

LINGNAN UNIVERSITY

Banner Course Registration Procedures

Before You Enter into the Online Registration system

1. Make sure that you have fulfilled the required pre-requisites (if any) of the course(s) that you wish to register and observe the course restrictions (if any). The pre-requisite requirements and restriction(s) of each course (if any) are stated on the course descriptions under the Registry webpage <https://www.ln.edu.hk/reg/undergraduate-programmes/course-description>.
2. View the Course Offering List for respective terms in the Registry webpage <https://www.ln.edu.hk/reg/undergraduate-programmes/course-registration>.
 - a) The teaching modes of the courses are outlined in the column “Type”. “LEC” means Lecture and “TUT” means Tutorial. If both “LEC” and “TUT” are found, the teaching mode of the course is in “Lecture-cum-Tutorial” mode. In this case, you have to register one section of lecture plus one section of tutorial in the same submission.
 - b) Mark down the CRN (Course Reference Number) of each section of the courses you would like to register in your study plan.

For example, you wish to register CLA9006 in Term 1. Suppose this course is conducted in “Lecture-cum-Tutorial” mode with one section of Lecture and two sections of Tutorial on offer as shown below (Similar information can be found from the course offering list). You have to register a combination of one Lecture (CRN 170) AND one Tutorial (CRN 753 or 754) for the course CLA9006.

CRN	Course Code	Course Title	Sect	Lang	Type	Day	Time	Venue	Instructor Name
170	CLA9006	Creat&Indiv Diff:Theory&Applic	1	E	LEC	WED	15:00 – 16:59	WYL102	Dr LI Yau Wai Simon
753	CLA9006	Creat&Indiv Diff:Theory&Applic	2	E	TUT	MON	15:30 – 16:29	WYL101	Dr LI Yau Wai Simon
754	CLA9006	Creat&Indiv Diff:Theory&Applic	3	E	TUT	FRI	09:30 – 10:29	WYL109	Dr LI Yau Wai Simon

Online Registration System – Login through the myLingnan Portal

1. Go to Lingnan University website <http://www.LN.edu.hk>.
2. Click “myLingnan Portal” from the top menu.
3. Input your “Username” (Lingnan email account) and “Password” (your email account password).
4. Select the “Academic Matters”, click “Registration” under “Banner Self-Service for Academics”.
5. Click “Select Term”, choose respective terms from the pull down menu and press the “Submit” button.
6. Click “Add/Drop Classes” and you can start course registration.

How to Register Courses

1. To ADD classes in the online registration system, you can either adopt the SIMPLE mode or the ADVANCED mode.

a) **Simple Mode**

In the page of “Add/Drop Classes”, there are 10 boxes under the “Add Classes Worksheet”. Enter the CRNs of the courses that you would like to register in the boxes and press “Submit”.

b) **Advanced Mode**

- i. In the page of “Add/Drop Classes”, click the “Class Search” button.
- ii. In the page of “Look-up Class to Add”, click “Advanced Search”. For example, if you would like to register CLA9006, select “CLA” in the “Subject” field, and type “9006” in the “Course Number” field. Remember to select “Undergraduate” in the field of “Course Level”. After that, click the “Section Search” button and you will see details of all the sections of CLA9006.
- iii. To register for classes, check the box in the front of the CRNs and click the “Register” button. If no checkbox is appeared, it means either the section of the course is full or it is offered to the major stream students only (a restriction pop-up will appear) and in this case you have to register other sections/courses.
- iv. For registration of a “Lecture-cum-Tutorial” course, make sure that you check the boxes of both Lecture and Tutorial sections in the same submission, otherwise a pop-up warning message will appear.
- v. The “Rem” column indicates the remaining quota of a CRN. In this example, the Lecture of CLA9006 (CRN 170) still has 5 study places available. However, there is no quota left for the Tutorial of CRN 754 and thus a Section Closed “C” is denoted in the “Select” column. As such, you have to register the other Tutorial of CRN 753, which still has 5 study places left.

Look-Up Classes to Add:

 To register for classes, please check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
Creativity and Innovation

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	170	CLA	9006	1	LEC	LU	3.000	Creativity and Individual Difference: Theories and Applications	W	03:00 pm-04:59 pm	20	15	5	Yau Wai S. LI (P)	09/10-12/07	WYL 102	
(CRN 170) Not For Major(s): 0000.																	
<input type="checkbox"/>	753	CLA	9006	2	TUT	LU	0.000	Creativity and Individual Difference: Theories and Applications	M	03:30 pm-04:29 pm	10	5	5	Yau Wai S. LI (P)	09/10-12/07	WYL 101	
(CRN 753) Not For Major(s): 0000.																	
C	754	CLA	9006	3	TUT	LU	0.000	Creativity and Individual Difference: Theories and Applications	F	09:30 am-10:29 am	10	10	0	Yau Wai S. LI (P)	09/10-12/07	WYL 109	
(CRN 754) Not For Major(s): 0000.																	

Register Add to WorkSheet Class Search

C: Section Closed
SR: Student Restriction
NR: Not Allowed for Registration

- You can change your mind in the registration process by adding/dropping courses and changing courses/sections/tutorials.
- To DROP classes, go to the “Action” box in front of the course you wish to drop, choose “Web Drop” and press the “Submit Changes” button. The “Simple Mode” allows you to add and drop courses in a single submission. You can also input new CRN at the boxes under “Add Classes” to add new courses while you choose “Web Drop” for some courses.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jul 27, 2012	None	717	CCC	8001	8	Undergraduate	3.000	Standard	Logic and Critical Thinking
Web Registered on Jul 30, 2012	None	170	CLA	9006	1	Undergraduate	3.000	Standard	Creativity and Individual Difference: Theories and Applications
Web Registered on Jul 30, 2012	**Web Drop**	753	CLA	9006	2	Undergraduate	0.000	Standard	Creativity and Individual Difference: Theories and Applications

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 15.000
 Maximum ILP Units: 100.00
 Date: Jul 30, 2012 03:32 pm

Add Classes Worksheet

CRNs

- After submission, all registered courses will appear under “Current Schedule” with the total credit hours registered at the bottom. **A full-time student shall register for at least 12 credits but no more than 15 credits in one term for a first year student (maximum credit per academic year is 30) and no more than 18 credits in one term for a second year or above student (maximum credit per academic year is 33).** For courses that cannot be successfully registered, “Registration Errors” will appear.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jul 27, 2012	None	717	CCC	8001	8	Undergraduate	3.000	Standard	Logic and Critical Thinking
Web Registered on Jul 30, 2012	None	170	CLA	9006	1	Undergraduate	3.000	Standard	Creativity and Individual Difference: Theories and Applications
Web Registered on Jul 30, 2012	None	753	CLA	9006	2	Undergraduate	0.000	Standard	Creativity and Individual Difference: Theories and Applications

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 15.000
 Maximum ILP Units: 100.00
 Date: Jul 30, 2012 03:39 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	
Time conflict with CRN	170	340	LCE	1010	1	Undergraduate	3.000	Standard	English for Communication I

Example of Errors

Common error messages indicating the reason of registration failure at the “Status” column are outlined below.

Messages appear in the Status Column	Descriptions
Closed Session or Reserved Closed	The course has been fully enrolled.
Time Conflict with XXX (CRN)	The course has a time clash with a registered course.
Level Restriction	The course is open for non-UG students only.
Major Restriction	The course is only offered for the major stream students.
Link Error	For “Lecture-cum-Tutorial” mode courses, students have to add/drop both the lecture and tutorial sections at the same time.
Repeat Count Exceeds	The course has already been registered in the same or other term.
Maximum Hours Exceeds	Maximum credit limit is reached.

Printing of Class Schedule for Review

- After registration, click “Return to Menu” and the system will return to the “Registration” page. Choose “Student Schedule by Day & Time” and enter date to view your class schedule and you can print your class schedule by terms for retention. Make sure that all information is correct before you log out the system.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am							
10am			LCC 1010-2 1164 Class 9:30 am-11:29 am LKK 204				
11am							
12pm							
1pm							
2pm	LCC 1010-2 1164 Class 1:30 pm-3:29 pm NAB 201	LCE 1010-22 464 Class 1:30 pm-3:29 pm LKK G01					
3pm			CLA 9006-1 170 Class 3:00 pm-4:59 pm WYL 102	LCE 1010-22 464 Class 3:00 pm-4:59 pm LKK G03			
4pm	CLA 9006-2 753 Class 3:30 pm-4:29 pm WYL 101	CCC 8001-8 717 Class 3:30 pm-4:59 pm LKK 105					
5pm					CCC 8001-8 717 Class 4:30 pm-5:59 pm LKK 202		

- Remember to log out the system after registration to protect the security of your personal data.

Registry

August 2022