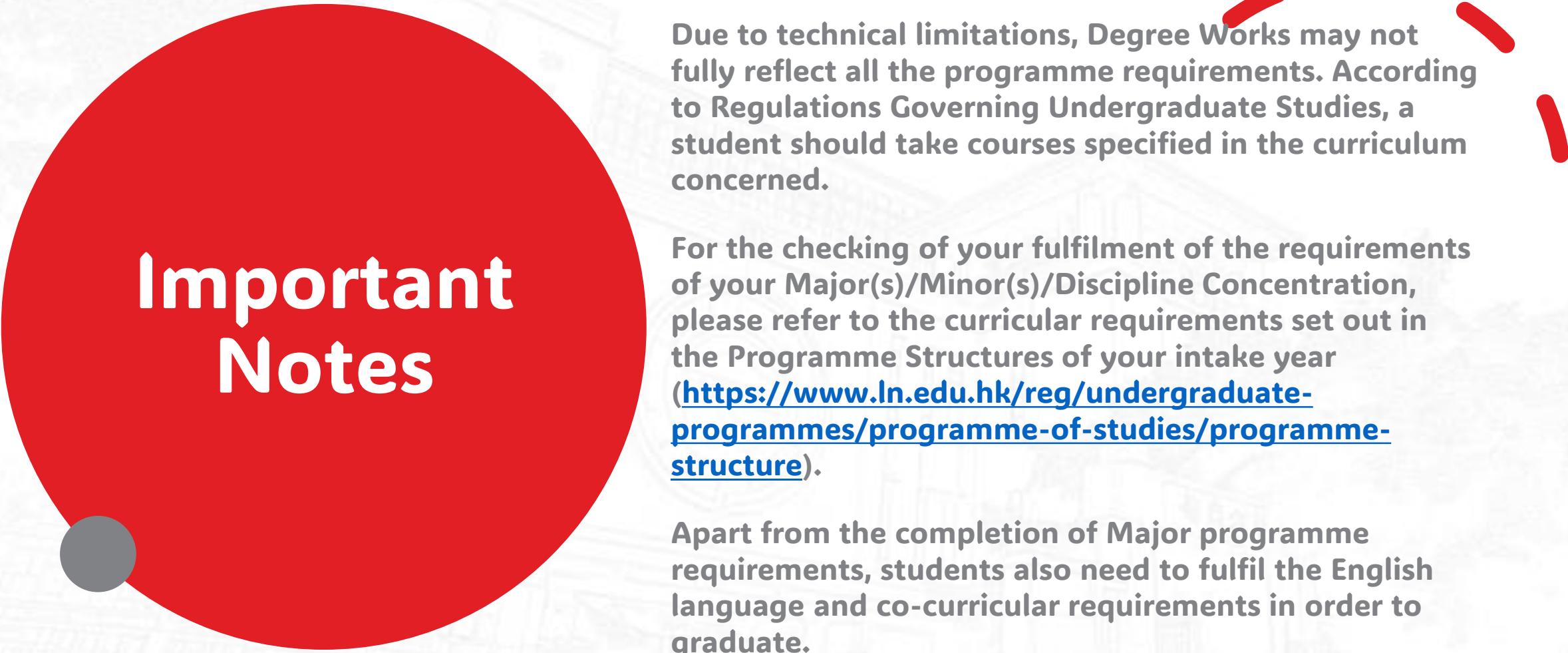




User Guide on Degree Works

Agenda

1. Important Notes
2. Log in “Degree Works”
3. Create a Study Plan
(Before consultation with Academic Adviser)
 - a. Adding Courses
 - b. Deleting Courses
 - c. Adding Notes for Participating Exchange Programme
 - d. Checking Study Plan before meeting Adviser
4. Approve a Study Plan
(Applicable for Academic Adviser)
5. View Student Information Dashboard
(e.g. GPA, ELGR, ITF Programme and Service-Learning)
6. Check Course Description and Prerequisites
7. Check Minor Prog. Structure – What If
8. GPA Calculator
9. Class History



Important Notes

Due to technical limitations, Degree Works may not fully reflect all the programme requirements. According to Regulations Governing Undergraduate Studies, a student should take courses specified in the curriculum concerned.

For the checking of your fulfilment of the requirements of your Major(s)/Minor(s)/Discipline Concentration, please refer to the curricular requirements set out in the Programme Structures of your intake year (<https://www.ln.edu.hk/reg/undergraduate-programmes/programme-of-studies/programme-structure>).

Apart from the completion of Major programme requirements, students also need to fulfil the English language and co-curricular requirements in order to graduate.

The data in Degree Works is as of yesterday and is refreshed every midnight.



Log in
“Degree
Works”

Log in to the “Degree Works”

1

Go to <http://www.ln.edu.hk>, click “myLingnan Portal” under Quick Links

2

Enter your Username and Password, and click “Sign in”

The screenshot displays the Lingnan University website. The top navigation bar includes links for Information for, Quick Links, Giving, and Jobs. The main content area features a login form titled "Sign in with your Lingnan account" with fields for Username and Password, and a "Sign in" button. A sidebar on the right contains a "Quick Links" menu with items: Academic & Admin Depts, Library, Registry, Chinese Medicine Clinic, MyLingnan Portal (highlighted with a red box and a red circle with the number 1), and Moodle. The "Sign in" button is also highlighted with a red box and a red circle with the number 2.

Log in to the “Degree Works”

3 Go to “Academic Matters”

4 Click “Academic Advising and Degree Auditing”

The screenshot displays the myLingnan Portal interface. At the top, the header includes the Lingnan University logo and the text "myLingnan Portal". A "Sign Out" link is visible in the top right corner. On the left sidebar, the "Academic Matters" menu item is highlighted with a red box and a red circle containing the number 3. The main content area is titled "Academic Matters" and contains three columns. The first column, "Application for Academic Matters", lists links for "Course Management System" (with a note about VPN access), "Grade Endorsement", "Faculty Schedule", and "Faculty Services". The second column, "e-Learning", lists "Moodle", "Moodle Services Request Form", and "Moodle Merge Course System". The third column, "Degree Works", is highlighted with a red box and a red circle containing the number 4. It lists "Academic Advising and Degree Auditing" (which is also highlighted with a red box), "User Guidelines", "View Course Outlines", and "Upload Course Outlines".

Lingnan 嶺南大學 myLingnan Portal University 香港 Hong Kong

Sign Out

Home Academic Matters

Academic Matters

Academic Matters

Lingnan University / Academic Matters

Application for Academic Matters

- Course Management System
 - For off-campus access, you need to set up a VPN connection first.
- Grade Endorsement (for Heads of Dept. / Programme Directors)
- Faculty Schedule by Day and Time
- Faculty Services

e-Learning

- Moodle
- Moodle Services Request Form
- Moodle Merge Course System

Degree Works

- Academic Advising and Degree Auditing
- User Guidelines
- View Course Outlines
- Upload Course Outlines



**Create a Study
Plan
(Before consultation
with Academic
Adviser)**

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

1 After logging in Degree Works, click “PLANS”

Lingnan University | Degree Works | STUDENT PORTFOLIO | **PLANS** **1**

Student Portfolio

Student ID: [] Name: [] Degree: BBA(4-year) ▼

Programme BBA(Hons)(4-year) **Level** Undergraduate **Major** Business Administration(4-year) **Admit Term** T1, 2024-25 **Intake(Catlog Year)** 2024-25

Year of Study First Year **Academic Standing** Good Standing **Status** Active(T2, 2024-25) **Advisor** CHAN Siu Ming

Academic What-If

Format: Student View ▼

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

2 Click “Student Planner”

Lingnan 嶺南大學 | Degree Works

STUDENT PORTFOLIO | PLANS

Plans

Student ID

Name

Degree
BBA(4-year)

Programme

BBA(Hons)(4-year)

Level

Undergraduate

Major

Business Administration(4-year)

Admit Term

T1, 2024-25

Intake(Catlog Year)

2024-25

Year of Study

First Year

Academic Standing

Good Standing

Status

Active(T2, 2024-25)

Advisor

CHAN Siu Ming

Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status
Student Planner	Yes	08/19/2024	CHAN, Siu Ming	BBA4	UG	Not locked

Total results: 1

Page 1 of 1

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

3 Click “+”

Student Planner

PLAN LIST

Degree

BBA(4-year)

Level

Undergraduate

Total planned credits

30.0

Active

Yes

Status

Not Locked

Last updated:

Audit

What-If

Requirements

Course

+

T2, 2024-25

Credits: 15

+

CCC 8011

Credits: 3.0

CCC 8012

Credits: 3.0

T1, 2025-26

Credits: 0

+

T2, 2025-26

Credits: 0

+

ADD TERM

3

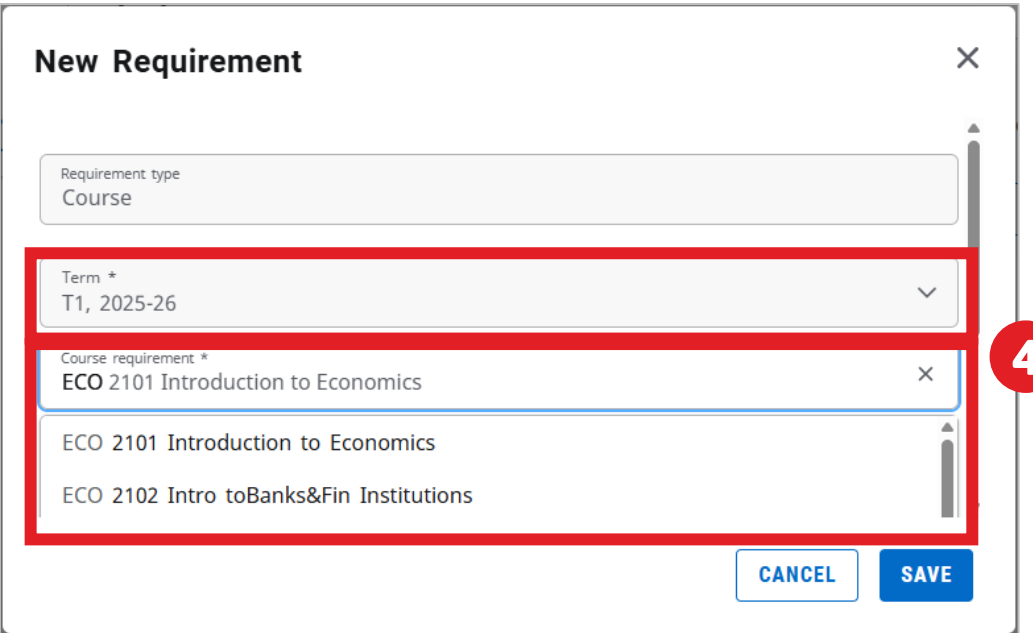
Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

4

Select the Term and the course

Important Notes:

1. You should take courses in accordance with your Programme Structure. To learn about your Programme Structure, you may click [HERE](#).
2. Please ensure the inputted courses are offered in the corresponding term. Otherwise, the error will occur.
3. Due to the class timetables and the availability of course places, the courses under the planner may **NOT** be able to be pre-assigned. You may change and finalise your enrolments during the Registration Day and Add/Drop Periods.
4. Please be reminded to take note of the prerequisite requirements before selecting your courses. You can refer to the [Course Description](#) for the prerequisite requirements.



The screenshot shows a 'New Requirement' dialog box. A red rectangular box highlights the 'Term' and 'Course requirement' sections. The 'Term' dropdown is set to 'T1, 2025-26'. The 'Course requirement' dropdown is set to 'ECO 2101 Introduction to Economics'. Below the dropdown, a list of course options is visible, including 'ECO 2101 Introduction to Economics' and 'ECO 2102 Intro toBanks&Fin Institutions'. The 'SAVE' button is highlighted in blue.

New Requirement

Requirement type
Course

Term *
T1, 2025-26

Course requirement *
ECO 2101 Introduction to Economics

ECO 2101 Introduction to Economics
ECO 2102 Intro toBanks&Fin Institutions

CANCEL SAVE

4

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

5 Click Save

Important Notes:

1. Please ensure the inputted courses are offered in the corresponding term. Otherwise, the following error will occur.

ⓘ There was an error creating the requirement.
There is an availability issue for one or more classes.
CLA 9008 is not offered in the requested term. Availability from CFG072:
Not offered in this term.

New Requirement

Requirement type
Course

Term *
T1, 2025-26

Course requirement *
ECO 2101

Credits
3.0

CANCEL

SAVE

5

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

6

The course has been saved to your plan



Important Notes:

1. You can input up to 18 credits of courses for each term.
2. If you have inputted more than 18 credits, **only the first 18 credits (normally the first six courses) will be taken into consideration during the timetabling exercise.**

Only the first 18 credits (normally the first six courses) will be taken into consideration during the timetabling exercise

T1, 2025-26
Credits: 21

- LCC 1010 Credits: 3.0
- LCC 2010 Credits: 3.0
- LUE 3001 Credits: 3.0
- CCC 8013 Credits: 3.0
- CCC 8014 Credits: 3.0
- CHI 2111 Credits: 3.0
- ENG 3009 Credits: 3.0

ADD TERM

T2, 2024-25
Credits: 15

T1, 2025-26
Credits: 3

- LUE 1002 Credits: 3.0
- PSY 3206 Credits: 3.0
- SOC 2101 Credits: 3.0
- CCC 8013 Credits: 3.0
- ECO 2101 Credits: 3.0

6

1 Alternatively, you may click “+” under the Term for adding course(s)



Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

2 Select the course

Important Notes:

1. You should take courses in accordance with your Programme Structure. To learn about your Programme Structure, you may click [HERE](#).
2. Please ensure the inputted courses are offered in the corresponding term. Otherwise, the error will occur.
3. Due to the class timetables and the availability of course places, the courses under the planner may **NOT** be able to be pre-assigned. You may change and finalise your enrolments during the Registration Day and Add/Drop Periods.
4. Please be reminded to take note of the prerequisite requirements before selecting your courses. You can refer to the [Course Description](#) for the prerequisite requirements.

Add requirements to T1, 2025-26

Subjects

Still needed

University Language Requirements

Chinese Communication I - 3 Credits in

☐

Course

LCC 1010

Title

Chinese Communication I

Credits

3

Chinese Communication II - 3 Credits in

☐

Course

LCC 2010

Title

Chinese Communication II

Credits

3

Core Curriculum Requirements

COMMON CORE (5 COURSES)

The Process of Science - 3 Credits in

☐

Course

CCC 8013

Title

The Process of Science

Credits

3

CANCEL

ADD TO PLAN

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

3 Click “ADD TO PLAN”

Important Notes:

1. Please ensure the inputted courses are offered in the corresponding term. Otherwise, the following error will occur.

ⓘ There was an error creating the requirement.
There is an availability issue for one or more classes.
CLA 9008 is not offered in the requested term. Availability from CFG072:
Not offered in this term.

Add requirements to T1, 2025-26

Subjects

Still needed

University Language Requirements

Chinese Communication I - 3 Credits in

☒

Course

LCC 1010

Title

Chinese Communication I

Credits

3

Chinese Communication II - 3 Credits in

☒

Course

LCC 2010

Title

Chinese Communication II

Credits

3

Core Curriculum Requirements

COMMON CORE (5 COURSES)

The Process of Science - 3 Credits in

LCC 1010

LCC 2010

3

CANCEL

ADD TO PLAN

Create a Study Plan – Adding Courses (Before consultation with Academic Adviser)

4 The course has been saved to your plan



Important Notes:

1. You can input up to 18 credits of courses for each term.
2. If you have inputted more than 18 credits, **only the first 18 credits (normally the first six courses) will be taken into consideration during the timetabling exercise.**

Only the first 18 credits (normally the first six courses) will be taken into consideration during the timetabling exercise

T1, 2025-26
Credits: 21

+

LCC 1010
Credits: 3.0

LCC 2010
Credits: 3.0

LUE 3001
Credits: 3.0

CCC 8013
Credits: 3.0

CCC 8014
Credits: 3.0

CHI 2111
Credits: 3.0

ENG 3009
Credits: 3.0

+

ADD TERM

T1, 2024-25
Credits: 15

T2, 2024-25
Credits: 15

T1, 2025-26
Credits: 3

+

LUE 1001
Credits: 3.0

CCC 8012
Credits: 3.0

PSY 2101
Credits: 3.0

PSY 3201
Credits: 3.0

PSY 3209
Credits: 3.0

+

LUE 1002
Credits: 3.0

PSY 3206
Credits: 3.0

SOC 2101
Credits: 3.0

CCC 8013
Credits: 3.0

CCC 8014
Credits: 3.0

+

LCC 2010
Credits: 3.0

+

4

Create a Study Plan – Deleting Courses (Before consultation with Academic Adviser)

1 Click ⋮ next to the course you wish to delete

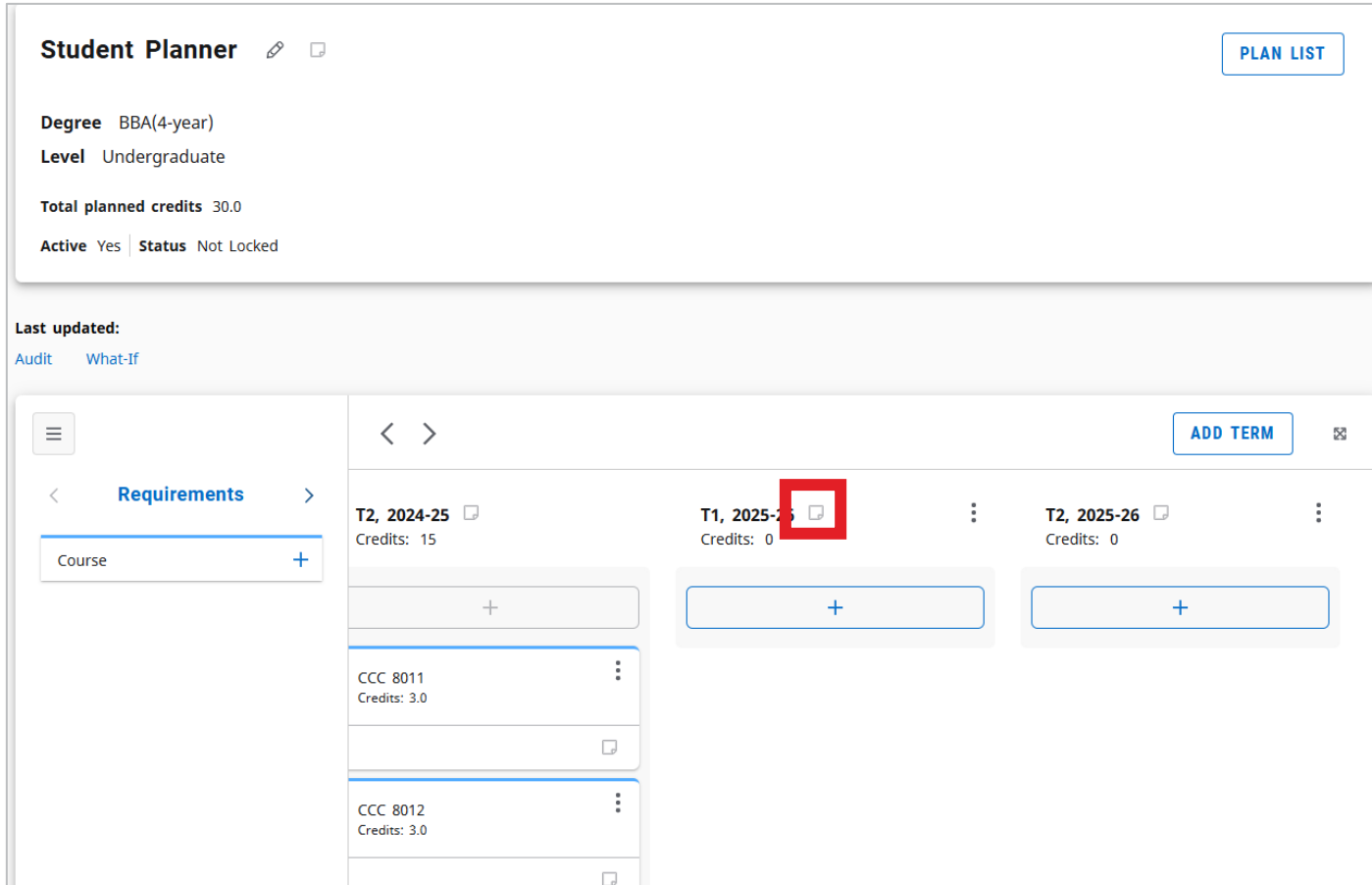
2 Click “Delete this requirement”

3 Click “DELETE REQUIREMENT”

The screenshot displays the 'Requirements' page with three terms: T2, 2024-25 (Credits: 15), T1, 2025-26 (Credits: 3), and T2, 2025-26 (Credits: 0). The T1, 2025-26 term is selected, and a dropdown menu is open for CCC 8013 (Credits: 3.0). The dropdown menu shows three options: 'Edit this requirement', 'Reassign this requirement', and 'Delete this requirement'. A red box highlights the 'Delete this requirement' option. A red circle with the number 1 is next to the dropdown arrow, and a red circle with the number 2 is next to the 'Delete this requirement' option. A modal dialog titled 'Delete Requirement' is open, asking 'Are you sure you want to permanently delete this requirement?'. The dialog has two buttons: 'CANCEL' and 'DELETE REQUIREMENT'. A red circle with the number 3 is next to the 'DELETE REQUIREMENT' button.

Create a Study Plan – Adding Notes (Before consultation with Academic Adviser)

1 Click “”



Student Planner   [PLAN LIST](#)

Degree BBA(4-year)
Level Undergraduate
Total planned credits 30.0
Active Yes | **Status** Not Locked

Last updated:
[Audit](#) [What-If](#)

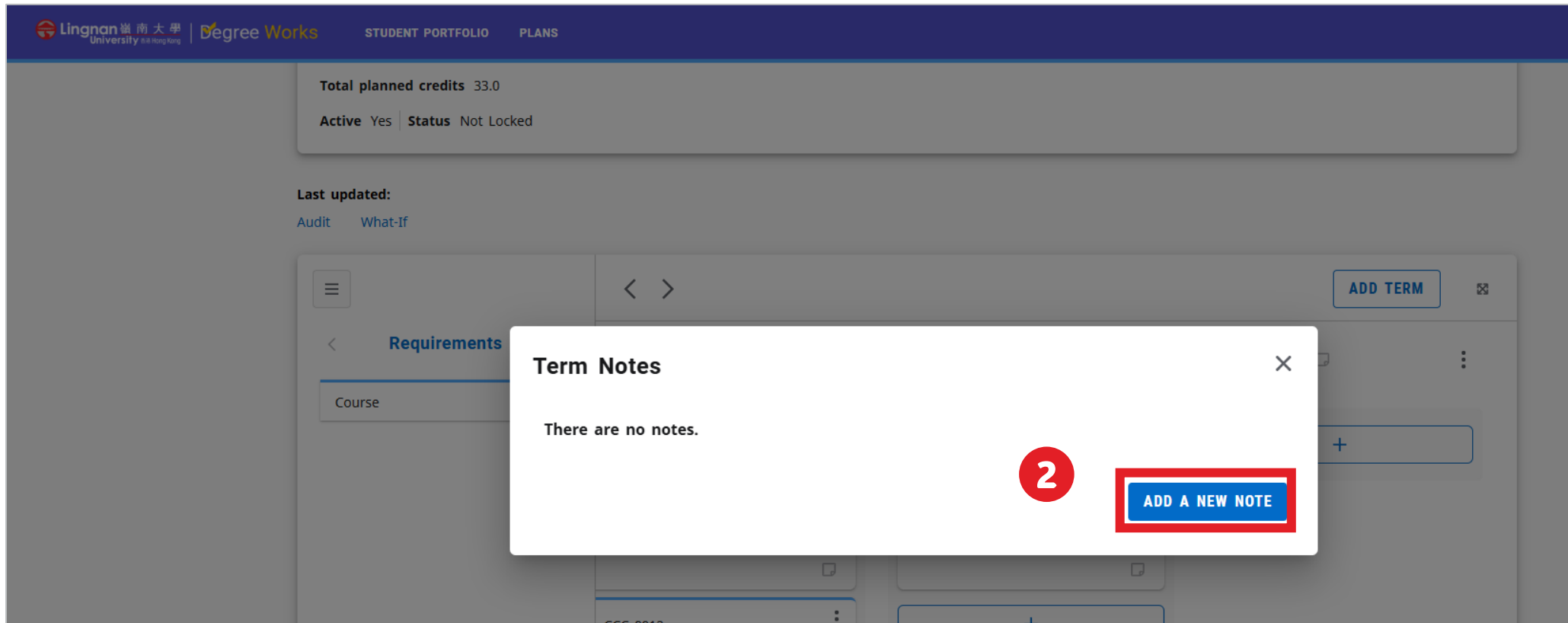
Requirements

Course +

T2, 2024-25  Credits: 15	T1, 2025-26  Credits: 0	T2, 2025-26  Credits: 0
+ CCC 8011 Credits: 3.0 CCC 8012 Credits: 3.0	+ 	+

Create a Study Plan – Adding Notes (Before consultation with Academic Adviser)

2 Click “ADD A NEW NOTE”



Create a Study Plan – Adding Notes (Before consultation with Academic Adviser)

3

Click “SAVE NOTE” after inputting the note

4

The colour of the icon will be changed to 



Add a new note

Add description
Plan to join the exchange programme this term.

CANCEL **SAVE NOTE**

Works STUDENT PORTFOLIO PLANS

Level Undergraduate
Total planned credits 33.0
Active Yes Status Not Locked

Last updated:
Audit What-If

Requirements

	T2, 2024-25 Credits: 15	T1, 2025-26 Credits: 3	T2, 2025-26 Credits: 0
CCC 8011 Credits: 3.0			
CCC 8012 Credits: 3.0			
CCC 8015			

Create a Study Plan – Checking Study Plan (Before consultation with Academic Adviser)

You may check whether your selected course(s) is a good fit for your curriculum by going to Audit.

Your newly inputted course(s) will be displayed as “PLAN”.

Important Note:
Due to technical limitations, Degree Works may not fully reflect all the programme requirements. For the checking of your fulfilment of requirements of your Major(s)/ Minor(s)/ Discipline Concentration, please refer to the curricular requirements set out in the Programme Structures of your intake year (click [HERE](#)).

Degree BBA(4-year)

Level Undergraduate

Total planned credits 60.0

Active Yes | Status Not Locked

Updated:

Audit

What-If

Requirements

T1, 2024-25

T2, 2024-25

T1, 2025-26

ADD TERM

Course

University Language Requirements

Catalog year: 2024-2025

	Course	Title	Grade	Credits	Term	Repeated
Chinese Communication I	LCC 1010	Chinese Communication I	PLAN	(3)	1st Term 2025 - 2026	
Chinese Communication II	LCC 2010	Chinese Communication II	PLAN	(3)	1st Term 2025 - 2026	
University English I	LUE 1001	University English I	C+	3	1st Term 2024 - 2025	
University English II	LUE 1002	University English II	IP	(3)	2nd Term 2024 - 2025	
1 ELE Elective	TRA 3002	English Through Subtitles	PLAN	(3)	2nd Term 2025 - 2026	

Create a Study Plan – Checking Study Plan (Before consultation with Academic Adviser)

After you have inputted the course(s), you should check again your study plan before contacting your Academic Adviser.

Important Note:

Due to a time-out error (i.e. failure to save the plan within the stipulated time period), your plan may not be saved successfully. You are advised to re-login to Degree Works to ensure the plan has been saved

The screenshot displays the 'Requirements' section of the Degree Works system. It shows a study plan for three terms: T2, 2024-25; T1, 2025-26; and T2, 2025-26. Each term has a total of 15 credits. The plan is organized into three columns, one for each term. Each column has a header with the term and credits, followed by a list of courses. Each course entry includes the course ID and the number of credits. A '+ ' button is located at the top of each column. A notification banner at the top right indicates 'Requirement added'.

Term	Credits	Courses
T2, 2024-25	15	CCC 8011 (3.0), CCC 8012 (3.0), CCC 8015 (3.0), LCC 1010 (3.0)
T1, 2025-26	15	LCC 1010 (3.0), LCC 2010 (3.0), LUE 3001 (3.0), CCC 8013 (3.0)
T2, 2025-26	15	CLA 9005 (3.0), CLC 9007 (3.0), CLD 9008 (3.0), ENG 3009 (3.0)

Create a Study Plan – Checking Study Plan (Before consultation with Academic Adviser)

If your plan is locked by your Adviser, the status of your plan will be updated.

Student Planner

Degree BBA(4-year)

Level Undergraduate

Total planned credits 60.0

Active Yes **Status Locked**

Last updated:

[Audit](#) [What-If](#)

Programme BBA(Hons)(4-year)

Level Undergraduate

Major Business Administration(4-year)

Admit Term T1, 2024-25

Intake(Catlog Year) 2024-25

Year of Study First Year

Academic Standing Good Standing

Status Active(T2, 2024-25)

Advisor CHAN Siu Ming

Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status
Student Planner	Yes	06/17/2025	CAHN, Siu Ming	BBA4	UG	Locked

Total results: 1

Page 1 of 1

Create a Study Plan – Checking Study Plan (Before consultation with Academic Adviser)

Before your Adviser locks your plan, you are barred from adding/dropping the course(s). You may find an **Adviser Hold** when you attempt to add/drop a course if your plan is still unlocked.

ellucian

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Prepare for Registration

[Registration Status](#) [Update Student Term Data](#)

Registration Status

Term: 1st Term 2023 - 2024

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ! You have holds which prevent registration.

Adviser Hold
Reason: 20230310 170414+008782
From Date: 01/11/2024
To Date: 12/31/2099
Processes Affected: Registration

Plagiarism Online Course Hold
From Date: 01/11/2024
To Date: 12/31/2099
Processes Affected: Registration

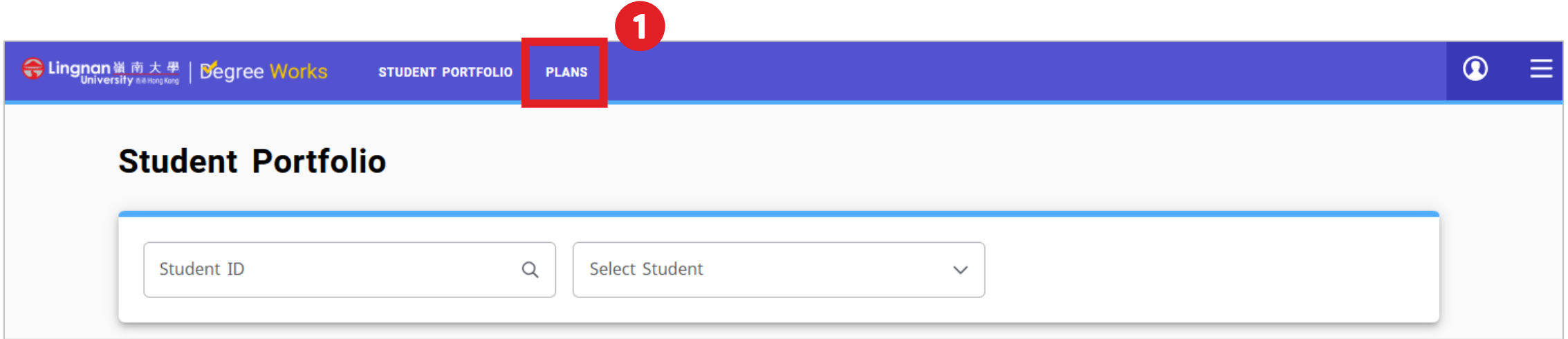


Approve a Study Plan

**(Applicable for
Academic Adviser)**

Approve a Study Plan (Applicable for Academic Adviser)

1 After logging in Degree Works, click Plan



The screenshot shows the Degree Works interface. The top navigation bar is blue and contains the Lingnan University logo, the Degree Works logo, and the text 'STUDENT PORTFOLIO' and 'PLANS'. The 'PLANS' tab is highlighted with a red box and a red circle containing the number 1. Below the navigation bar, the main content area is titled 'Student Portfolio'. Under this title, there is a search bar with the text 'Student ID' and a magnifying glass icon, and a dropdown menu labeled 'Select Student' with a downward arrow icon.

Approve a Study Plan (Applicable for Academic Adviser)

2 Input the student ID or select from the pull down list

The screenshot shows the 'Plans' section of the Degree Works interface. At the top, there is a blue header bar with the Lingnan University logo, the text 'Degree Works', and navigation links for 'STUDENT PORTFOLIO' and 'PLANS'. On the right side of the header, there are icons for a user profile and a menu. Below the header, the main content area is titled 'Plans'. A search bar is present, containing two input fields: 'Student ID' with a magnifying glass icon, and 'Select Student' with a dropdown arrow icon. A red rectangular box highlights both input fields. To the right of this box, a red circle with the number '2' is placed, indicating the step number for this action.

Approve a Study Plan (Applicable for Academic Adviser)

3 The student planner will be shown, please scroll down to view the study plan

Works

STUDENT PORTFOLIO

PLANS

Student Planner

PLAN LIST

Degree

BBA(4-year)

Level

Undergraduate

Total planned credits

114.0

Active

Yes

Status

Not Locked

Last updated:

[What-If](#)

☰

< Requirements >

Course

+

< >

T2, 2023-24

Credits: 0

+

T1, 2024-25

Credits: 18

BUS 2202

Credits: 3.0

⋮

📄

T2, 2024-25

Credits: 15

BUS 4301

Credits: 3.0

⋮

📄

ADD TERM

⌵

Approve a Study Plan (Applicable for Academic Adviser)

4 After reviewing the study plan, click 

Works

STUDENT PORTFOLIO

PLANS

Programme

BBA(Hons)(4-year)

Level

Undergraduate

Major

Accounting(4-year)

Minor

Finance(4-year)

Admit Term

T1, 2021-22

Intake(Catlog Year)

2021-22

Year of Study

Fourth Year

Academic Standing

Good Standing

Status

Active(T2, 2024-25)

Advisor

CHAN Siu Ming

Student Planner



4

PLAN LIST

Degree

BBA(4-year)

Level

Undergraduate

Total planned credits

114.0

Active

Yes

Status

Not Locked

Last updated:

What-If

Approve a Study Plan (Applicable for Academic Adviser)

5 Check “Locked”

6 Click Save

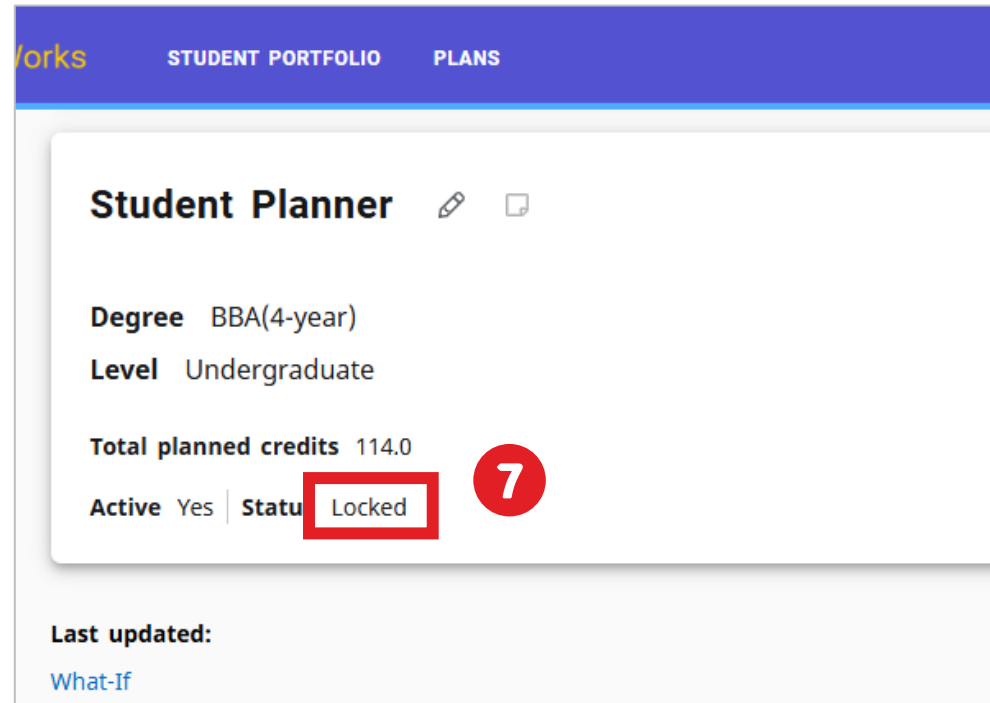
The screenshot displays the 'Student Planner' interface. At the top, a header bar shows student details: Programme BBA(Hons)(4-year), Level Undergraduate, Major Accounting(4-year), Minor Finance(4-year), Admit Term T1, 2021-22, Intake(Catlog Year) 2021-22, Year of Study Fourth Year, Academic Standing Good Standing, Status Active(T2, 2024-25), and Advisor CHAN Siu Ming. Below this, the 'Student Planner' section shows Degree BBA(4-year), Level Undergraduate, Total planned credits 114.0, and Active Yes | Status Not Locked. A 'PLAN LIST' button is visible. An 'Edit Plan' modal is open in the center, containing a 'Description *' field with 'Student Planner', a 'Degree' dropdown menu set to 'BBA(4-year)', and a 'Locked' checkbox. A red box highlights the 'Locked' checkbox, and a red circle with the number '5' is next to it. At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. The 'SAVE' button is highlighted with a red box, and a red circle with the number '6' is next to it. The background shows a 'Requirements' section with a table of terms: 2022-23, T1, 2023-24, T2, 2023-24, and T1, 2024-25.

Approve a Study Plan (Applicable for Academic Adviser)

7 If the plan is locked, the status of the plan will be updated

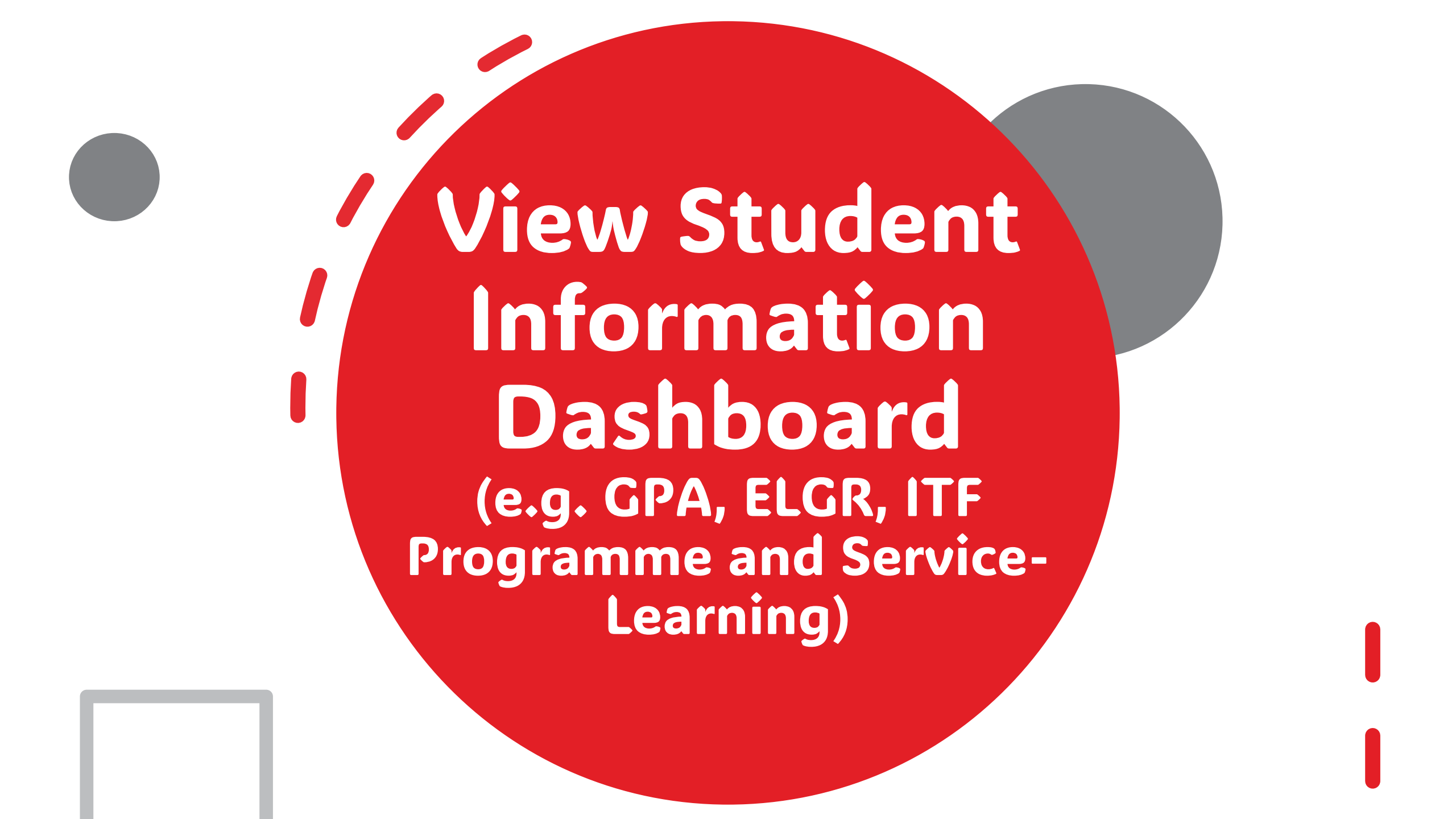
Important Note:

Once the plan has been locked, the student concerned can no longer make changes to his/her plan. All subsequent amendments are required to be made by the Adviser. Advisers are reminded to save and lock the plan again after the change. Alternatively, the Adviser may advise the student to change and finalise his/her enrolments during the Registration Day and Add/Drop Periods.



The screenshot shows a web interface for a 'Student Planner'. At the top, there is a blue navigation bar with the text 'orks' on the left, and 'STUDENT PORTFOLIO' and 'PLANS' on the right. Below this, the main content area is titled 'Student Planner' with a pencil icon and a document icon. The form displays the following information: 'Degree' BBA(4-year), 'Level' Undergraduate, 'Total planned credits' 114.0, and 'Active' Yes. The 'Status' is set to 'Locked', which is highlighted by a red rectangular box. A red circle with the number '7' is placed to the right of the 'Locked' status. At the bottom of the form, it says 'Last updated:' followed by a blue link 'What-If'.

Student Planner	
Degree	BBA(4-year)
Level	Undergraduate
Total planned credits	114.0
Active	Yes
Status	Locked
Last updated: What-If	



View Student Information Dashboard

**(e.g. GPA, ELGR, ITF
Programme and Service-
Learning)**

View Student Information Dashboard

1 Scroll down and click the link for Student Information Dashboard

Bachelor of Arts (Honours) in Translation

INCOMPLETE

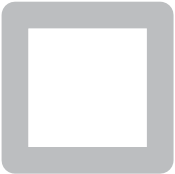
Credits required: 120 Catalog year: 2025-2026

Unmet conditions for this set of requirements:

Minimum GPA unsatisfied
20 Credits needed

[Please click here to view the Student Information Dashboard](#)

☐ Plagiarism Awareness and Graduation Requirements	Still needed:	See Plagiarism Awareness & Graduation Requirements section
☐ Total Credits Requirement Not Yet Fulfilled	Still needed:	You need more credits to graduate
☐ See University Language Requirements Below	Still needed:	See University Language Requirements section
☐ See Core Curriculum Requirements Below	Still needed:	See Core Curriculum Requirements section
☐ See Major Requirements Below	Still needed:	See Major in Translation section
☐ See Free Elective Requirements Below	Still needed:	See Free Electives section



View Student Information Dashboard

2 Student and advisers can view students' profile, GPA summary, and status of Online Tutorial on Plagiarism Awareness, English Language Graduation Requirement, Password Test Result and Information Technology Fluency Programme

LU Student View

Name of Student	CHAN Tai Man 陳太文		Student ID	4456702	Year of Studies	First Year
Name of Advisor	CHAN Siu Ming		Admit Term	1st Term 2024 - 2025	Intake (Catalog Year)	2024-2025
Degree	BBA		Academic Standing		Status	Active(T2, 2024-25)
Major / Stream	Business Administration		Minor		Concentration / Supporting Specialization	

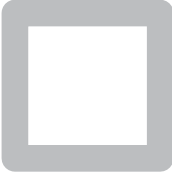
GPA Summary

Cumulative GPA: 1.67

	Credit Gain	GPA Credit	Credit Pt.	GPA
Total Institution	15.00	15.00	24.99	1.67
Total Transfer	0.00	0.00	0.00	0.00
In Progress	0.00	0.00	0.00	0.00
Overall	15.00	15.00	24.99	1.67

ONLINE TUTORIAL ON PLAGIARISM AWARENESS

Online Tutorial on Plagiarism Awareness not completed. You are blocked from course registration for the coming academic year.
For information on the tutorial and the requirement, please go to the website:
<https://pla.ln.edu.hk/>



View Student Information Dashboard

2

Student and advisers can view students' profile, GPA summary, and status of Online Tutorial on Plagiarism Awareness, English Language Graduation Requirement, Password Test Result and Information Technology Fluency Programme

ENGLISH LANGUAGE GRADUATION REQUIREMENT

Your status of fulfilment of this graduation requirement*:

NOT FULFILLED

Minimum overall band score in IELTS (Academic) required:

6.5

You are required to fulfil the English Language Graduation Requirement on or before the following day:

31-AUG-2029

For details about the English Language Graduation Requirement, please visit <https://www.ln.edu.hk/reg/undergraduate-programmes/graduation-requirements>

Please note that you will only be recommended for graduation after the successful completion of **ALL academic, English language and co-curricular requirements** by the cut-off date specified for each term as set out in this web page: <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates>.

NOTE:

*Only IELTS results verified by the University are used in the evaluation of your fulfilment of the English language graduation requirement. If you have submitted your IELTS results to the University, you will receive a notification email when the University has completed the verification process.

Password Test Result

Listening

Speaking

Reading

Writing

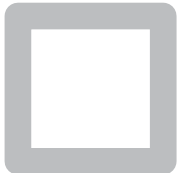
Overall

No record available

Pre-password denotes banding below 3.

Overall fulfillment of Service-Learning graduation requirement

Not fulfilled





**Check Course
Description and
Prerequisites**

Check Course Description and Prerequisites

1 Scroll down and click the course code

☐ 1 ELE Elective	Still needed:	3 Credits in LUE 3001 or 3002 or 3003 or 3004 or 3005 or TRA 3002 or ENG 3009
☐ 1 Discipline-related Professional Communication Course	Still needed:	You still need 3 credits in LUE4001 (for Faculty of Arts) or LUE4002 (for Faculty of Business & BSc Data Science) or LUE4003 (for Faculty of Social Sciences) or LUE4001/4002/4003 for (BA Global Liberal Arts)
NOTE (1) For students admitted to Year 1 or Year 2 from 2019-20 onwards, those with HKDSE Level 4 or above or equivalent in English Language are required to complete the following 4 ELE courses: LUE1002, 2 ELE Electives, and 1 Discipline-related ELE Course. NOTE (2) The Discipline-related Professional Communication Course refers to LUE4001 (for Faculty of Arts), LUE4002 (for Faculty of Business & BSc Data Science), LUE4003 (for Faculty of Social Sciences), and LUE4001/4002/4003 for (BA Global Liberal Arts).		



Check Course Description and Prerequisites

2 If there is a  next to the course code, it means a prerequisite exists

2

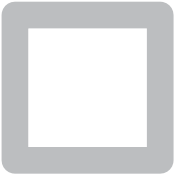
☐ 1 ELE Elective	Still needed:	3 Credits in LUE 3001  or 3002  or 3003  or 3004  or 3005  or TRA 3002 or ENG 3009
☐ 1 Discipline-related Professional Communication Course	Still needed:	You still need 3 credits in LUE4001 (for Faculty of Arts) or LUE4002 (for Faculty of Business & BSc Data Science) or LUE4003 (for Faculty of Social Sciences) or LUE4001/4002/4003 for (BA Global Liberal Arts)
NOTE (1) For students admitted to Year 1 or Year 2 from 2019-20 onwards, those with HKDSE Level 4 or above or equivalent in English Language are required to complete the following 4 ELE courses: LUE1002, 2 ELE Electives, and 1 Discipline-related ELE Course. NOTE (2) The Discipline-related Professional Communication Course refers to LUE4001 (for Faculty of Arts), LUE4002 (for Faculty of Business & BSc Data Science), LUE4003 (for Faculty of Social Sciences), and LUE4001/4002/4003 for (BA Global Liberal Arts).		

A prerequisite exists.

You may also find the Legend at the bottom of the Degree Works.

Legend

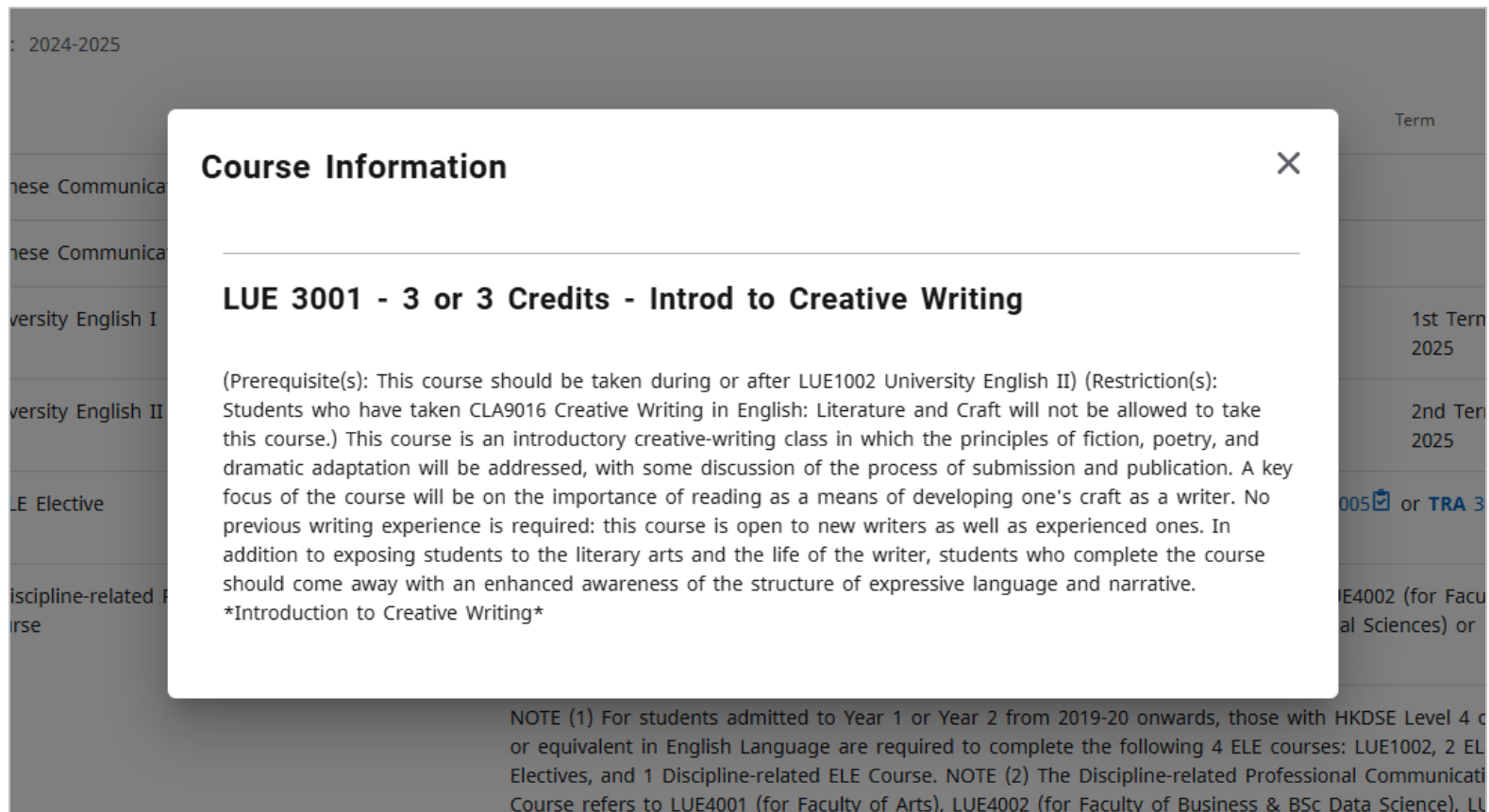
-  Complete
-  Complete (with classes in-progress)
-  Prerequisite
-  Not complete
-  Nearly complete - see advisor
- @ Any course number



Check Course Description and Prerequisites

3

The course description including any prerequisites, will be shown in the pop-up window



The screenshot shows a web interface with a table of courses. A pop-up window titled "Course Information" is displayed over the table. The table has columns for "Term" and "Course". The visible rows are for "1st Term 2025" and "2nd Term 2025". The course "LUE 3001" is highlighted in the 1st Term row. The pop-up window contains the following text:

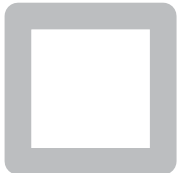
Course Information [Close X]

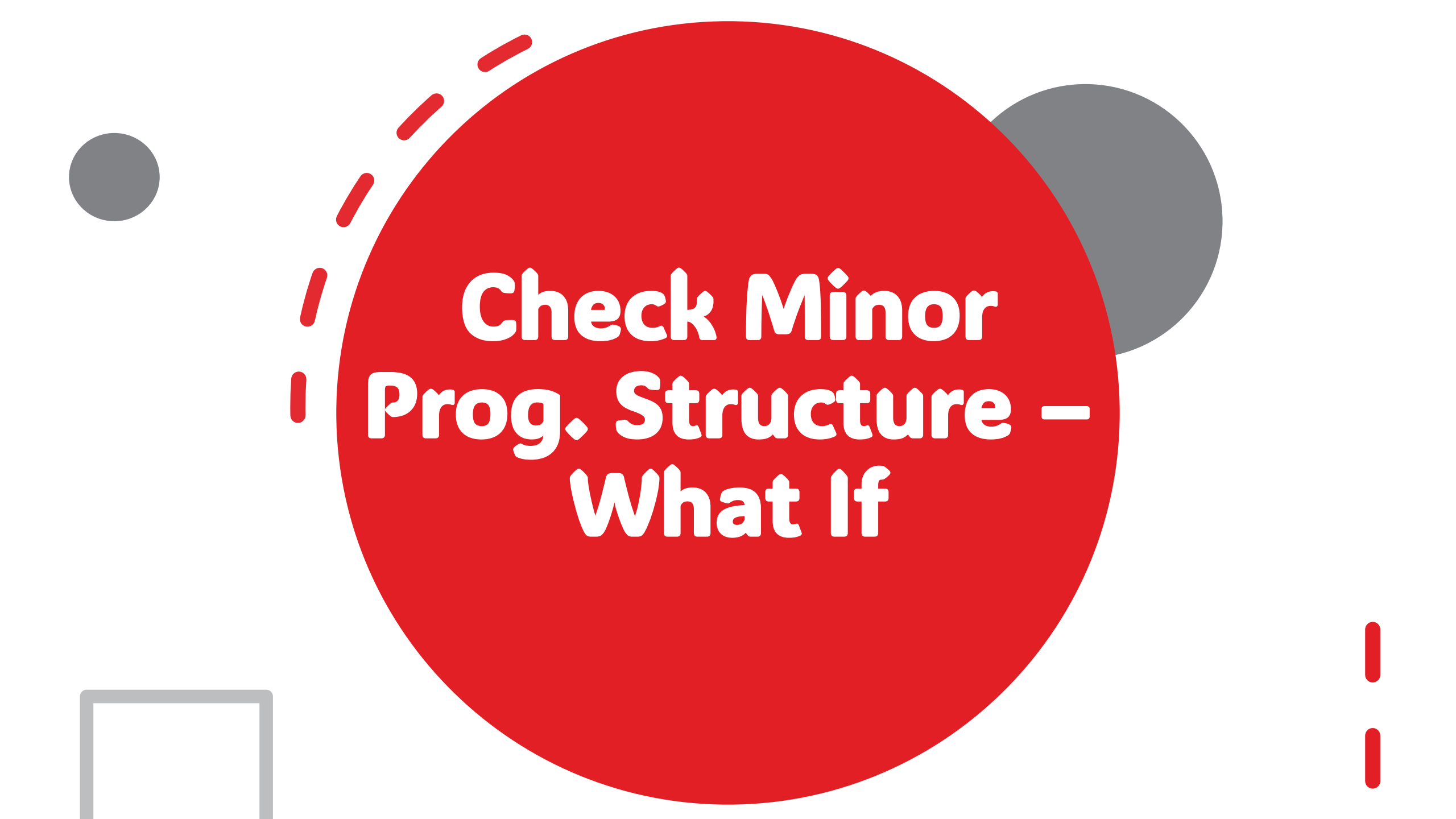
LUE 3001 - 3 or 3 Credits - Introd to Creative Writing

(Prerequisite(s): This course should be taken during or after LUE1002 University English II) (Restriction(s): Students who have taken CLA9016 Creative Writing in English: Literature and Craft will not be allowed to take this course.) This course is an introductory creative-writing class in which the principles of fiction, poetry, and dramatic adaptation will be addressed, with some discussion of the process of submission and publication. A key focus of the course will be on the importance of reading as a means of developing one's craft as a writer. No previous writing experience is required: this course is open to new writers as well as experienced ones. In addition to exposing students to the literary arts and the life of the writer, students who complete the course should come away with an enhanced awareness of the structure of expressive language and narrative.

Introduction to Creative Writing

NOTE (1) For students admitted to Year 1 or Year 2 from 2019-20 onwards, those with HKDSE Level 4 or equivalent in English Language are required to complete the following 4 ELE courses: LUE1002, 2 ELE Electives, and 1 Discipline-related ELE Course. NOTE (2) The Discipline-related Professional Communication Course refers to LUE4001 (for Faculty of Arts), LUE4002 (for Faculty of Business & BSc Data Science), LL





Check Minor Prog. Structure – What If

Check Minor Prog. Structure – What If

1 Click What-If

Lingnan 嶺南大學 | Degree Works

STUDENT PORTFOLIO

PLANS

Student Portfolio

Student ID

Name

Degree
BBA(4-year)

Programme

BBA(Hons)(4-year)

Level

Undergraduate

Major

Business Administration(4-year)

Admit Term

T1, 2024-25

Intake(Catlog Year)

2024-25

Year of Study

First Year

Academic Standing

Good Standing

Status

Active(T2, 2024-25)

Advisor

CHAN Siu Ming

Academic

What-If

Format
Student View

Check Minor Prog. Structure – What If

2 Select your current major

3 Select the minor you wish to check

4 Click “PROCESS”

Academic [What-If](#)

What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
2022-2023

Degree *
BSocSc(4-year)

Level *
Undergraduate

Areas of study

Major *
Economics(4-year)

Minor *
Smart Cities(4-year)

Concentration

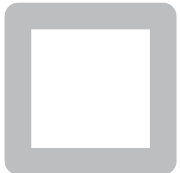
Additional areas of study

Future classes

Subject	Number	ADD

4

RESET PROCESS



Check Minor Prog. Structure – What If

5 Scroll down to check the result

Minor in Smart Cities

INCOMPLETE

^

Catalog year: 2022-2023

Double counting of course credits by using free electives leading to fulfillment of requirements for a Minor programme is allowed. The number of courses to be double counted between Core Curriculum Cluster courses and each Minor is limited to two. For double counting of credits for students approved to take double Majors, please refer to the Regulations Governing Undergraduate Studies for details. Students who are not enrolled in the Concentration of Smart Cities and Digital Society under BSocSc Programme may qualify for a Minor in Smart Cities. Normally, a student may not be granted credit transfer/course exemption for more than 50% of the required number of credits for the Minor programme. The limit does not include credit transfer/course exemption associated with approved student exchange programmes.

REQUIRED COURSES

The Economics of the Digital Economy

Still needed:

3 Credits in [ECO 3002](#)

Digital Society

Still needed:

3 Credits in [SOC 3336](#)

Smart Cities Seminar

Still needed:

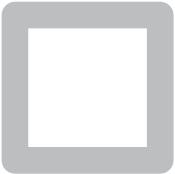
3 Credits in [SOC 3337](#)

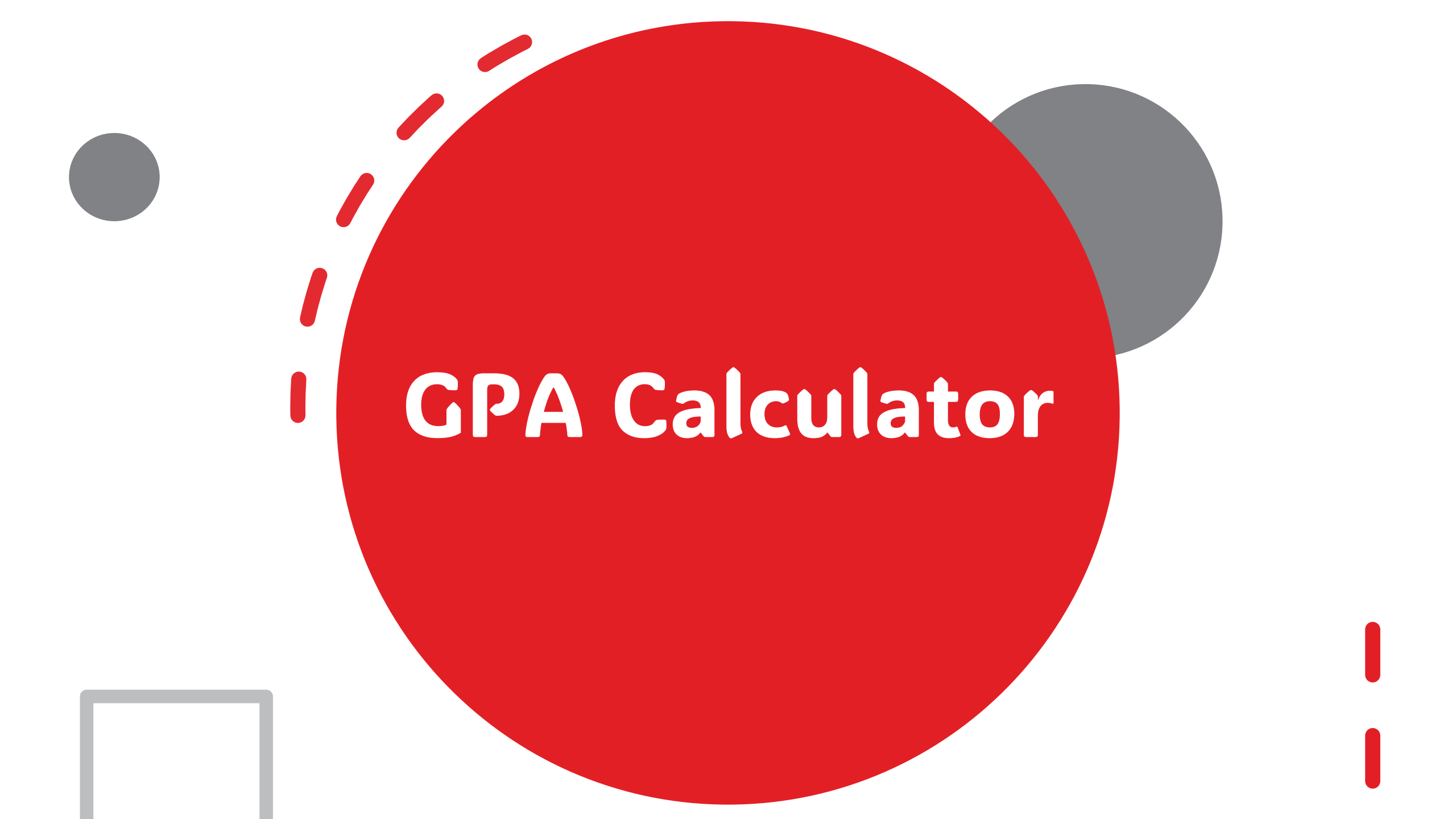
ELECTIVE COURSES

Select 2 Courses from the List

Still needed:

6 Credits in [CUS 3322](#) or [ECO 3313](#) or [PHI 2118](#) or [PSY 3103](#) or [SOC 3311](#) or [SCI 3001](#)





GPA Calculator

GPA Calculator

1 Click 

2 Click GPA Calculator

ee Works

STUDENT PORTFOLIO

PLANS

Student Portfolio

Student ID

Name

Degree
BBA(4-year)



GPA Calculator

Class History

Programme BBA(Hons)(4-year)

Level Undergraduate

Major Business Administration(4-year)

Admit Term T1, 2024-25

Intake(Catlog Year) 2024-25

Year of Study First Year

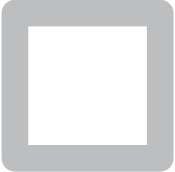
Academic Standing Good Standing

Status Active(T2, 2024-25)

Advisor CHAN Siu Ming

Academic

What-If



GPA Calculator

4

You may use the GPA Calculator to calculate your desired GPA

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *

3.68

Credits remaining *

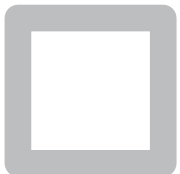
60

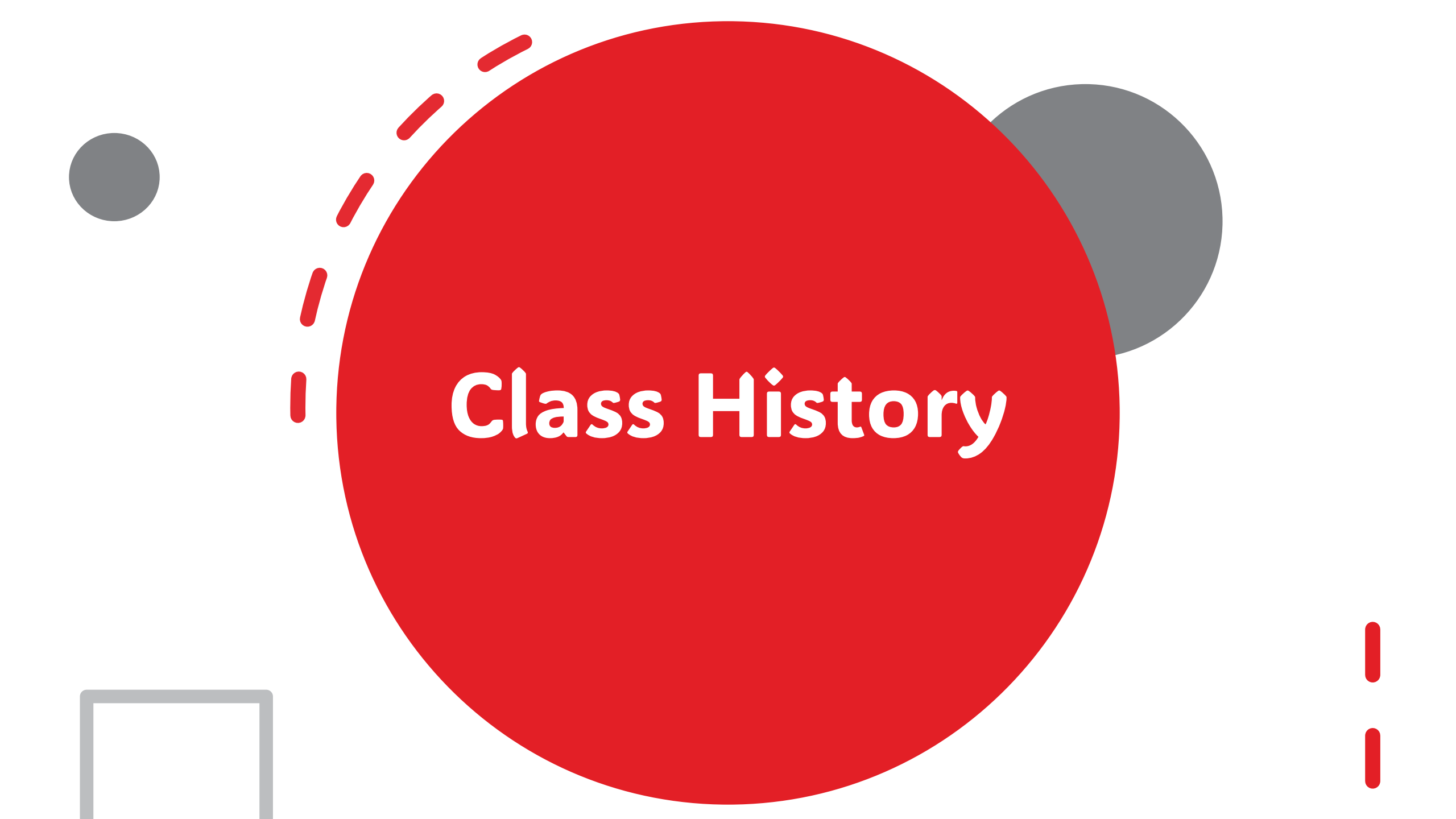
Credits required *

120

Desired GPA *

CALCULATE





Class History

Class History

1 Click 

2 Click Class History

ee Works

STUDENT PORTFOLIO

PLANS

Student Portfolio

Student ID

Name

Degree
BBA(4-year)

Print

⋮

GPA Calculator

Class History

Programme

BBA(Hons)(4-year)

Level

Undergraduate

Major

Business Administration(4-year)

Admit Term

T1, 2024-25

Intake(Catlog Year)

2024-25

Year of Study

First Year

Academic Standing

Good Standing

Status

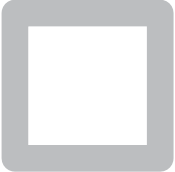
Active(T2, 2024-25)

Advisor

CHAN Siu Ming

Academic

What-If



3 The class history result will be shown in the pop-up window





End