

**Academic Advising Arrangement
for New BSocSc Students (Year 1 and Year 2 Entry)**

New BSocSc students are required to consult the Office of the Faculty of Social Sciences (for Year 1 & Year 2 admittees) via email and complete online student advising on or before 21 August 2023 (Monday). If you fail to work out your study plan and/or the plan has not been approved, you will not be allowed to enroll any courses on the Course Registration Day.

Three Essential Steps to Complete Academic Advising:

- 1. Read the Academic Advising Documents carefully and prepare your study plan for Term 1 and Term 2, 2023-24.**

- 2. Input your tentative Study Plan for Term 1 and Term 2, 2023-24 under the “Planner” of the DegreeWorks System.** Make sure that your plan on DegreeWorks is saved.

- 3. Email the Office of the Faculty of Social Sciences (bssprog@ln.edu.hk) for advice/approval on or before 18 August 2023 (Friday).** Upon receipt of your email and your study plan inputted in the DegreeWorks System, the Faculty Office staff will review your study plan. Once your plan is approved, the registration hold will be removed and you will be allowed to register courses during the Online Registration.

If you have any enquiries, please contact the Office of the Faculty of Social Sciences (Tel: 2616-7552, Email: bssprog@ln.edu.hk).

Important Dates for Academic Advising and Course Registration:

Date	Event
<u>Before</u> 21 August 2023	Completion of Academic Advising
22 August 2023 (for Year 2 entry) 23 August 2023 (for Year 1 entry)	Online Registration for New Students (Both 1st and 2nd Terms, 2023-24)
29 August - 7 September 2023	Add/Drop Period of 1st Term, 2023-24
1 September - 4 December 2023	Class Period of 1st Term, 2023-24
9 - 18 January 2024	Add/Drop Period of 2nd Term, 2023-24
12 January - 26 April 2024	Class Period of 2nd Term, 2023-24

Important Information and Useful Contacts:

Students are advised to check your Lingnan Email regularly and pay attention to the notices issued by the University regarding students' study related matters so as not to miss any of the important arrangements and updated information that are crucial to your studies.

Academic Curriculum	Useful Links
BSocSc Programme Structure	https://www.ln.edu.hk/reg/undergraduate-programmes/programme-structure#boss
Core Curriculum and Cluster	https://www.ln.edu.hk/reg/undergraduate-programmes/core-curriculum
Chinese Language Curriculum	https://www.ln.edu.hk/cleac/chinese-language-curriculum
English Language Enhancement (ELE) Curriculum	https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-curriculum
Course Registration	Useful Links
DegreeWorks User Guidelines for Academic Advising	https://www.ln.edu.hk/reg/undergraduate-programmes/course-registration
Banner Registration Demonstration and Procedure	
Course Offering List (for course code and title, section and CRN, time, venue, and instructor of each course)	
Regulations and Guidelines	Useful Links
Academic Calendar	https://www.ln.edu.hk/reg/useful-links/academic-calendar
Important Dates	https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates
Regulations Governing Undergraduate Studies	https://www.ln.edu.hk/reg/undergraduate-programmes/regulations-and-guidelines
Regulations Governing University Examinations and Course Work	
Graduation Requirements	Useful Links
Graduation Requirements	https://www.ln.edu.hk/reg/undergraduate-programmes/graduation-requirements
Integrated Learning Programme (ILP)	https://www.ln.edu.hk/osa/ilp
Service-Learning Graduation Requirement (S-L)	https://www.ln.edu.hk/osl/students/faq
Information Technology Fluency Test	https://tlc.ln.edu.hk/itfp/
English Language Graduation Requirement	https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-requirements_from-2021-22

For enquiries, please contact the respective units below:

BSocSc Curriculum	Office of the Faculty of Social Sciences: bssprog@ln.edu.hk
Core Curriculum	Core Curriculum and General Education Office: ccgeo@ln.edu.hk
Chinese Language Curriculum	Chinese Language Education and Assessment Centre (CLEAC): cleac@ln.edu.hk
English Language Enhancement (ELE) Curriculum	Centre for English and Additional Languages (CEAL): ceal@ln.edu.hk
Course Registration and Regulations	Registry: registry@ln.edu.hk
Account Activation, Login and other IT Problems	Information Technology Services Centre (ITSC): itsc@ln.edu.hk
Tuition Fee	Finance Office: foadmin@ln.edu.hk Office of Student Affairs (OSA): osa-finance@ln.edu.hk
Hostel Application	Office of Student Affairs (OSA): osa-hostel@ln.edu.hk