

Quick Guide on How to Create a Student's Study Plan with "Degree Works"

Log in to “Degree Works”

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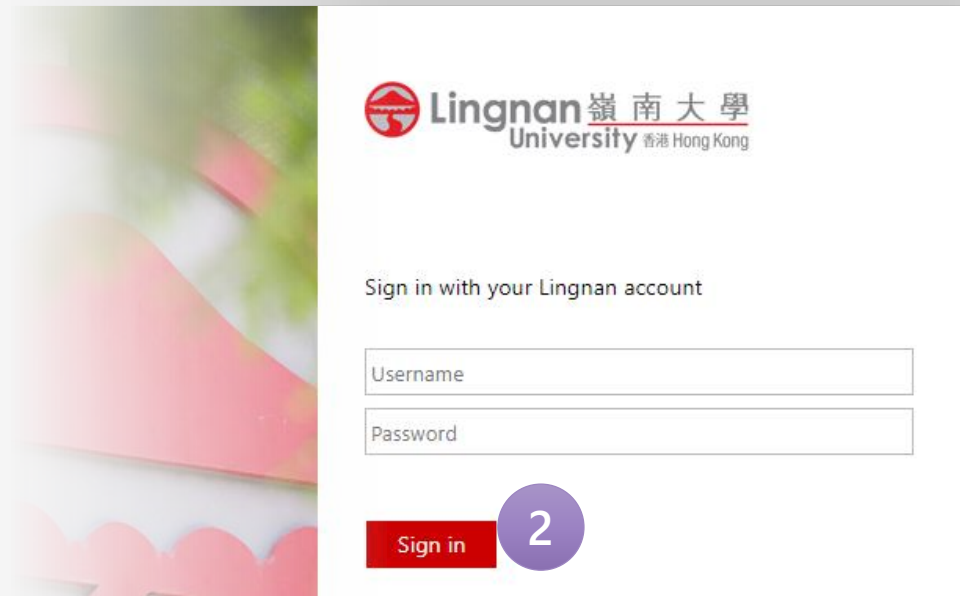
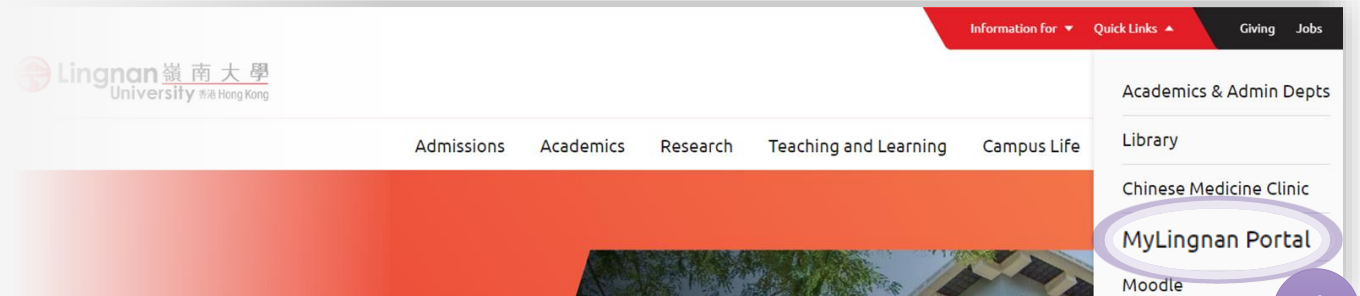
1

Go to the LU main page (<http://www.ln.edu.hk>), click **myLingnan Portal** under Quick Links.

2

Enter your Username and Password, and click **Sign in**.

Hint: Your Username and Password are the same as those for your email account.



Log in to the "Degree Works"

3 Go to **Academic Matters**.

4 Click **Academic Advising and Degree Auditing**.

The screenshot shows the myLingnan Portal interface. At the top, the Lingnan University logo and "myLingnan Portal" are visible. The main content area is titled "Academic Matters" and includes a breadcrumb "Lingnan University / Academic Matters". A left-hand navigation menu is highlighted with a purple circle and the number 3, containing "Home", "Academic Matters" (with a mouse cursor), and "Information Hub". The main content area is divided into three columns. The first column, "Academic Matters Self-Services for Academics", lists "Registration", "Student Records and Examinations", "Student Services", and "Update of Personal Particulars (for UG and RPg Students)". The second column, "e-Learning", lists "Moodle and ePortfolio" and "Moodle Merge Course System". The third column, "Degree Works", lists "Academic Advising and Degree Auditing" (with a mouse cursor), "User Guidelines", and "Course Outcomes". A purple circle with the number 4 highlights the "Academic Advising and Degree Auditing" link.

Create a Study Plan

(Before consultation with Academic Adviser)

Create a Study Plan

- 1 After logging in to Degree Works, click **Plans**.
- 2 Select **Student Planner**.
- 3 Click **Open**.

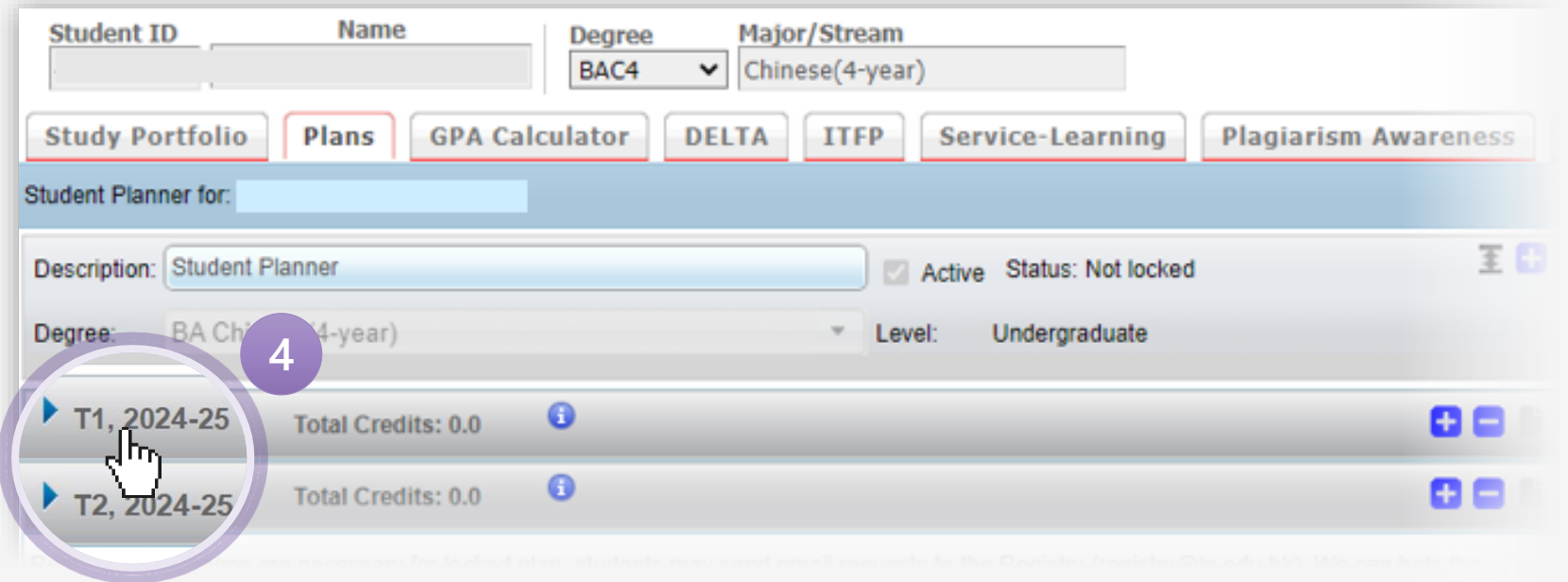
The screenshot shows the Degree Works interface. At the top, there are fields for Student ID, Name, Degree (BAC4), and Major/Stream (Chinese(4-year)). Below these are several tabs: Study Portfolio, Plans (circled with a purple circle and labeled '1'), GPA Calculator, DELTA, ITFP, Service-Learning, Plagiarism Awareness, and Eng. Lang Requirement. Below the tabs is a section for 'Student Planner for' with a dropdown menu. Below that is a table with columns: description, Active, Modified, Who, Degree, Level, and Status. The first row in the table is 'Student Planner' (circled with a purple circle and labeled '2'), with values Y, 07/28/2022, a text box, UG, and Not locked. To the right of the table is an 'Open' button (circled with a purple circle and labeled '3').

description:	Active	Modified	Who	Degree:	Level:	Status:
Student Planner	Y	07/28/2022			UG	Not locked

Create a Study Plan

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Select the Term concerned.





The screenshot shows a web interface for creating a study plan. At the top, there are input fields for 'Student ID', 'Name', 'Degree' (set to 'BAC4'), and 'Major/Stream' (set to 'Chinese(4-year)'). Below these are several tabs: 'Study Portfolio', 'Plans', 'GPA Calculator', 'DELTA', 'ITFP', 'Service-Learning', and 'Plagiarism Awareness'. The 'Plans' tab is active. Underneath, there's a section for 'Student Planner for:' with a dropdown menu. Below that, there are fields for 'Description' (set to 'Student Planner'), 'Active' (checked), and 'Status: Not locked'. There are also fields for 'Degree' (set to 'BA Chi... (4-year)') and 'Level' (set to 'Undergraduate'). A table lists two terms: 'T1, 2024-25' and 'T2, 2024-25', both with 'Total Credits: 0.0'. A red circle highlights the 'T1, 2024-25' row, with a hand cursor pointing to it. A purple circle with the number '4' is overlaid on the table area.

Term	Total Credits	Info	Actions
T1, 2024-25	0.0	i	+ -
T2, 2024-25	0.0	i	+ -



Create a Study Plan

5 If you are planning to join the exchange programme, click  > **Add Note** to leave a message.








6 Input the text "Plan to join the exchange programme this term." and click **Done**.

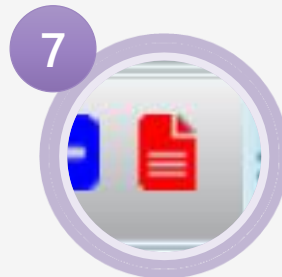
7 If saved, the colour of the icon  will be changed to .

Student Planner for:

Description: Active Status: Not locked  

Degree: Level: Undergraduate



















▼ T1, 2024-25	Total Credits: 0.0		  
▼ T2, 2024-25	Total Credits: 0.0		 



6

Notes

Notes attached to: T.

Create a Study Plan

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Input the course(s) you intended to take. You can input up to 18 credits of courses for each term.

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.

← Course is not allowed in this term. X

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 displays the 'Student Planner' interface. At the top, there are navigation tabs: 'Study Portfolio', 'Plans', 'GPA Calculator', 'DELTA', 'ITFP', 'Service-Learning', and 'Plagiarism'. Below these, the 'Student Planner for:' section shows a dropdown menu with 'Student Planner' selected, a checked 'Active' box, and 'Status: Not locked'. The 'Degree:' dropdown is set to 'BA Chinese(4-year)' and the 'Level:' is 'Undergraduate'.


Two term sections are visible:

- T1, 2024-25** (Total Credits: 15.0): A table with columns 'Course Requirement' and 'Credits'. The courses listed are CCC 8011, LCC 1010, LUE 1001, CLA 9001, and CHI 2107, each with 3.0 credits. A purple box highlights this entire table.
- T2, 2024-25** (Total Credits: 15.0): A table with columns 'Course Requirement' and 'Credits'. The courses listed are CCC 8012, LUE 1002, CLB 9001, KOR 1102, and LUE 3001, each with 3.0 credits. A purple box highlights this entire table. The row for KOR 1102 is highlighted in blue.

Each course entry in both tables includes a search icon (magnifying glass) and an information icon (i).

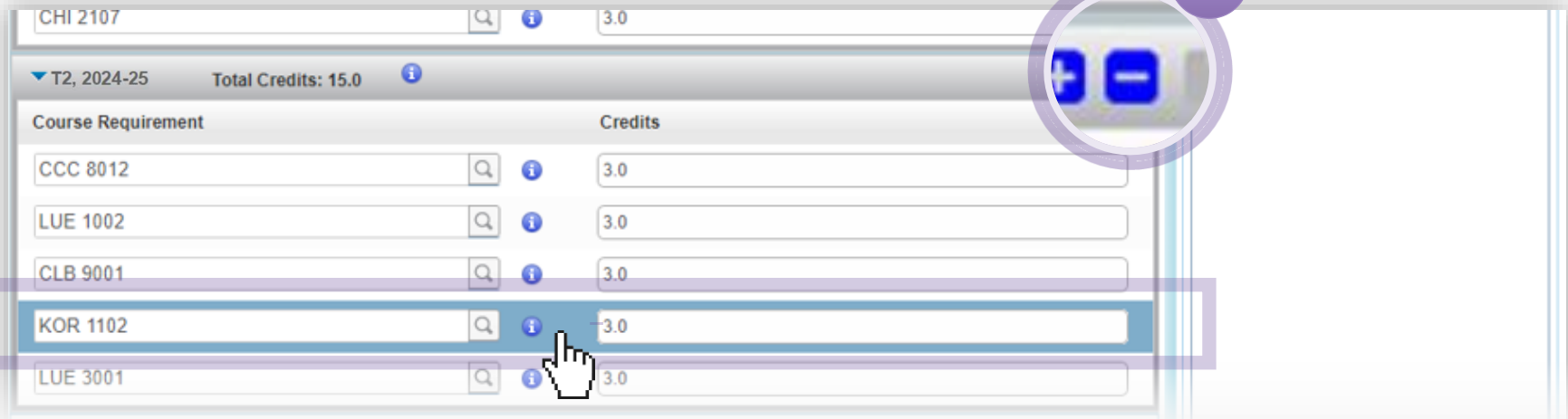
Create a Study Plan

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Delete the courses you do not intend to take by **selecting the course** > **clicking**  before you save the plan.

Hint: The course will be highlighted after selection.

11i



CHI 2107 3.0

▼ T2, 2024-25 Total Credits: 15.0

Course Requirement	Credits
CCC 8012 3.0	3.0
LUE 1002 3.0	3.0
CLB 9001 3.0	3.0
KOR 1102 3.0	3.0
LUE 3001 3.0	3.0

11ii

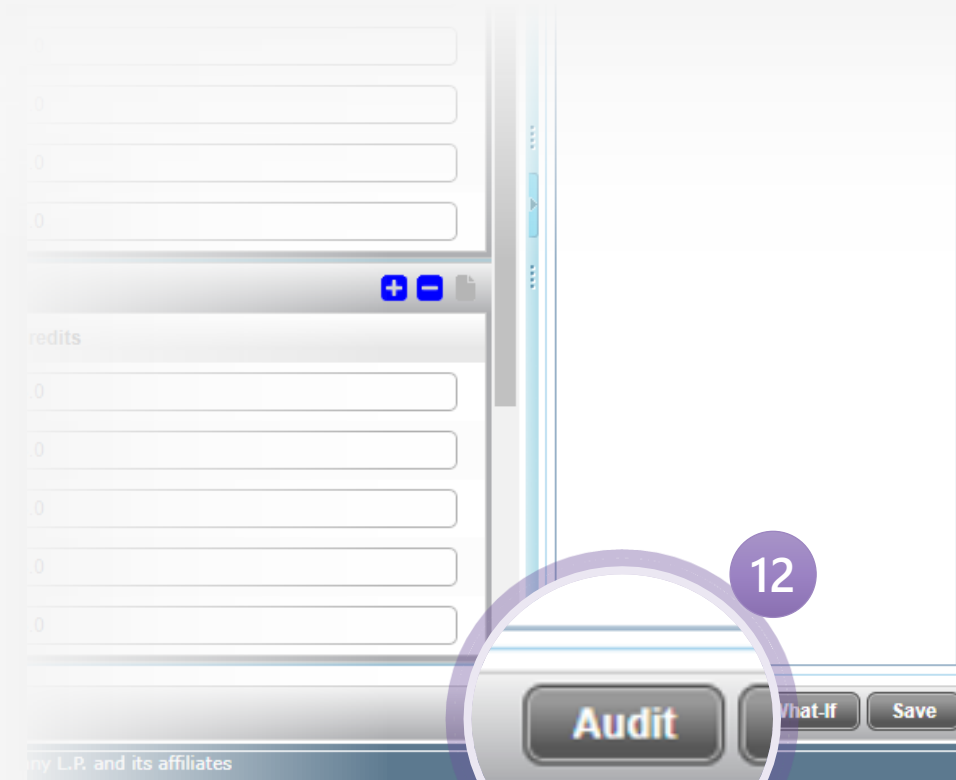
Create a Study Plan

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You may check whether your selected course(s) is a good fit for your curriculum by going to **Audit** (at the bottom of the page).

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](#)).



Create a Study Plan

- 13 Your newly inputted course(s) will be displayed in blue.

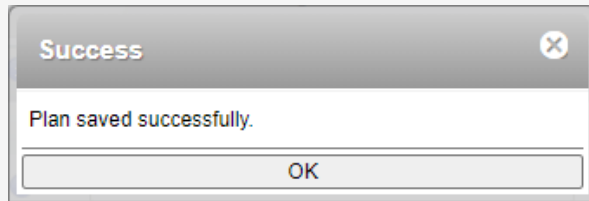
The screenshot shows a 'Plan Audit' window with a navigation bar at the top containing 'olio', 'Plans', 'Notes', 'Exceptions', 'GPA Calculator', 'Admin', 'ITFP', and 'Service-L...'. The main content area is titled 'Plan Audit' and lists various course requirements. The 'University English I' and 'University English II' courses are marked with green checkmarks and are listed with course numbers LUE 1001 and LUE 1002 respectively. Below these, there is a red box indicating '1 ELE Elective' is still needed, with a note 'Still Needed: 3 Credits in LUE'. A blue box highlights the requirement for '1 Discipline-related Professional Communication Course' with the course number '(LUE.4003)'. A 'NOTE (1)' and 'NOTE (2)' provide additional context for the requirements. Below this, a section titled 'Core Curriculum Requirements' is expanded, showing 'COMMON CORE (4 COURSES)' with four courses: 'Critical Thinking: Analysis and Argumentation' (CCC 8011), 'The Making of Hong Kong' (CCC 8012), 'The Process of Science' (CCC 8013), and 'China in the World History' (CCC 8014). The 'CLUSTER COURSES (5 COURSES)' section is also expanded, showing '1 Course in Cluster 1(Creativity & Innovation)' with the course number '(CLA-9003)' highlighted in a blue box, and '1 Course in Cluster 2(Humanities & the Arts)' with the course number 'CLB 9005' highlighted in a blue box.

Requirement	Course Number
✓ University English I	LUE 1001
✓ University English II	LUE 1002
✗ 1 ELE Elective	Still Needed: 3 Credits in LUE
1 Discipline-related Professional Communication Course	(LUE.4003)
Core Curriculum Requirements	
✓ COMMON CORE (4 COURSES)	
✓ Critical Thinking: Analysis and Argumentation	CCC 8011
✓ The Making of Hong Kong	CCC 8012
✓ The Process of Science	CCC 8013
✓ China in the World History	CCC 8014
CLUSTER COURSES (5 COURSES)	
1 Course in Cluster 1(Creativity & Innovation)	(CLA-9003)
✓ 1 Course in Cluster 2(Humanities & the Arts)	CLB 9005

Create a Study Plan

- 14 After inputting the course(s), you may submit the plan to your Adviser by clicking **Save** (at the bottom of the page).

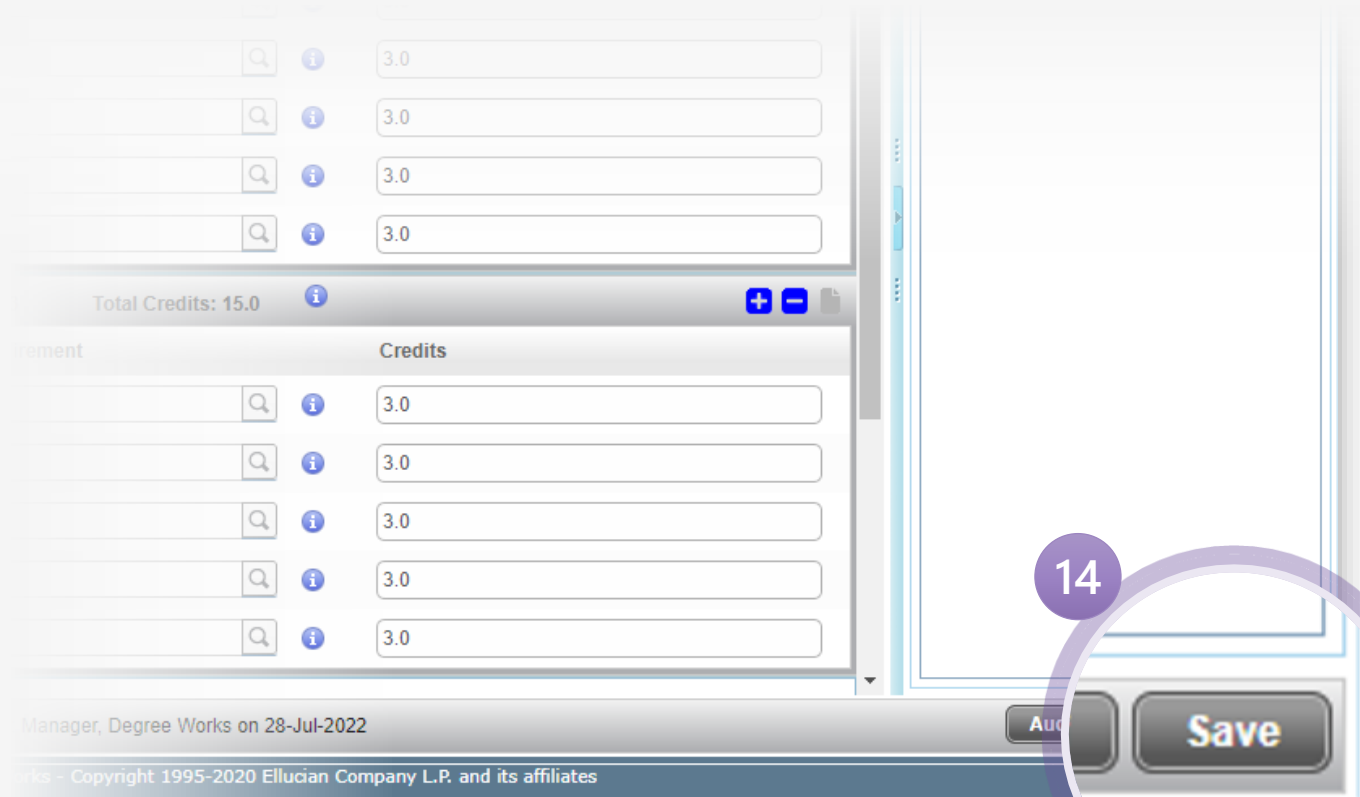
Upon submission, a message will be prompted.



Hint: You are advised to send an email to your Adviser after submission.

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.



Create a Study Plan

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

Student ID: [redacted] Degree: BAC4 Major/Stream: Chinese(4-year)

Study Portfolio | **Plans** | GPA Calculator | DELTA | ITFP | Service-Learning | Plagiarism Awareness | Eng. Lang Requirement

Student Planner for: [redacted]

List of plans

Description:	Active	Modified	Who	Degree:	Level:	Status:
Student Planner	Y	07/28/2022	[redacted]	[redacted]	UG	Locked

Study Portfolio | **Plans** | GPA Calculator | DELTA | ITFP | Service-Learning | Plagiarism Awareness

Student Planner for: [redacted]

Description: Student Planner Active

Degree: BA Chinese(4-year) Level: UG

T1, 2024-25 Total Credits: 15.0

Course Requirement	Credits
CCC 8011	3.0
CCC 1010	3.0

Create a Study Plan

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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.

The screenshot shows the Banner System interface for Lingnan University. At the top, there is a navigation bar with 'Personal Information' and 'Student Services' tabs. Below this, the 'View Holds' section is visible. A message bubble indicates that users with a Plagiarism Online Course Hold should complete the course immediately, and those with an Adviser Hold should complete Academic Advising. A table titled 'Administrative Holds' lists the details of the Adviser Hold. The table has columns for Hold Type, From Date, To Date, Amount, Reason, Originator, and Processes Affected. The row for the Adviser Hold shows a balance of 8.7 and is affected by Registration. A purple circle highlights the 'Adviser Hold' and the amount '8.7' in the table.

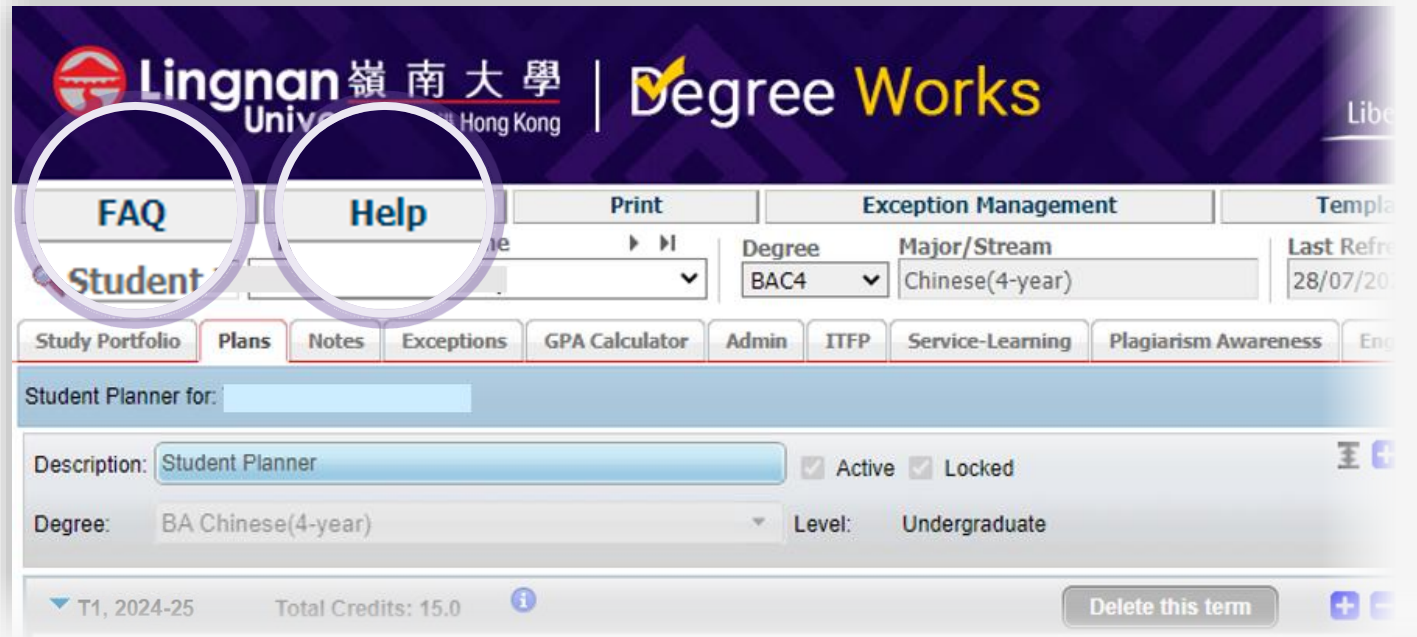
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Adviser Hold	19, 2022	Jan 31, 2023		REG HOLD 2021-22		Registration

PLEASE: 8.7

Create a Study Plan

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You may click **FAQ** and **Help** at the top of the page at any stage for guidance.



The screenshot displays the Degree Works interface for Lingnan University of Hong Kong. At the top, the university logo and name are visible alongside the 'Degree Works' title. A navigation bar contains several buttons: 'FAQ' and 'Help' are circled in purple, indicating they are the focus of the instruction. Other buttons include 'Print', 'Exception Management', and 'Template'. Below this, there are dropdown menus for 'Degree' (set to 'BAC4') and 'Major/Stream' (set to 'Chinese(4-year)'). A 'Last Refreshed' date of '28/07/2024' is shown. A secondary navigation bar includes buttons for 'Study Portfolio', 'Plans', 'Notes', 'Exceptions', 'GPA Calculator', 'Admin', 'ITFP', 'Service-Learning', and 'Plagiarism Awareness'. The main content area shows 'Student Planner for:' followed by a text input field. Below this, there are fields for 'Description: Student Planner', 'Degree: BA Chinese(4-year)', and 'Level: Undergraduate'. There are also checkboxes for 'Active' and 'Locked'. At the bottom, a term selection dropdown is set to 'T1, 2024-25', and the 'Total Credits: 15.0' is displayed. A 'Delete this term' button is also present.

Approve a Study Plan

(Applicable for Academic Adviser)

Approve a Study Plan (Applicable for Academic Adviser)

- 1 After logging in to Degree Works, input the **Student ID** concerned to retrieve the study plan submitted by the student.



The screenshot displays the Degree Works interface for Lingnan University. The header includes the university logo and name in Chinese and English, and the 'Degree Works' logo. Below the header, there are navigation tabs: 'Help', 'Print', and 'Exception Management'. A search bar is visible with the text 'Student ID' and the value '4143888' entered. To the right of the search bar are dropdown menus for 'Name', 'Degree', and 'Major/Stream'. At the bottom, there are buttons for 'My Portfolio', 'Plans', 'Notes', 'Exceptions', 'GPA Calculator', and 'Admin'. A purple circle with the number '1' highlights the search bar area.

Approve a Study Plan (Applicable for Academic Adviser)

2 Click **Plans**.

3 Select **Student Planner**.

4 Click **Open**.

Student ID Name Degree Major/Stream

Study Portfolio **Plans** GPA Calculator DELTA ITFP Service-Learning Plagiarism Awareness Eng. Lang Requirement

Student Planner for:

List of plans

description:	Active	Modified	Who	Degree:	Level:	Status:
Student Planner	Y	07/28/2022	<input type="text"/>	UG	Not locked	

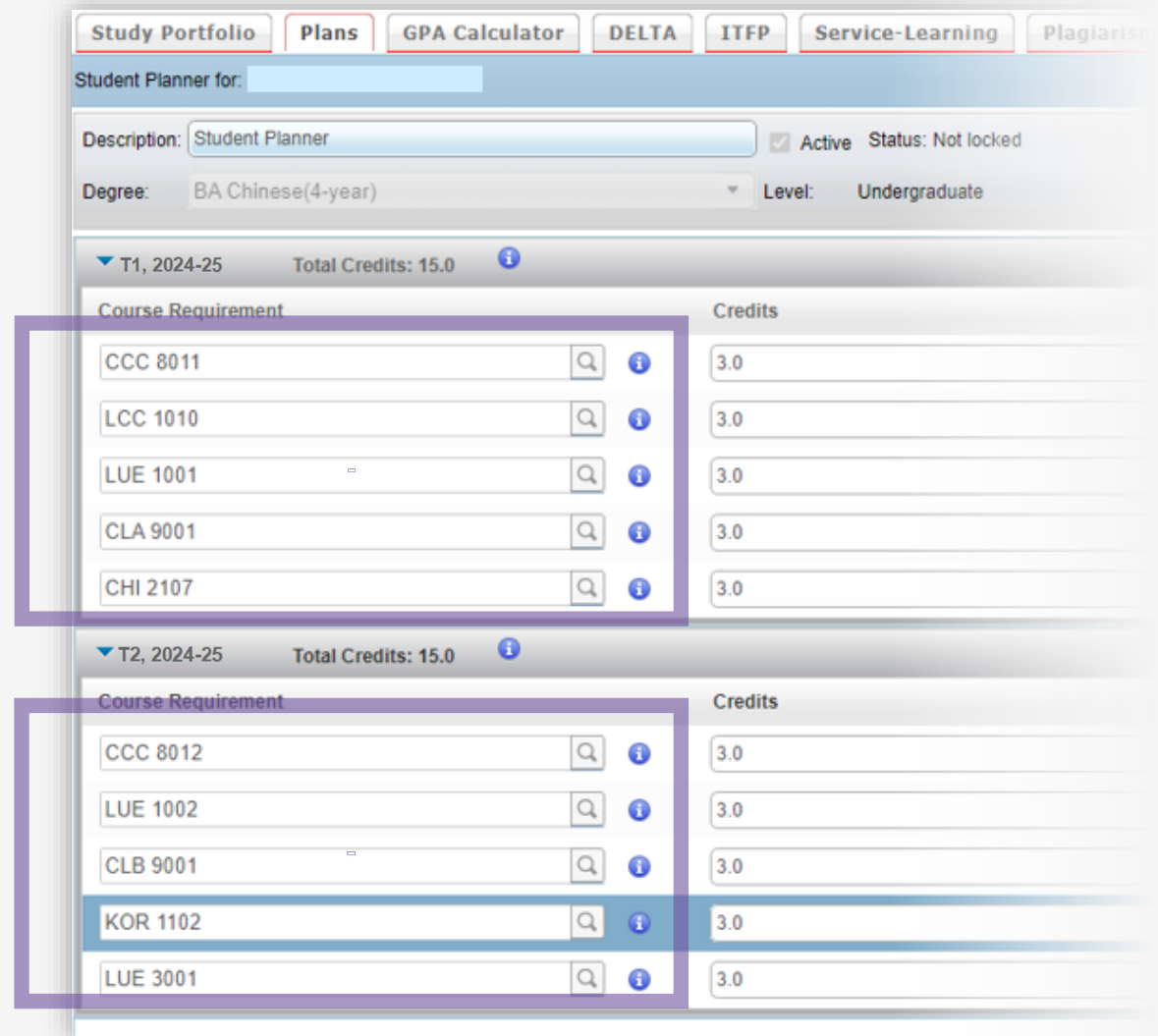
Open

Approve a Study Plan (Applicable for Academic Adviser)

5

Review the inputted course(s), and make amendments, if needed.

Hint: Please ensure the selected term is correct.

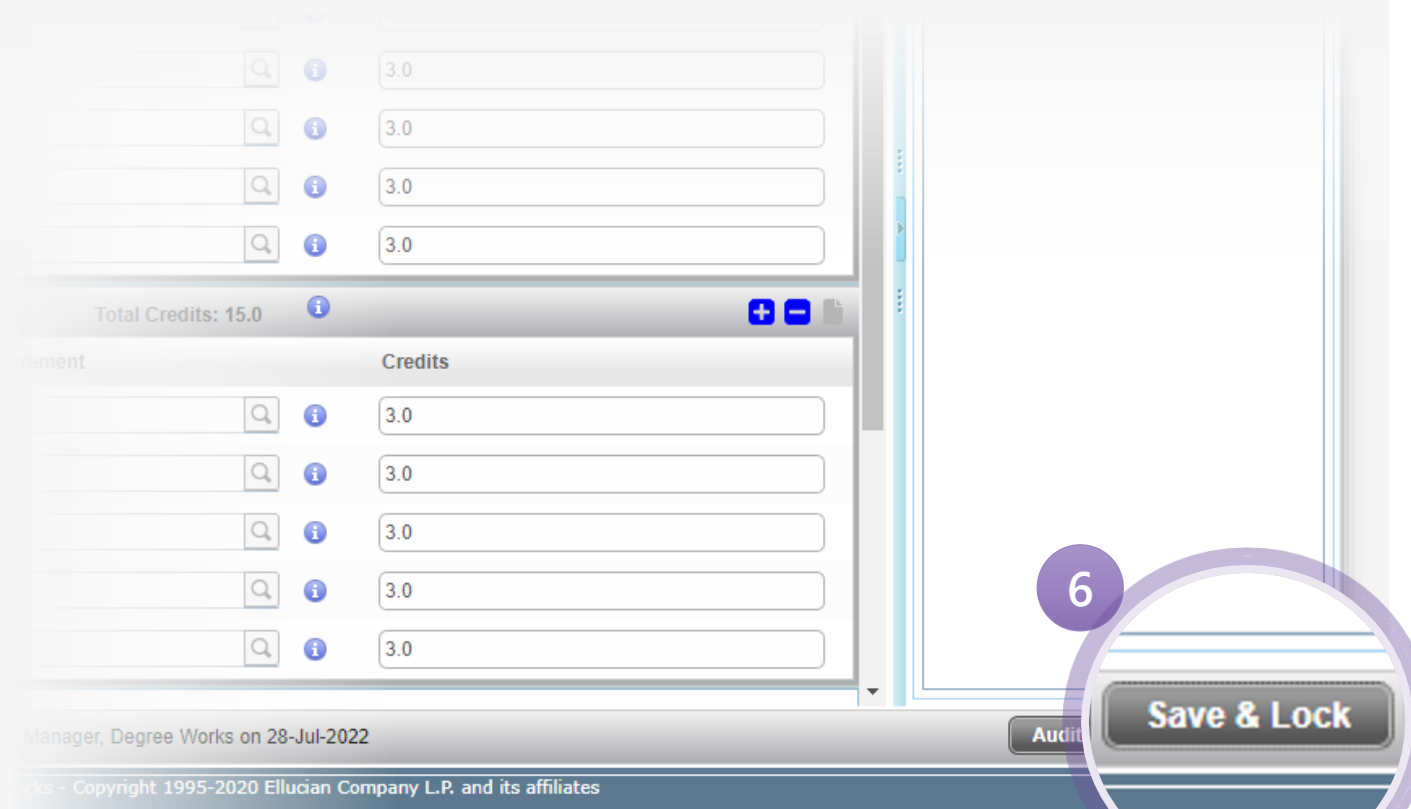
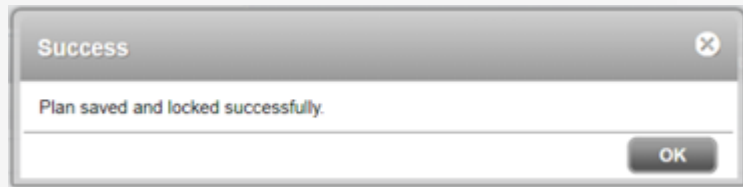


Approve a Study Plan (Applicable for Academic Adviser)

6

After the review, you may lock the plan by clicking **Save & Lock** (at the bottom of the page).

Upon confirmation, a message will be prompted.



Approve a Study Plan (Applicable for Academic Adviser)

7

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

Important Note:

Please note that there is no unlock function in the Adviser's interface. 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. And the Adviser is 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.

Student ID: [redacted] Degree: BAC4 Major/Stream: Chinese(4-year)

Study Portfolio | **Plans** | GPA Calculator | DELTA | ITFP | Service-Learning | Plagiarism Awareness | Eng. Lang Requirement

Student Planner for: [redacted]

List of plans

Description:	Active	Modified	Who	Degree:	Level:	Status:
Student Planner	Y	07/28/2022	[redacted]	[redacted]	UG	Locked

Study Portfolio | **Plans** | GPA Calculator | DELTA | ITFP | Service-Learning | Plagiarism Awareness

Student Planner for: [redacted]

Description: Student Planner Active Locked

Degree: BA Chinese(4-year) Level: UG

T1, 2024-25 Total Credits: 15.0

Course Requirement	Credits
CCC 8011	3.0
CCC 1010	3.0

End