

Bachelor of Social Sciences (Hons) Programme

Academic Advising and Course Planning
(For 2026 Year 3 Entry Students)

Purposes of Academic Advising



Close staff and student relationship is an important component of Lingnan's liberal arts education.

Academic Advising, being an important process that enhances this relationship, is an interactive process between students (advisees) and their advisers through which students can:

- * receive guidance on their studies at the University
- * reflect on their studies
- * work out a future **Study Plan** (via Degree Works System)



What is Study Plan?

1

A **tentative plan in the Degree Works System** for you to indicate the courses you intend to take during an academic year. It helps you and your Academic Adviser monitor your study progress

2

A “**Checklist**” of the outstanding courses you need to take to fulfil the graduation requirements of the BSocSc (Hons) Programme

3

It is **only a plan** and does not imply that you have officially registered for the courses. **You must register for the courses** on the Course Registration day and/or during the Add/Drop Period

4

You should **regularly check your study progress** on the Degree Works system

Important Dates

*For students
admitted on/before Aug 13*

From Jul 13

Online Reporting

Aug 8 - 17

Academic Advising

Aug 18

Course Registration
for Term 1 & 2

Aug 28 - Sept 7

Add/Drop Period

Sept 1

Term 1 Begins

Important Dates

*For students
admitted after Aug 13*

Upon Receiving the Offer

Online Reporting

As soon as possible
after completing the online reporting &
before the course registration (Aug 28)

Academic Advising

Aug 28 – Sept 7

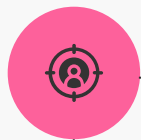
Course Registration
for Term 1 & 2

Sept 1

Term 1 Begins



Steps for Academic Advising



Step 1

Install VPN Clients to access the University's systems



Most of our academic support systems (e.g. **Degree Works**) and learning platforms require a Lingnan VPN connection

Please refer to the ITSC webpages for instructions:

- [VPN Connection](#)
- [VPN Connection \(Access from Chinese Mainland\)](#)

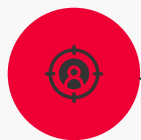
If you encounter technical issues, please contact the ITSC:



2616 7995



itsc@LN.edu.hk



Step 2

Understand the Programme Curriculum by reading the following documents:



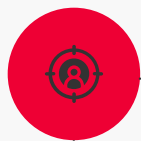
Course Offering List in [Term 1](#) & [Term 2](#)



[Programme Structure](#)



[Course Descriptions and Information on the Prerequisites/Restrictions](#)



Step 2 (Cont'd)



Course Checklist for Each Major:



[Economics](#)



[Psychology](#)



[Government and International Affairs](#)



[Sociology](#)



[Health and Social Services Management](#)



[Social and Public Policy Studies](#)



[Psychology with
Counselling Psychology Concentration](#)



For students in Business Psychology (BPSY) and Global Economics and Banking (GEB) majors, please refer to the respective Programme Structure or contact the Programme Teams: (BPSY) bpsy@LN.edu.hk / (GEB) bssgeb@LN.edu.hk



Step 3

Input the courses you intend to take in Term 1 & 2 of AY2026-27 into the **study plan** via Degree Works and **SAVE the plan**



Follow the [Degree Works User Guide](#) to create your study plan



Subject to the course places, students might be pre-assigned with some courses in the Study Plan. Please DO NOT change it



If you do not see any pre-assigned courses, please manually input the course that you intend to take



Step 4

Contact your Academic Adviser to review and lock your study plan



Your Academic Adviser information will be available **from Aug 8** in the Online Reporting System and Degree Works System



Academic Advisers' contact information in [Slide 24](#)



Step 5

Double-check whether your **study plan is locked** by the Academic Adviser

Plans

Student ID

Select Student

Degree BSocSc(4-year)

Programme BSocSc(Hons)(4-year)

Level Undergraduate

Major

Admit Term

Intake(Catalog Year)

Year of Study

Academic Standing

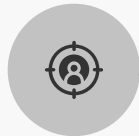
Status

Advisor

Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status
Student Planner	Yes			BSS4	UG	Locked





Academic Advising Completed!



Remember to **register for the courses** on the Course Registration Day!



[Course Registration Guidelines](#)



[Course Registration System User Guide](#)



[More Information on Course Registration](#)



If you fail to complete the Academic Advising, you will be **UNABLE** to enrol in any courses on the Course Registration Day or Add/Drop Period



Important Notes for Course Planning

1

Students must **ensure they meet all course prerequisites and restrictions requirements**. Failure to do so may result in the Registry/Academic Departments dropping your enrolled course(s). Students are also advised to **take the foundation course (i.e., XXX2101 Introduction Course) of their Major as early as possible**. This is because the foundation course often serves as a prerequisite for many Required/Elective courses within the Major.

Example: PSY students are recommended to take PSY2101 Introduction to Psychology in Year 3 Term 1, as it is the prerequisite for PSY3001, PSY3201, PSY3202, PSY3205, and more

2

Subject to the course places, **students might be pre-assigned with some courses** in the Study Plan. Once the course places are full, other students will not receive any pre-assigned courses and will need to manually input the courses

3

The normal study load of a second year or above full-time student **in a term** should be in the range of **15-18 credits** and the **maximum** study load in an academic year should be **33 credits**

4

Senior-Year entry students are required to **complete 3 English Language Courses and 1 Chinese Language Course**. You are recommended to **take LUE1002 University English II in the first year** as it is the prerequisite of LUE4003 Professional Communication in English for Social Sciences

5

Senior-Year entry students will begin taking both Major Required, Major Elective, and Social Sciences Foundation Courses simultaneously. To avoid potential issues such as insufficient course offerings and scheduling conflicts in your final year, it is recommended that you **balance your course load evenly in each course category** and **avoid leaving all the Major Electives in the final year**

6

Before taking SSC3319 Junior Research Project (JRP) (A required course), you have to **complete at least one Major Required research method course**. After completing the JRP, you can opt for SSC4319 Senior Thesis under the Major Electives in your final year (except HSSM Major)



Frequently Asked Questions



Do I need to apply for credit transfer? How many credits do I need to take during my studies?

For 2026 Year 3 entry students, a block credit transfer of 60 credits will be granted automatically. Please refer to the [Registry's webpage](#) for more details. Students will need to take another 60 credits (i.e., 20 courses) in Year 3 & 4. You may also refer to the Major Checklist ([Slide 9](#)) for the courses you need to take during your studies.



I have studied the foundational course and research method course related to my Major during my sub-degree studies. Can I take another course(s) instead?

If students wish to substitute a foundational course or a research methods course within their major, please contact your department for more information



What is the study load of each academic year?

The normal study load of a second year or above full-time student in a term should be in the range of 15-18 credits and maximum study load in an academic year should be 33 credits. Please refer to the [Academic Regulations](#) (Page 6 – Section 8.4).





Can I drop the pre-assigned courses?

Subject to the course places, students might be pre-assigned with some courses in the Study Plan. You are strongly recommended NOT to drop these pre-assigned courses.



The maximum no. of credits I can take in Year 3 is 33 credits (i.e., 11 courses). If I have been pre-assigned certain courses (e.g., CCC8012, CCC8015, and some Social Sciences (SocSc) Foundation Courses), how can I manage to catch up on the remaining SocSc Foundation Courses while also starting to take the Major Required and Major Elective Courses?

You should balance your course load evenly in each category (SocSc Foundation Courses, Major Required, Major Elective). Please also ensure the prerequisites/restrictions requirements for each course (e.g., SSC3319 Junior Research Project requires the completion of at least one Major Required research method course). It is advisable not to leave all the Major Elective Courses in your final year to avoid potential issues such as insufficient course offerings and scheduling conflicts. Please plan carefully!



If I missed the Course Registration on Aug 18, what should I do?

You may register for course(s) during the Add/Drop periods (Aug 28 to Sept 7).





If the course enrolment quota is full, what should I do?

You can submit the application for Special Approval on Course Enrolment during the Add/Drop periods. The result is subject to approval. Please refer to the [Registry's webpage](#).



Can I take the SSC3319 Junior Research Project (JRP) and the Major Required research method course at the same time?

No. You must first complete the Major Required research method course before SSC3319 JRP. After completing these two courses, you can opt for the SSC4319 Senior Thesis as a Major Elective in the final year (except HSSM Major).



I am a non-local/non-Chinese speaking student. Can I get a course exemption/substitution for the required English/Chinese Language courses?

Please contact the following units for more details:
(Chinese course) Chinese Language Education and Assessment Centre (CLEAC): cleac@LN.edu.hk
(English course) Centre for English and Additional Languages (CEAL): ceal@LN.edu.hk





If I have questions about Exchange Programmes and Common Core courses, whom should I contact?

(Exchange Programmes) Office of Global Education (OGE): oge@LN.edu.hk
(Common Core) Office of the Core Curriculum (OCC): occ@LN.edu.hk



Please visit the [Registry's webpage](#) for more FAQs!





Other Useful Links



[AY2026/27 Academic Calendar](#)

[Academic Regulations](#)

[Graduation Requirements](#)

[Exchange Programmes](#)

[Office of Student Affairs](#)



Academic Advisers' Contact Information

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