



Course Registration

User Guide

Agenda

1. Access Course Registration System
2. Before Course Registration
3. Register Course
4. Common Registration Errors
5. View Timetable

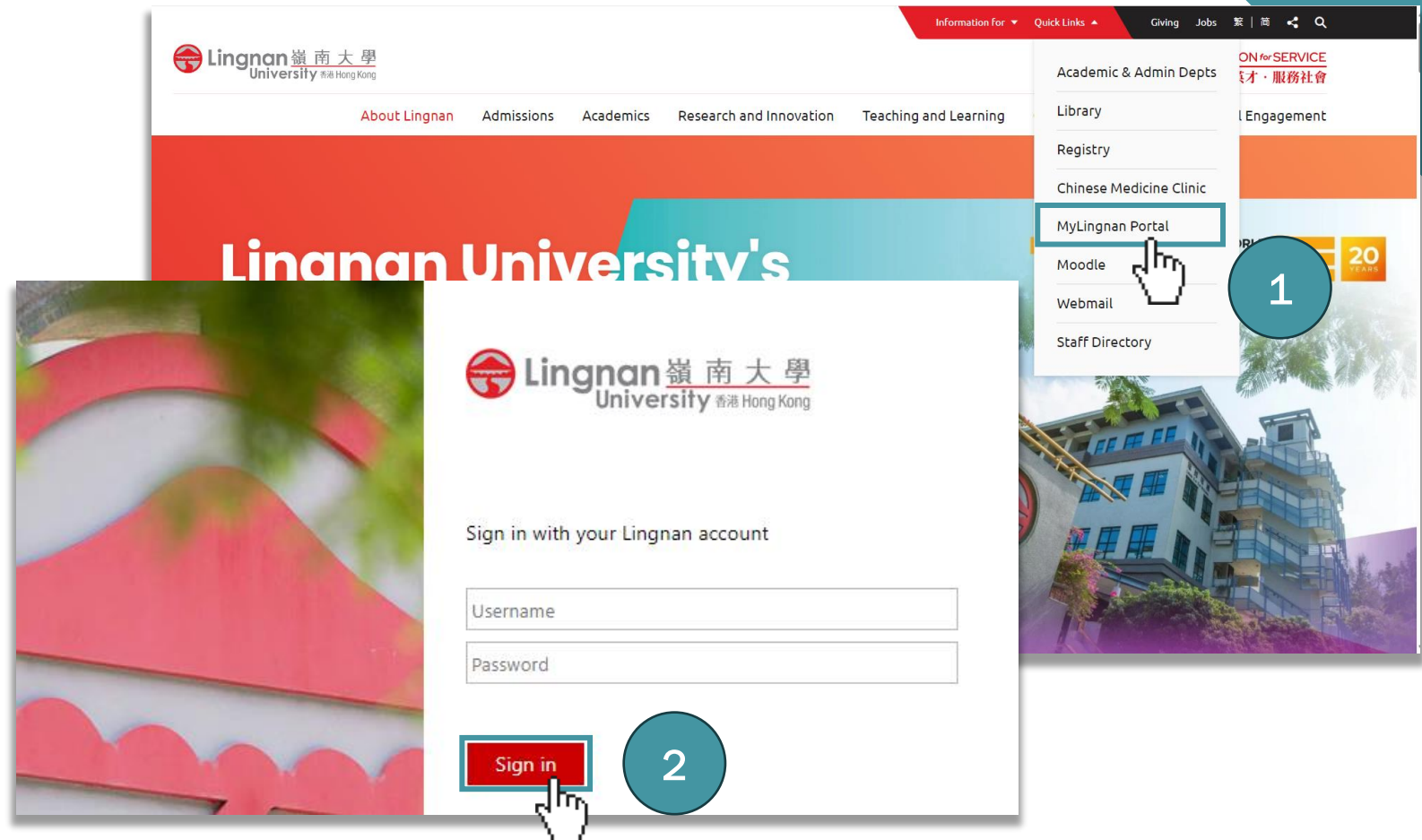




Access Course Registration System

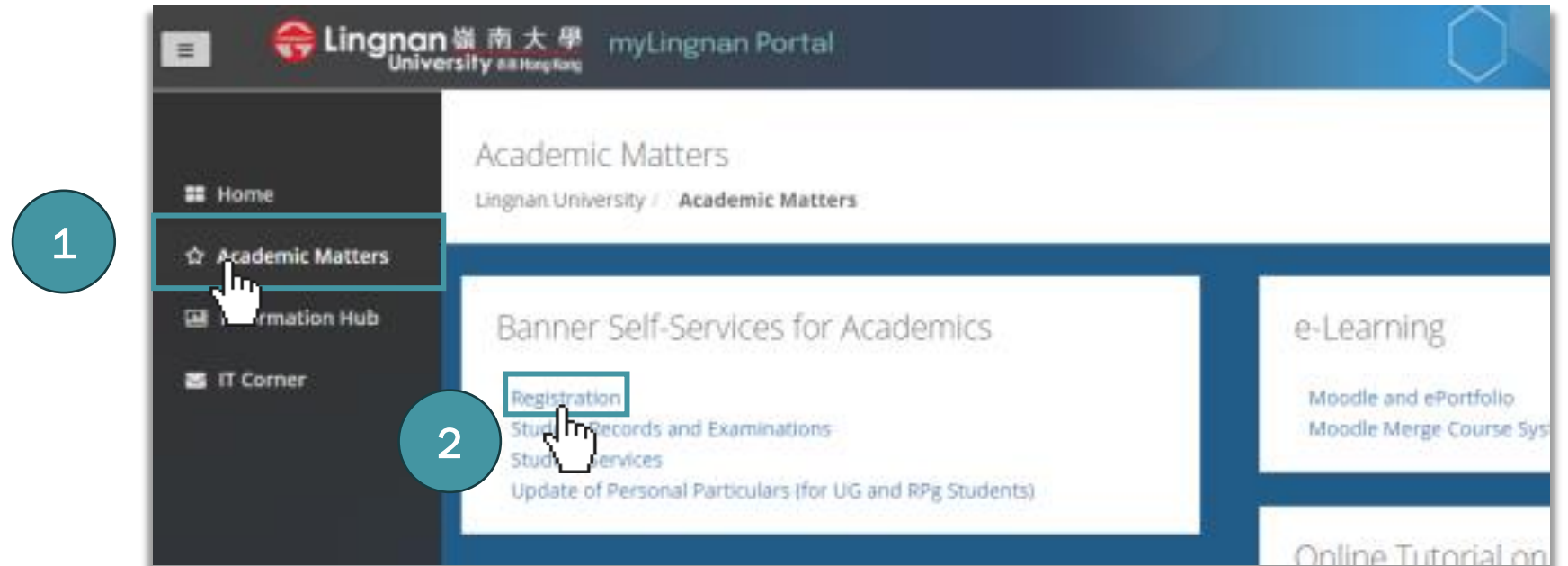
Access Course Registration System

1. Go to <https://www.ln.edu.hk/> and then click “myLingnan Portal”
2. Enter your username and password and then click “Sign in”.



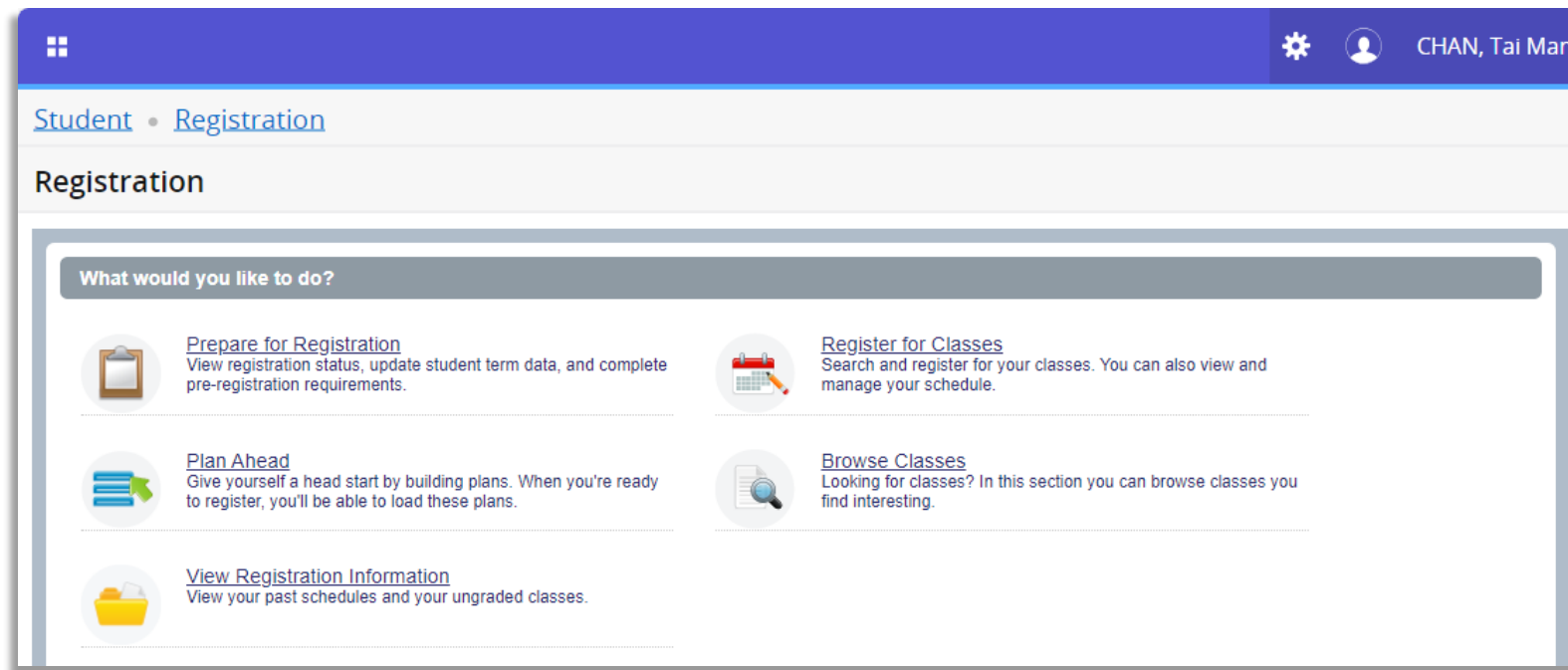
Access Course Registration System

1. Click “Academic Matters”
2. Click “Registration”



Access Course Registration System

You will see the following if you have successfully accessed the course registration system.





Before Course Registration

Before Course Registration

1. Students will only be able to register courses during the Online Registration and Add/Drop periods only after their study plans have been approved by their Academic Advisers in Degree Works. Details of academic advising could be found at <https://www.ln.edu.hk/reg/undergraduate-programmes/academic-advising>
2. Make sure that you have fulfilled the required prerequisites (if any) of the course(s) that you wish to register and observe the course restrictions (if any). The prerequisite requirements and restriction(s) of each course (if any) are stated on the course descriptions under the Registry website <https://www.ln.edu.hk/reg/undergraduate-programmes/course-description>
3. View the Course Offering List for respective terms in the Registry website <https://www.ln.edu.hk/reg/undergraduate-programmes/course-registration>

Before Course Registration



Teaching Modes (Lecture and Tutorial)

- 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 for a course, 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.
- Mark down the CRN (Course Reference Number) of each section of the courses you would like to register in your study plan.

Before Course Registration

Teaching Modes (Lecture and Tutorial)

- For example, you wish to register CLA9001 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 235) AND one Tutorial (CRN 236 or 237) for the course CLA9001.

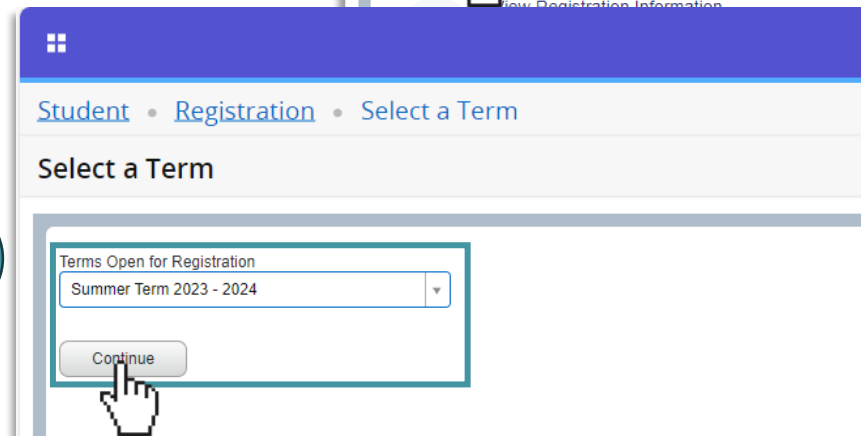
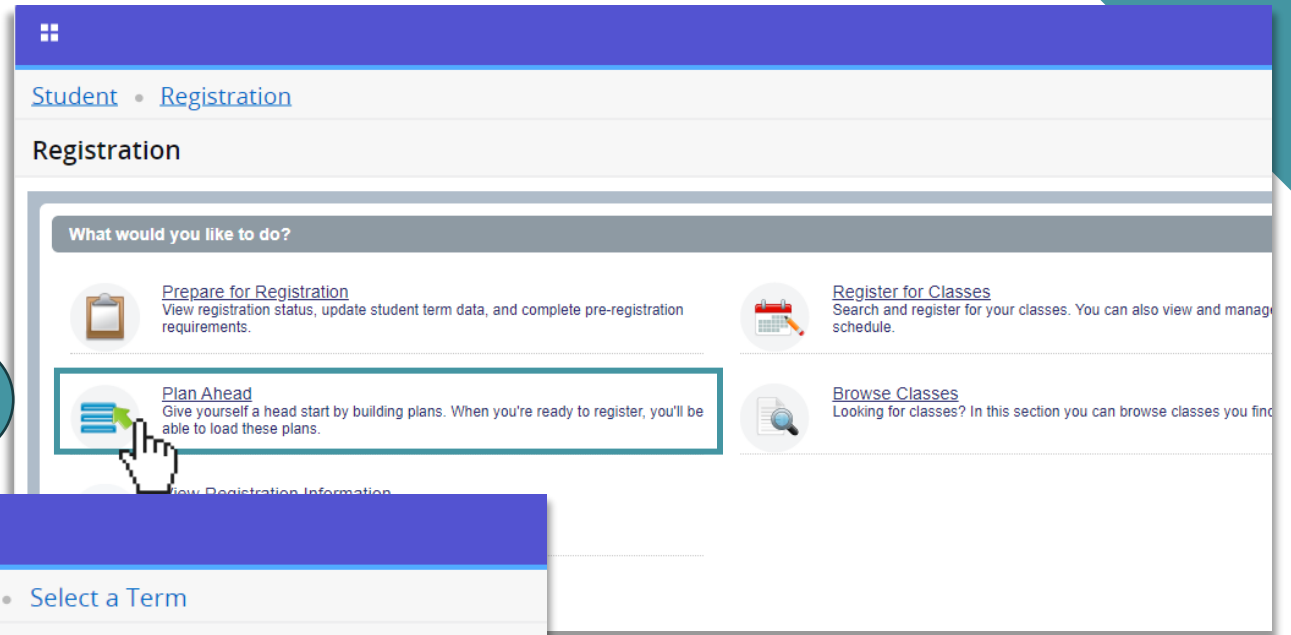
CRN	Course Code	Course Title	Sect	Lang	Type	Day	Time	Venue	Instructor Name
235	CLA9001	Media Writing in Chinese	1	E	LEC	WED	15:00 – 16:59	WYL102	Dr CHAN
236	CLA9001	Media Writing in Chinese	2	E	TUT	MON	15:30 – 16:29	WYL101	Dr CHAN
237	CLA9001	Media Writing in Chinese	3	E	TUT	FRI	09:30 – 10:29	WYL109	Dr CHAN

Before Course Registration

Plan Ahead

Before course registration, you may create 1 plan for each term to facilitate your registration.

1. Click “Plan Ahead”
2. Select Term



Before Course Registration

Plan Ahead

1. To search the course, you may input “Subject” / “Course Number” / Keyword

The screenshot displays a web application interface for course registration. At the top, a blue navigation bar contains a settings icon, a user profile icon labeled 'CHAN, Tai Man', and a breadcrumb trail: 'Student • Registration • Select a Term • Select A Plan • Plan Ahead'. Below this, the 'Plan Ahead' section is active, featuring a 'Find Classes' tab. A search form titled 'Enter Your Search Criteria' is shown for the 'Term: Summer Term 2023 - 2024'. The form includes three input fields: 'Subject', 'Course Number', and 'Keyword'. A 'Search' button is highlighted with a hand cursor, and there are 'Clear' and 'Advanced Search' options. A large teal circle with the number '1' is overlaid on the search form. Below the search form, the 'Schedule' section is visible, showing a grid for 'Class Schedule for Summer Term 2023 - 2024'. The grid has columns for days of the week (Monday to Sunday) and rows for time slots (12am, 1am, 2am, 3am, 4am). To the right of the grid, a panel titled 'Summer Term 2023 - 2024Untitled Plan' shows 'No classes have been added to this plan.' and 'Total Planned Hours: 0'.

Before Course Registration

Plan Ahead

1. You may check the section by clicking “View Sections” and then you can see the CRN concerned
2. Click “Add” to include the course in your plan

The top screenshot shows the 'Plan Ahead' page with search results for 'KOR' courses. The table below is a simplified representation of the data shown:

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Korean (Beginner Level)	KOR	1101	0	(Recommended: Cumulati...	View Sections	+ Add Course
Korean I	KOR	1102	0 OR 3	(Recommended: Cumulati...	View Sections	+ Add Course
Korean (Post-Beginner Level)	KOR	1201	0	(Recommended: Cumulati...	View Sections	+ Add Course

The bottom screenshot shows the detailed view of the 'Korean I Tutorial' section. The table below is a simplified representation of the data shown:

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning	Seats remain.
Korean I Tutorial	KOR	1102	1	3	13	Sum...	LIM, Suyean (Primary)	M T W T F S S 09:30 AM - 12:59 PM	Type: Cl		Seats remain.

Before Course Registration

Plan Ahead

1. When you have finished the plan, click “Save Plan”

The screenshot displays a web application interface for course registration. At the top, a navigation bar shows the user's name 'CHAN, Tai Man' and a settings icon. Below the navigation bar, the breadcrumb trail reads: Student > Registration > Select a Term > Select A Plan > Plan Ahead. The main heading is 'Plan Ahead'. A 'Find Classes' section contains a search bar and a 'Catalogue Search Results' table. The search results show one class: 'Korean I Tutorial' (KOR 1102, Section 1, 3 hours, CRN 13, Summer term, Instructor LIM, Suyeon). The meeting times are listed as M T W T F S S 09:30 AM - 12:59 PM. Below the search results is a 'Schedule' section with a grid for the Summer Term 2023-2024. The grid shows the class is scheduled for Tuesday and Thursday from 9am to 12:59pm. To the right of the grid is a 'Schedule Details' panel for the 'Summer Term 2023 - 2024Untitled Plan'. This panel shows the class details and a 'Save Plan' button at the bottom right, which is highlighted with a red circle and the number '1'. A hand cursor is pointing at the 'Save Plan' button.

Title	Subject Description	Course No	Section No	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning	Reserved Seats	Linked Sections	Add
Korean I Tutorial	KOR	1102	1	3	13	Sum...	LIM, Suyeon (Primary)	M T W T F S S 09:30 AM - 12:59 PM	Type: Cl		Seats remain.		Add

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am		KOR1102, Tutorial		KOR1102, Tutorial			
10am							
11am							
12pm							
1pm							
2pm							

Before Course Registration

Check Registration Status

1. Click “Prepare for Registration”
2. Select Term

The screenshot displays the 'Registration' page for a student named CHAN, Tai Man. The page title is 'Student • Registration'. Under the heading 'Registration', there is a section titled 'What would you like to do?' with four options: 'Prepare for Registration', 'Register for Classes', 'Plan Ahead', and 'Browse Classes'. A hand cursor is pointing to the 'Prepare for Registration' button, which is highlighted with a blue box and a circled '1'. Below this, a modal window titled 'Select a Term' is open, showing a dropdown menu for 'Terms Open for Registration' with 'Summer Term 2023 - 2024' selected. A 'Continue' button is visible below the dropdown, and a hand cursor is pointing to it, with a blue box and a circled '2' highlighting this area.

Before Course Registration

Check Registration Status

1. Check your registration status and time ticket

1

* If you have a hold, you will **NOT** be allowed to register courses.

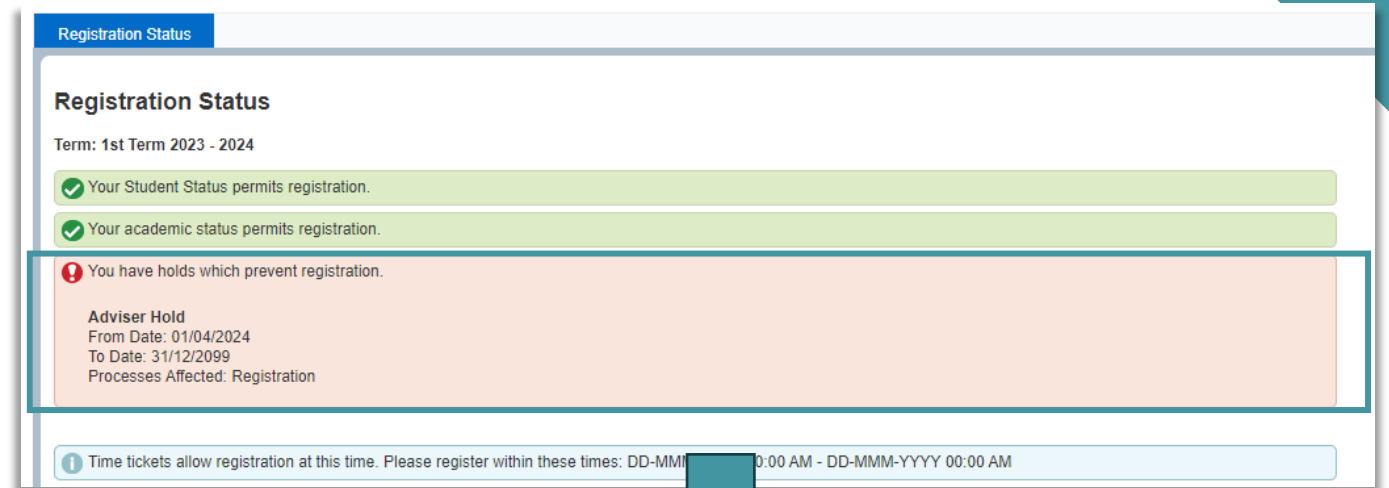
The screenshot displays a web interface for checking registration status. The breadcrumb trail is: Student • Registration • Select a Term • Prepare for Registration. The main heading is 'Prepare for Registration'. Below this, there are two sections, both titled 'Registration Status' for the term '1st Term 2023 - 2024'. The top section shows three green checkmarks indicating successful status: 'Your Student Status permits registration.', 'Your academic status permits registration.', and 'You have no holds which prevent registration.' Below these is a blue information bar: 'Time tickets allow registration at this time. Please register within these times: DD-MMM-YYYY 00:00 AM - DD-MMM-YYYY 00:00 AM'. The bottom section shows two green checkmarks for the same categories, but a red warning icon and text state: 'You have holds which prevent registration.' This is followed by a detailed view of an 'Adviser Hold' with the following details: 'From Date: 01/04/2024', 'To Date: 31/12/2099', and 'Processes Affected: Registration'. A similar blue information bar is at the bottom of this section.

Before Course Registration

Check Registration Status

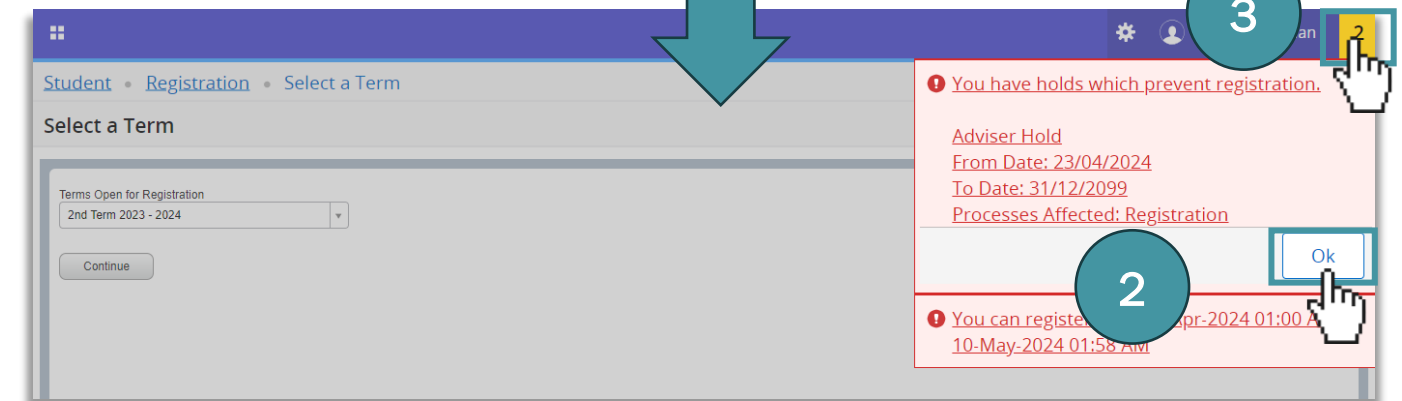
1. If you have a hold, you will not be allowed to register courses.
2. Click “Ok” to confirm the error
3. If there is more than one error, click the number to read the error. Otherwise, you will not be able to proceed further

1



The screenshot shows the 'Registration Status' page for the '1st Term 2023 - 2024'. It displays two green success messages: 'Your Student Status permits registration.' and 'Your academic status permits registration.' Below these is a red error message: 'You have holds which prevent registration.' The error details are: 'Adviser Hold', 'From Date: 01/04/2024', 'To Date: 31/12/2099', and 'Processes Affected: Registration'. At the bottom, there is a blue information bar: 'Time tickets allow registration at this time. Please register within these times: DD-MMM-YYYY 00:00 AM - DD-MMM-YYYY 00:00 AM'. A large teal arrow points from this screenshot down to the next one.

3



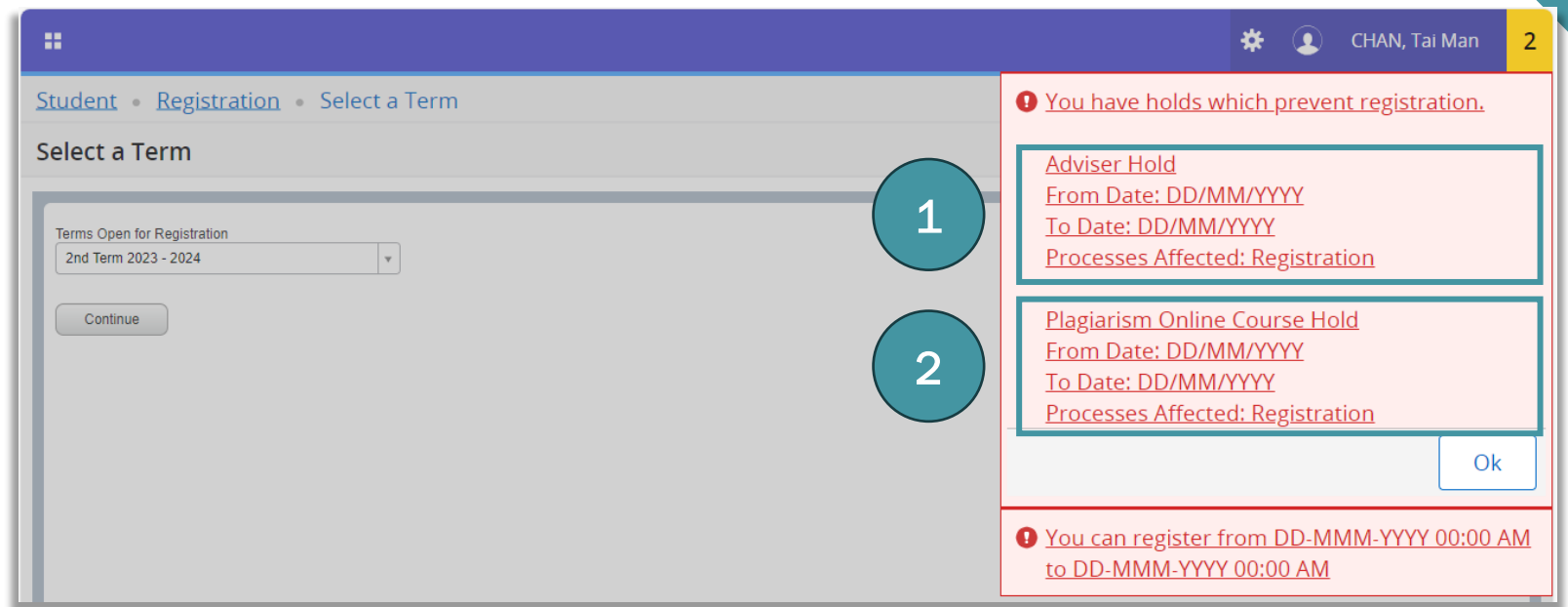
The screenshot shows the 'Select a Term' page with a dropdown menu set to '2nd Term 2023 - 2024' and a 'Continue' button. A red error dialog box is open, displaying the same error message as the previous screenshot: 'You have holds which prevent registration.' with details: 'Adviser Hold', 'From Date: 23/04/2024', 'To Date: 31/12/2099', and 'Processes Affected: Registration'. An 'Ok' button is visible in the dialog. A hand cursor is pointing at the 'Ok' button. A teal arrow points from the top screenshot to this one. A teal circle with the number '2' is overlaid on the 'Ok' button. Another teal circle with the number '3' is overlaid on the top right corner of the page.

2

Before Course Registration

Check Registration Status

1. If you have an Adviser Hold, please complete the Academic Advising with your Adviser. For enquiry, please contact your Adviser/ Department/ Programme Office directly
2. If you have a Plagiarism Online Course Hold, please complete the plagiarism online course immediately (<https://pla.ln.edu.hk/>). For enquiry, please contact Teaching and Learning Centre at tlc@ln.edu.hk.





Register Courses

Register Courses

1. Click “Register for Classes”
2. Select Term

The image shows two screenshots of a student registration interface. The first screenshot, labeled with a '1' in a teal circle, shows the 'Registration' page with a header 'Student • Registration' and a sub-header 'Registration'. Under the heading 'What would you like to do?', there are four options: 'Prepare for Registration', 'Plan Ahead', 'View Registration Information', and 'Register for Classes'. The 'Register for Classes' option is highlighted with a teal box and a hand cursor. The second screenshot, labeled with a '2' in a teal circle, shows the 'Select a Term' page with a header 'Student • Registration • Select a Term' and a sub-header 'Select a Term'. It features a dropdown menu for 'Terms Open for Registration' with 'Summer Term 2023 - 2024' selected, and a 'Continue' button below it, both highlighted with a teal box and a hand cursor.

Register Courses

Adding Courses

Students may search the courses by either

1. Using search function,
2. Entering CRN directly, or
3. Importing CRN from Plans

The screenshot shows a web application interface for registering for classes. The top navigation bar is blue and contains a settings icon, a user profile icon, and the name 'CHAN, Tai Man'. Below the navigation bar, the breadcrumb trail reads 'Student > Registration > Select a Term > Register for Classes'. The main heading is 'Register for Classes'. There are four tabs: 'Find Classes' (active), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Under the 'Find Classes' tab, there is a section titled 'Enter Your Search Criteria' with a term dropdown set to 'Summer Term 2023 - 2024'. Below this are three input fields: 'Subject', 'Course Number', and 'Keyword'. At the bottom, there are two panels. The left panel, titled 'Schedule', shows a 'Class Schedule for Summer Term 2023 - 2024' with a table of days (Monday to Sunday) and times (12am, 1am, 2am, 3am). The right panel, titled 'Summary', displays 'No registered or pending classes.' and a footer with 'Total Credits Hours: | Registered Credits Hours: 0 | Maximum Credits Hours: 0'.

Register Courses

Adding Courses by Using Search Function

For Lecture Mode Only

1. Input Subject (e.g. BUS) and Course Number (e.g. 1103) and click “Search”
2. Click “Add” to add the course you intended to register

The screenshot displays the 'Register for Classes' interface. The top section, 'Enter Your Search Criteria', includes a 'Term' dropdown set to '2023 - 2024', a 'Subject' dropdown set to 'BUS', a 'Course Number' input field with '1103', and a 'Keyword' input field. A 'Search' button is highlighted with a hand cursor and a circled '1'. Below this, the 'Search Results' section shows a table of 4 classes. The first row is highlighted, and a tooltip is visible over the 'Add' button in the 'Add' column, also marked with a circled '2'. A text box at the bottom states: 'You can see the class time by mouse-overing this column', with an arrow pointing to the 'Meeting Times' column header.

Title	Subject Descript	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning	Reserved Seats	Linked Sections	Add
Financial Accounting Lecture	BUS	1103	1	3	28	2nd Ter...	WANG, Bui (Primary)	M T W T F S S 11:00 AM - 12:29 PM Type: Class Bui M T W T F S S 04:30 PM - 05:59 PM Type: Class Bu	Seats remain.		1 of 3 unreserved seats remain. 1 of 29 reserved seats remain.		<input type="button" value="Add"/>
								M T W T F S S 09:00 AM - 10:29 AM Type: Class Bui M T W T F S S 09:00 AM - 10:29 AM Type: Class Bui	Seats remain.		2 of 3 unreserved seats remain. 4 of 29 reserved seats remain.		<input type="button" value="Add"/>
								M T W T F S S 11:00 AM - 12:29 PM Type: Class Bui M T W T F S S 11:00 AM - 12:29 PM Type: Class Bui	Seats remain.		1 of 3 unreserved seats remain. 1 of 29 reserved seats remain.		<input type="button" value="Add"/>

Register Courses

1. Adding Courses by Using Search Function

For Lecture and Tutorial Mode

Students have to register one section of lecture and one section of tutorial in the same submission

1. You may click “Add” to add the CRNs for lecture and tutorial respectively; or

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 3 Classes
Term: Summer Term 2023 - 2024 | Subject: SOC | Course Number: 2101

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning	Reserved Seats	Add
Introduction to Sociol... Lecture	SOC	2101	1	3	47	Su...			Seats rem... LINKED			View Linked Add
Introduction to Sociol... Tutorial	SOC	2101	2	0	48	Su...			Seats rem... LINKED			View Linked Add
Introduction to Sociol... Tutorial	SOC	2101	3	0	49	Su...			Seats rem... LINKED			View Linked Add

Class Schedule for Summer Term 2023 - 2024

Monday | Tuesday

12am | 1am | 2am | 3am | 4am

Total Credits Hours | Registered Credits

1

You may click whether the section is lecture or tutorial here

It indicates that this CRN is required another section (either Lecture or Tutorial) when registering

Register Courses

1. Adding Courses by Using Search Function

For Lecture and Tutorial Mode

2. You may click “View Linked” to see the relevant lecture/tutorial sections

3. Click “Add All” to add the lecture and tutorial together to the “Summary”

The screenshot displays the 'Register for Classes' interface. The top navigation bar includes a settings icon, a user profile icon for 'CHAN, Tai Man', and a breadcrumb trail: 'Student > Registration > Select a Term > Register for Classes'. Below the navigation, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The main content area shows 'Search Results — 3 Classes' for 'Term: Summer Term 2023 - 2024', 'Subject: SOC', and 'Course Number: 2101'. A table lists search results with columns for Title, Subject Des, Course No, Section, Hours, CRN, Term, Instructor, Meeting Times, Status, and Service-Learning. Two rows are visible, both for 'Introduction to Sociology' (Lecture and Tutorial). A red circle with the number '2' highlights the 'View Linked' button in the 'Linked Sections' column. Below the search results, a 'Linked Sections' section is shown, with a red circle and the number '3' highlighting the 'Add All' button. The 'Add All' button is located at the bottom right of the 'Linked Sections' table.

Title	Subject Des	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning
Introduction to Sociology Lecture	SOC	2101	1	3	47	Su...	TBA_REG01 (...)	M T W T F S S 09:00 AM - 10:5	Seats re... LINKED	
Introduction to Sociology Tutorial	SOC	2101	2	0	48	Su...	TBA_REG01 (...)	M T W T F S S 09:00 AM - 09:5	Seats re... LINKED	

Linked Sections										
Term: Summer Term 2023 - 2024 Subject: SOC Course Number: 2101										
Title	Subject Descripti	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning
Title : Introduction to Sociology Schedule Type : Lecture CRN: 47										
Introduction to Sociology Tutorial	SOC	2101	3	0	49	Sum...	TBA_REG02 (Primary)	M T W T F S S 11:00 AM - 11:59 AM	Seats remain... LINKED	
Total Credits Hours : 0										
Title : Introduction to Sociology Schedule Type : Lecture CRN: 47										
Introduction to Sociology Tutorial	SOC	2101	2	0	48	Sum...	TBA_REG01 (Primary)	M T W T F S S 11:00 AM - 11:59 AM	Seats remain... LINKED	
Total Credits Hours : 0										

Register Courses

2. Adding Courses by Entering CRN

You may enter the respective CRN directly

1. Click “Enter CRNs”
2. Input the CRN
3. Click “Add to Summary”

The screenshot shows the 'Register for Classes' interface. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the main heading is 'Register for Classes'. There are three callouts: 1. A blue circle with the number '1' pointing to the 'Enter CRNs' button. 2. A blue circle with the number '2' pointing to the 'CRN' input field. 3. A blue circle with the number '3' pointing to the 'Add to Summary' button. Below the input field, there is a '+ Add Another CRN' link and an 'Add to Summary' button. At the bottom of the interface, there is a 'Schedule' section with a table for 'Class Schedule for Summer Term 2023 - 2024' and a 'Summary' section on the right. The summary section shows 'No registered or pending classes.' and 'Total Credits Hours: | Registered Credits Hours: 0 | Maximum Credits Hours: 6'. There is also a 'Submit' button at the bottom right.

Register Courses

3. Adding Courses by importing from Plans

If you have prepared a Plan in “Plan Ahead”, you may import the courses directly.

1. Click “Plans”
2. Click “Add” / “Add All” to add your course(s) to the “Summary”

The screenshot shows the 'Register for Classes' interface. The top navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The user's name 'CHAN, Tai Man' is visible in the top right. The main content area is titled 'Register for Classes' and has a 'Plans' tab selected, indicated by a circled '1' and a hand cursor. Below the tab, there is a section for 'Register from a plan' for the term 'Summer Term 2023 - 2024'. A table lists courses, with the first row showing 'Korean I' (KOR 1102, 1) with 3 hours and CRN 13. The 'Add' button for this row and the 'Add All' button for the entire table are highlighted with a circled '2' and a hand cursor. The bottom part of the interface shows a 'Schedule' view for the summer term and a 'Summary' view that currently displays 'No registered or pending classes.' A status bar at the bottom indicates 'Total Credits Hours: | Registered Credits Hours: 0 | Maximum Credits Hours: 6'.

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Korean I	KOR 1102, 1	3	13	Tutorial	LIM, Suyeon (Primary)	Standard		View Sections	Add

Register Courses

Removing Courses in “Summary”

1. If you wish to remove your intended courses in “Summary”, select “Remove” for that course
2. If you wish to drop a registered course in “Summary”, select “**Web Drop**” for that course

The screenshot displays the 'Register for Classes' interface. At the top, there are navigation links: 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search results for 'Financial Accounting Lecture' (BUS 1103). A table lists the course details, including Title, Subject Desc, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Status, Service-Learning, Reserved Seats, and Linked Sections. An 'Add' button is visible next to the course entry.

Below the search results, there are two panels: 'Schedule' and 'Summary'. The 'Summary' panel shows a table with columns for Title, Details, Hour, CRN, Schedule Type, Status, and Action. A hand cursor is pointing to the 'Remove' button in the 'Action' column for the 'Financial Accounting' course. A blue circle with the number '1' is overlaid on this button.

Another hand cursor is pointing to the '**Web Drop**' option in a dropdown menu for a registered course. A blue circle with the number '2' is overlaid on this option.

Register Courses

Submitting Intended Courses

Your course registration is **NOT** yet **SUBMITTED**.

1. If you have added your intended courses in the “Summary” and wish to submit them, click “Submit”

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 1 Classes
Term: Summer Term 2023 - 2024 Subject: BUS Course Number: 1103

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning	Reserved Se	Linked Sections	Add
Financial Accounting Lecture	BUS	1103	1	3	12	Su...	SIMMONS, Rich...	M T W T F S S 09:30 AM - 11:59 AM	Seats rem...				Add

Page 1 of 1 | 10 Per Page Records: 1

Class Schedule for Summer Term 2023 - 2024

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am	Financial Accounting						

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
Financial Accounting	BUS 1103, 1	3	12	Lecture	Pending	**Web Registered**

Credits Hours: 0

Conditional Add and Drop

1

Check Conditional Add/Drop when you want to drop a course from your schedule on the 'condition' that you are able to add a new course to your schedule without error.

Register Courses

Submitting Intended Courses

1. After clicking “Submit”, you will see the successful message
2. The “Status” will also be changed to “Registered”

If there is any registration error, you will not be able to register the courses

The screenshot displays a web application interface for course registration. At the top, a navigation bar shows the user's name 'CHAN, Tai Man' and a notification 'Save Successful' with a green checkmark. Below the navigation, the page title is 'Register for Classes'. A search results table is visible, showing one class: 'Financial Accounting Lecture' with a status of 'Seats rem...'. A '1' in a blue circle highlights the notification area. Below the search results, there is a 'Schedule' section with a grid for the summer term 2023-2024. A 'Summary' table shows the class 'Financial Accounting' with a status of 'Registered', highlighted by a '2' in a blue circle. The summary table also shows 'Registered Credits Hours: 3' and 'Maximum Credits Hours: 6'. A 'Submit' button is located at the bottom right of the interface.

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Status	Service-Learning	Reserved Se	Linked Sections	Add
Financial Accounting Lecture	BUS	1103	1	3	12	Su...	SIMMONS, Rich...	M T W T F S S 09:30 AM - 11:59 A	Seats rem...				Add

Title	Details	Hour	CRN	Type	Status	Action
Financial Accounting	BUS 1103, 1	3	12		Registered	None

Register Courses

Submitting Intended Courses

1. If there is any registration error, you will not be able to register the courses, click “Ok” to proceed. Otherwise, you could not edit your courses

You may refer to the common registration errors for details.

The screenshot shows a web application interface for course registration. At the top, the user is identified as 'CHAN, Tai Man'. The navigation path is 'Student > Registration > Select a Term > Register for Classes'. A red notification box at the top right contains the message 'Linked course required (Tutorial)' and an 'Ok' button, which is circled in blue with the number '1'. Below this, the 'Register for Classes' section has tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search results for '3 Classes' in 'Summer Term 2023 - 2024' for 'Subject: SOC' and 'Course Number: 2101'. The search results table has columns for Title, Subject Desc, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Status, Service-Learning, Reserved Se, Linked Sections, and Add. Three rows are visible, all with 'Seats rem...' and 'LINKED' status. Below the table is a pagination control showing 'Page 1 of 1' and '10 Per Page'. At the bottom, there are two panels: 'Schedule' and 'Summary'. The 'Summary' panel shows a table with columns for Title, Details, Hour, CRN, Schedule Type, Status, and Action. One row is highlighted with a red background, showing 'Introduction to Sociol...' with status 'Errors Preventin...' and a 'Remove' button. At the bottom right, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.



Common Registration Errors

Common Registration Errors

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

Messages Appear	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.
Prerequisite and Test Score Error	You have not fulfilled the prerequisite of this 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.



View Timetable

View Timetable

1. To ensure your course registration and check your timetable, you may click “View Registration Information”

The screenshot shows a web application interface for a student's registration. At the top, there is a blue header bar with a settings gear icon, a user profile icon, and the name "CHAN, Tai Man". Below the header, the breadcrumb "Student • Registration" is visible. The main content area is titled "Registration" and features a section "What would you like to do?". This section contains five interactive cards, each with an icon, a title, and a description. The first card is "Prepare for Registration" (clipboard icon), the second is "Plan Ahead" (calendar icon), the third is "View Registration Information" (folder icon), the fourth is "Register for Classes" (calendar with pencil icon), and the fifth is "Browse Classes" (magnifying glass icon). The "View Registration Information" card is highlighted with a teal border and a hand cursor, and a teal circle with the number "1" is placed to its right, indicating the first step in the process.

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.

View Timetable

View timetable by schedule

1. Select the Term you wish to view
2. The timetable for that term will be shown at the bottom
3. You can see the total number of credits registered here

The screenshot displays a web interface for viewing registration information. At the top, there is a navigation bar with the user's name 'CHAN, Tai Man' and a settings icon. Below this, the breadcrumb trail reads 'Student > Registration > View Registration Information'. The main heading is 'View Registration Information'. There are two tabs: 'Look up a Schedule' (active) and 'Active Registrations'. Under the 'Look up a Schedule' tab, there is a 'Class Schedule' section with a dropdown menu for 'Term' set to 'Summer Term 2023 - 2024'. A hand cursor is pointing at this dropdown. Below the dropdown is a table with columns: Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Part Of Term, Study Path, Date, Status, and Message. The table contains one row for 'Marketing Management' (BUS 2205, 1) with 3 hours. Below the table, there is a summary bar: 'Total Credits Hours | Registered Credits Hours: 3 | Maximum Credits Hours: 6'. At the bottom, there is a 'Schedule' tab (active) and a 'Schedule Details' tab. The 'Schedule' tab shows a 'Class Schedule for Summer Term 2023 - 2024' as a grid with days of the week (Monday to Sunday) and times (9am to 4pm). Green blocks represent the 'Marketing Management' class, occurring on Monday, Wednesday, and Friday from 9am to 11am. A hand cursor is pointing at the 9am slot on Friday. The grid is labeled with a '2' in a circle. The summary bar and table are labeled with a '3' in a circle.

Term	Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Summer Term 2023 - 2024	Marketing Management	BUS 2205, 1	3	21	Lecture	Standard	Undergraduate	Third Term	None	22/04/2024	Registered	**Web Registered**...

Total Credits Hours | Registered Credits Hours: 3 | Maximum Credits Hours: 6

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	Marketing Management		Marketing Management		Marketing Management		
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

View Timetable

View timetable by details

1. Click “Schedule Details” to view timetable by details

The screenshot shows a web application interface for viewing registration information. At the top, there is a navigation bar with a user profile icon and the name 'CHAN, Tai Man'. Below this, the breadcrumb trail reads 'Student > Registration > View Registration Information'. The main heading is 'View Registration Information'. There are two tabs: 'Look up a Schedule' (active) and 'Active Registrations'. Under the 'Look up a Schedule' tab, there is a 'Class Schedule' section with a dropdown menu for 'Term' set to 'Summer Term 2023 - 2024'. Below this is a table with the following columns: Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Part Of Term, Study Path, Date, Status, and Message. A single row is visible with the following data: Title: Marketing Management, Details: BUS 2205, 1, Hours: 3, CRN: 21, Schedule Type: Lecture, Grade Mode: Standard, Level: Undergraduate, Part Of Term: Third Term, Study Path: None, Date: 22/04/2024, Status: Registered, Message: **Web Registered**... Below the table, there is a summary bar: 'Total Credits Hours: | Registered Credits Hours: 3 | Maximum Credits Hours: 6'. At the bottom of the interface, there is a navigation bar with two buttons: 'Schedule' and 'Schedule Details'. The 'Schedule Details' button is highlighted with a red circle and the number '1', indicating the step to click on it. Below the buttons, there is a section for 'Class Schedule for Summer Term 2024' with a dropdown menu for 'Marketing Management'. The selected item shows details: 'Marketing Management | BUS 2205, 1 | Section 1 | Class Begin: 29/05/2024 | Class End: 10/07/2024'. Below this, there is a message: 'Message: **Web Registered** | Hours: 3 | Level: Undergraduate | Campus: Main Campus | Schedule Type: Lecture | Grade Mode: Standard'. At the bottom, there is a schedule: '29/05/2024 -- 10/07/2024 | M - W - F - S - S | 09:30 AM - 11:59 AM Type: Class Location: Main Campus Building: Leung Kau Kui Building Room: 107'. The instructor is listed as 'Instructor: KEUNG, Kwai Fun (Primary)' and the CRN is '21'. A green 'Registered' label is visible in the top right corner of the class details section.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Marketing Management	BUS 2205, 1	3	21	Lecture	Standard	Undergraduate	Third Term	None	22/04/2024	Registered	**Web Registered**...

End



Last updated on 30 April 2024