

## Learning Matters Relating to Term 2, 2023-24

As the new academic term will start on **12 January 2024**. Your attention is drawn to the following:

### 1. Add/Drop Classes for Term 2, 2023-24

The Add/Drop period will **START** from **9 January 2024** and **END** on **18 January 2024**. Students should follow the time slots below to perform course registration for Term 2.

Date	Start and End Time	Intake
9 Jan 2024	10:00 – 10:59	2020 or before
	11:00 – 11:59	2021
	12:00 – 12:59	2022
	13:00 – 13:59	2023
	14:00 – 23:59	ALL
10 – 18 Jan 2024	00:00 – 23:59	ALL

Remarks:

- i. “Intake” refers to the year of admission to Year 1 studies of the UG programmes. For example, a Year 1 student admitted to the BBA programme in 2020-21 shall be classified as 2020 intake.
- ii. For a student who is designated as a Year 3 student upon admission, he/she should follow the intake of his/her peers. For example, a student admitted as a Year 3 student in 2022-23 shall be classified as 2020 intake.
- iii. Should you have queries on your Intake, please refer to the “Intake (Catalog Year)” of your Degree Works record.
- iv. Students on suspension are not eligible to register for courses.

#### 1.1. Important Notes for Add/Drop Classes

- 1.1.1. Students are allowed to add/drop courses and change course session(s) for **Term 2**. Please select a **CORRECT** term before adding/dropping the classes (*myLingnan Portal > Academics Matters > Registration > Select Term*).
- 1.1.2. Please check your **Time Ticket** and **Holds** in “Check Your Registration Status” before the course registration (*myLingnan Portal > Academics Matters > Registration > Select Term > Check Your Registration Status*).
- 1.1.3. For a course under the “lecture + tutorial” mode, students are reminded to add/drop **BOTH lecture and tutorial** at the same time.
- 1.1.4. In case of any error messages, please refer to FAQs (*Registry > FAQs*) for explanations.
- 1.1.5. If the class is full or students have to register for the classes with specific restrictions, students may, subject to special needs and valid reasons, consider

submitting application forms, which is obtainable from the Registry webpage, to the Course Offering Departments for special consideration.

1.1.6. The maximum study load in an academic year is as follows:

- **First year students:** 30 credits, i.e. 15 credits in both Term 1 and Term 2
- **Second year or above students:** 33 credits, i.e. 15 – 18 credits in a Term. Students may check their maximum study load of a term in “Term Credit Adjustment” (*myLingnan Portal > Academic Matters > Student Services > Term Credit Adjustment*).

1.1.7. The updated information including class timetables and programme of studies is available at the website of the Registry (*Registry > Undergraduate Programmes > Course Registration / Programmes of Studies*). Students are reminded to check for updates (if any) before registration.

1.1.8. Students are reminded to complete the academic advising in Degree Works before the Add/Drop period. Otherwise, students will be blocked from access to the online registration system during the Add/Drop period.

1.1.9. Advice by phone at 2616 7995 for technical difficulties (ITSC Help Desk), at 2616 7117 for enquiry about plagiarism online course hold (Teaching and Learning Centre) and at 2616 8750 for course registration enquiries (Registry) is available during office hours (from 9:00 a.m. to 5:36 p.m.).

## 1.2. **Add/Drop Arrangements for Additional Language Courses**

Students can ADD or DROP additional language course(s) (French, Japanese, Korean and Spanish) directly from the Banner. **Checking on students’ levels and confirmation of enrolment will be done by individual instructors when they meet the students in class during the add/drop period.**

## 1.3. **Limited Number of Add/Drop Transactions via Web**

The University discourages excessive add/drops, which will have adverse effect on teaching and learning activities when classes commence. The number of transactions via the Banner Web is limited to 100 actions (a submission of add or drop of CRN, no matter it is successful or not, is counted as 1). Students should therefore be mindful of the limited quota and be careful in add/drop selections. Students who wish to add/drop courses beyond the quota are required to submit completed Add/Drop Forms to Course Offering Departments for their special consideration. However, it will take some processing time and students should check their records in the online registration system to make sure the registration records are successfully updated.

## 2. **Course Outlines and Programme Structures**

Course outlines (including course contents to be covered, assessment methods, etc.) on offer in 2023-24 are available on the intranet. Students may check the outlines in the myLingnan Portal (*Academic Matters > Degree Works > View Course Outlines*). 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](#)). Due to technical limitations, Degree Works may not fully reflect all the programme requirements.

### **3. Prerequisite Requirements**

- 3.1. Students should check the course descriptions and information of their prerequisites/restriction of the courses they intend to register by referring to the Registry webpage (*Registry > Undergraduate Programmes > Course Description*). If there is a prerequisite for a course, a student must meet it before taking the course concerned. Students will be responsible for the consequences of taking such a course contravening the requirements without special approval.
- 3.2. Students, who fail to meet the prerequisite, will not be able to register for the courses during course registration unless special approval has been obtained via myLingnan Portal (*Academic Matters > Student Services > Application for Exemption of Prerequisite for Courses*). The user guide for the application system is available at the Registry website ([https://www.ln.edu.hk/f/upload/80279/ugaep\\_student.pdf](https://www.ln.edu.hk/f/upload/80279/ugaep_student.pdf)).
- 3.3. Only under very special circumstances, students who obtained special approval are required to register courses via myLingnan Portal (*Academic Matters > Registration > Select Term*) during the stipulated course registration period.
- 3.4. Students should note that courses offering Departments/Units reserve the right to review the approved applications during the stipulated Add/Drop period to ensure that the students are eligible to study the courses.

### **4. Update of Personal Information**

In accordance with the Regulations Governing Undergraduate Studies, a student should inform the Registry immediately of any change of address or other particulars (e.g. change of emergency contact person). Students are reminded to review and update, if appropriate, their personal information by logging in to the myLingnan Portal (*Academics Matters > Banner Self-Services for Academics > Update of Personal Particulars (for UG and RPg students)*).

Non-local students who are permitted to stay in Hong Kong for more than 180 days are required to register for a Hong Kong identity card (HKID) within 30 days of arrival. Please visit the Immigration Department webpage (<https://www.immd.gov.hk/eng/services/hkid.html>) for details. Upon receipt of the HKID card, students are required to update the HKID card number through the above system via the myLingnan Portal.

### **5. Special Arrangements for Students with Special Needs**

Students with special needs should register with the Office of Student Affairs (OSA) at the beginning of the academic year and as early as possible if students require support and services such as academic adjustments and special hostel arrangements. Such requests should be supported by documentary evidence such as medical reports.

To allow sufficient processing time for making special examination arrangements, students should submit their applications at least six weeks prior to the start of the examination period and late applications may not be entertained. Subject teachers concerned will discuss with the students before deciding on whether and what academic adjustments and

special examination arrangements should be made, taking into consideration the students' circumstances and the specific nature of the assessment tasks of their courses.

Details of support services for students with special needs and the registration form can be found at OSA webpage (*Support Services > Support Services for Students with Special Educational Needs*).

#### **6. Guidelines to Students for Learning**

The Guidelines for Learning adopted by the Senate in both English and Chinese versions are available at the Registry webpage. The Guidelines set out good practices leading to successful and effective learning.

If you have any queries, you are advised to make use of the Chatbot on our Registry website at <https://www.ln.edu.hk/reg>. As an alternative, please contact the Registry (telephone: 2616 8750; email: [registry@LN.edu.hk](mailto:registry@LN.edu.hk)).