

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

Log in to “Degree Works”

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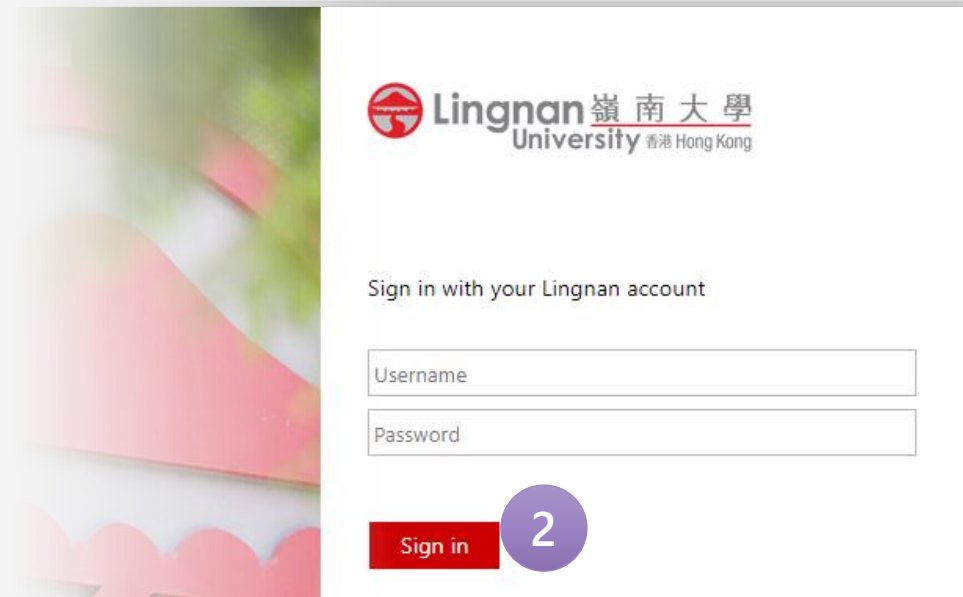
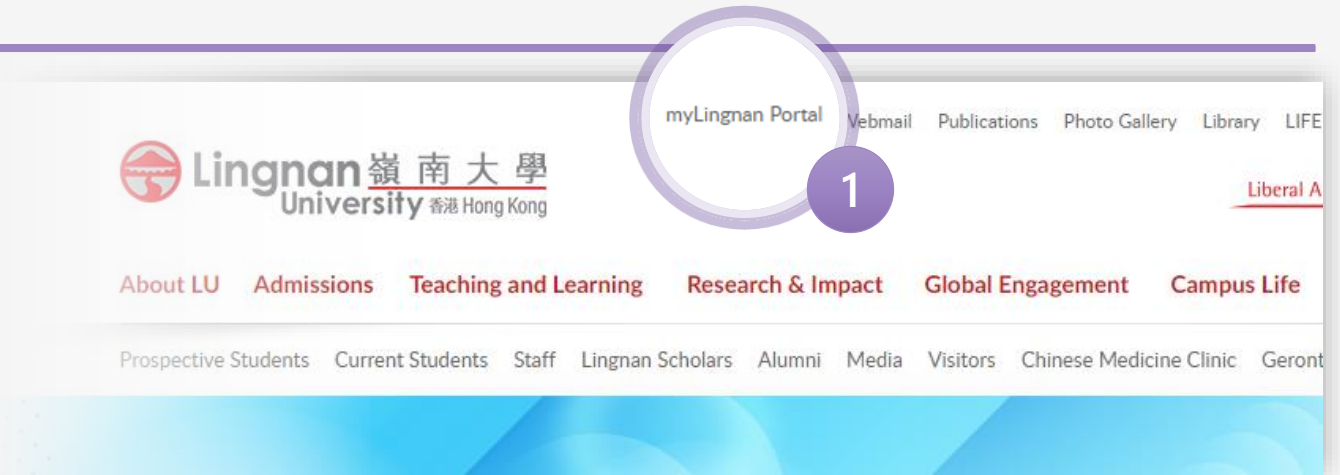
1

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

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 an envelope icon), and "Information Hub". A mouse cursor points to "Academic Matters". The main content area is divided into three columns. The first column is titled "Academic Self-Services for Academics" and lists "Registration", "Student Records and Examinations", "Student Services", and "Update of Personal Particulars (for UG and RPg Students)". The second column is titled "e-Learning" and lists "Moodle and ePortfolio" and "Moodle Merge Course System". The third column is titled "Degree Works" and lists "Academic Advising and Degree Auditing", "User Guidelines", and "Course Outcomes". A purple circle with the number 4 highlights the "Academic Advising and Degree Auditing" link, with a mouse cursor pointing to it.

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, GPA Calculator, DELTA, ITFP, Service-Learning, Plagiarism Awareness, and Eng. Lang Requirement. The 'Plans' tab is selected and circled with a purple circle labeled '1'. Below the tabs, there is a section for 'Student Planner for' followed by a blue bar with 'Student Planner' highlighted and a hand cursor pointing to it, circled with a purple circle labeled '2'. To the right of this bar is an 'Open' button, circled with a purple circle labeled '3'. Below the blue bar is a table with columns: Active, Modified, Who, Degree, Level, and Status. The first row of data shows: Y, 07/28/2022, [redacted], UG, Not locked.

Active	Modified	Who	Degree:	Level:	Status:
Y	07/28/2022	[redacted]		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, a 'Description' field contains 'Student Planner', with a checked 'Active' box and 'Status: Not locked'. A 'Level' dropdown is set to 'Undergraduate'. The main part of the interface is a table with two rows, both showing 'Total Credits: 0.0'. The first row is for 'T1, 2022-23' and the second for 'T2, 2022-23'. A purple circle highlights the 'T1, 2022-23' dropdown menu, with a hand cursor pointing to it. A purple circle with the number '4' is also present over the table area.

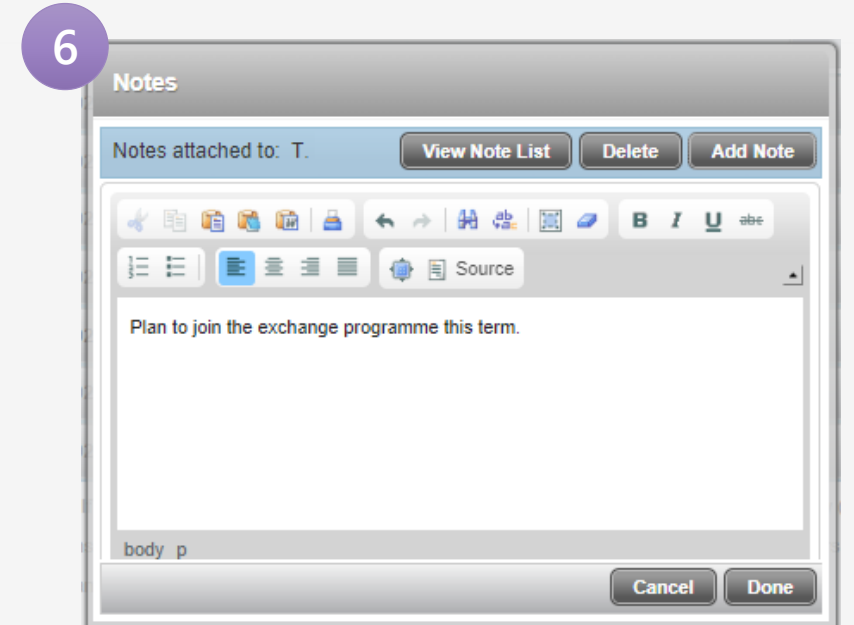
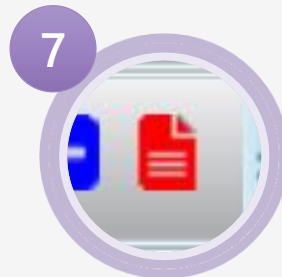
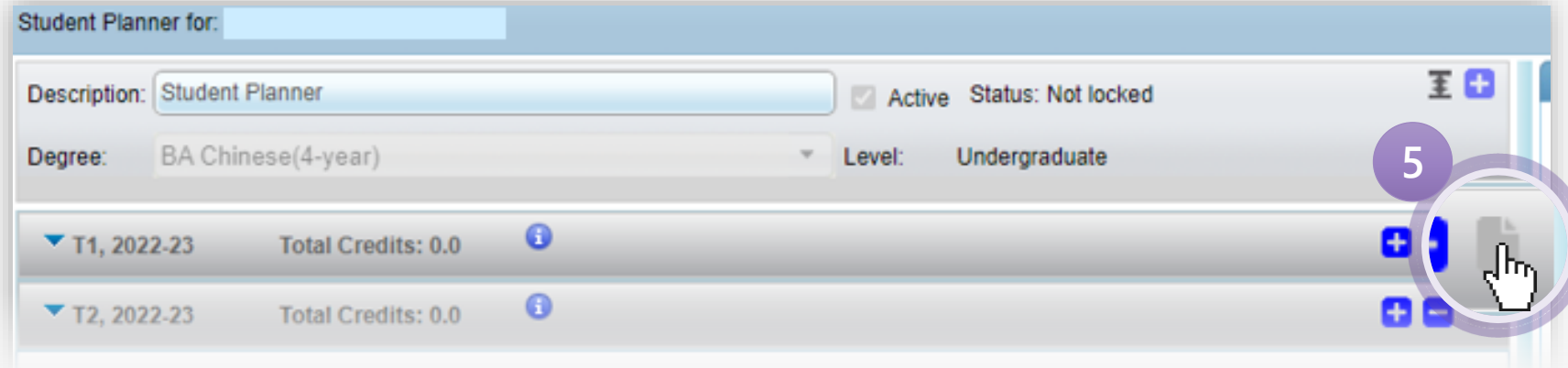
Term	Total Credits	Info	Expand	Collapse
T1, 2022-23	0.0	i	+	-
T2, 2022-23	0.0	i	+	-

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 .



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.

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:' field is set to a student ID. The 'Description' is 'Student Planner', 'Active' is checked, and 'Status' is 'Not locked'. The 'Degree' is 'BA Chinese(4-year)' and the 'Level' is 'Undergraduate'.


Two terms are shown:

- T1, 2022-23** (Total Credits: 15.0):
 - Course Requirement: CCC 8011 (3.0 credits)
 - Course Requirement: LCC 1010 (3.0 credits)
 - Course Requirement: LUE 1001 (3.0 credits)
 - Course Requirement: CLA 9001 (3.0 credits)
 - Course Requirement: CHI 2107 (3.0 credits)
- T2, 2022-23** (Total Credits: 15.0):
 - Course Requirement: CCC 8012 (3.0 credits)
 - Course Requirement: LUE 1002 (3.0 credits)
 - Course Requirement: CLB 9001 (3.0 credits)
 - Course Requirement: KOR 1102 (3.0 credits)
 - Course Requirement: LUE 3001 (3.0 credits)

Each course entry includes a search icon and an information icon. The KOR 1102 course in the T2 term is highlighted with a blue background.

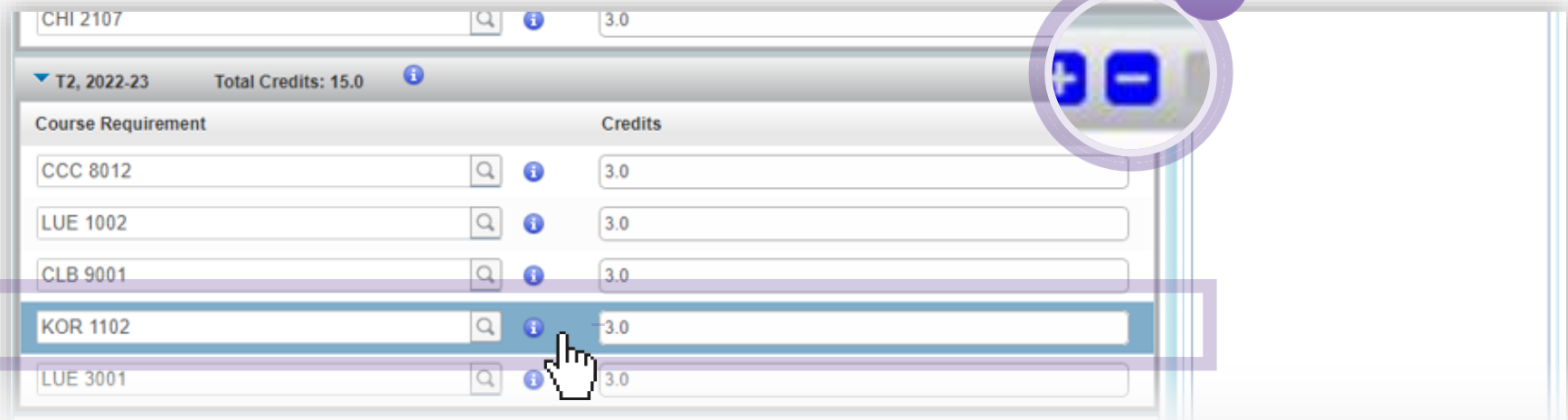
Create a Study Plan

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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.

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The screenshot shows a web interface for managing a study plan. At the top, there is a search bar containing 'CHI 2107' and a '3.0' credit value. Below this, a section for 'T2, 2022-23' shows a total of 15.0 credits. A table lists several course requirements, each with a search icon, an information icon, and a credit value of 3.0. The course 'KOR 1102' is highlighted in blue, and a mouse cursor is clicking the minus icon in its row. A purple callout bubble labeled '11i' points to the minus icon, and another purple callout bubble labeled '11ii' points to the minus icon in the row above it.

Course Requirement	Credits
CHI 2107	3.0
▼ T2, 2022-23 Total Credits: 15.0	
CCC 8012	3.0
LUE 1002	3.0
CLB 9001	3.0
KOR 1102	3.0
LUE 3001	3.0

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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.

Study Portfolio Plans Notes Exceptions GPA Calculator Admin ITFP Service-Learning

Student Planner

Description: Student

Degree: BSc

T2, 2022-23

Course Requirements

Plan Audit

<input checked="" type="checkbox"/>	University English I	LUE 1001
<input checked="" type="checkbox"/>	University English II	LUE 1002
<input type="checkbox"/>	1 ELE Elective	Still Needed: 3 Credits in LUE
<input checked="" type="checkbox"/>	1 Discipline-related Professional Communication Course	(LUE 4003)

NOTE (1) For students admitted to Year 1 or Year 2 from 2019-20 onwards, those with HKDSE Level 4 or above, the requirements are: LUE1002, 2 ELE Electives, and 1 Discipline-related Professional Communication Course. NOTE (2) The Discipline-related Professional Communication Course can be LUE4003 (for Faculty of Social Sciences), LUE4001/4002/4003 for Faculty of Business & BSc Data Science), LUE4003 (for Faculty of Social Sciences), and LUE4001/4002/4003 for Faculty of Business & BSc Data Science).

Core Curriculum Requirements

<input checked="" type="checkbox"/>	COMMON CORE (4 COURSES)	
<input checked="" type="checkbox"/>	Critical Thinking: Analysis and Argumentation	CCC 8011
<input checked="" type="checkbox"/>	The Making of Hong Kong	CCC 8012
<input checked="" type="checkbox"/>	The Process of Science	CCC 8013
<input checked="" type="checkbox"/>	China in the World History	CCC 8014
<input checked="" type="checkbox"/>	CLUSTER COURSES (5 COURSES)	
<input checked="" type="checkbox"/>	1 Course in Cluster 1(Creativity & Innovation)	(CLA-9003)
<input checked="" type="checkbox"/>	1 Course in Cluster 2(Humanities & the Arts)	CLB 9005

Remarks - If change is required, please submit a request. The student planner will be updated accordingly.

Disclaimer: You are responsible for ensuring that you meet the requirements of your program.

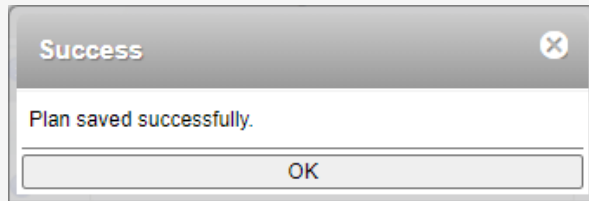
Last updated by: [Name]

Create a Study Plan

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

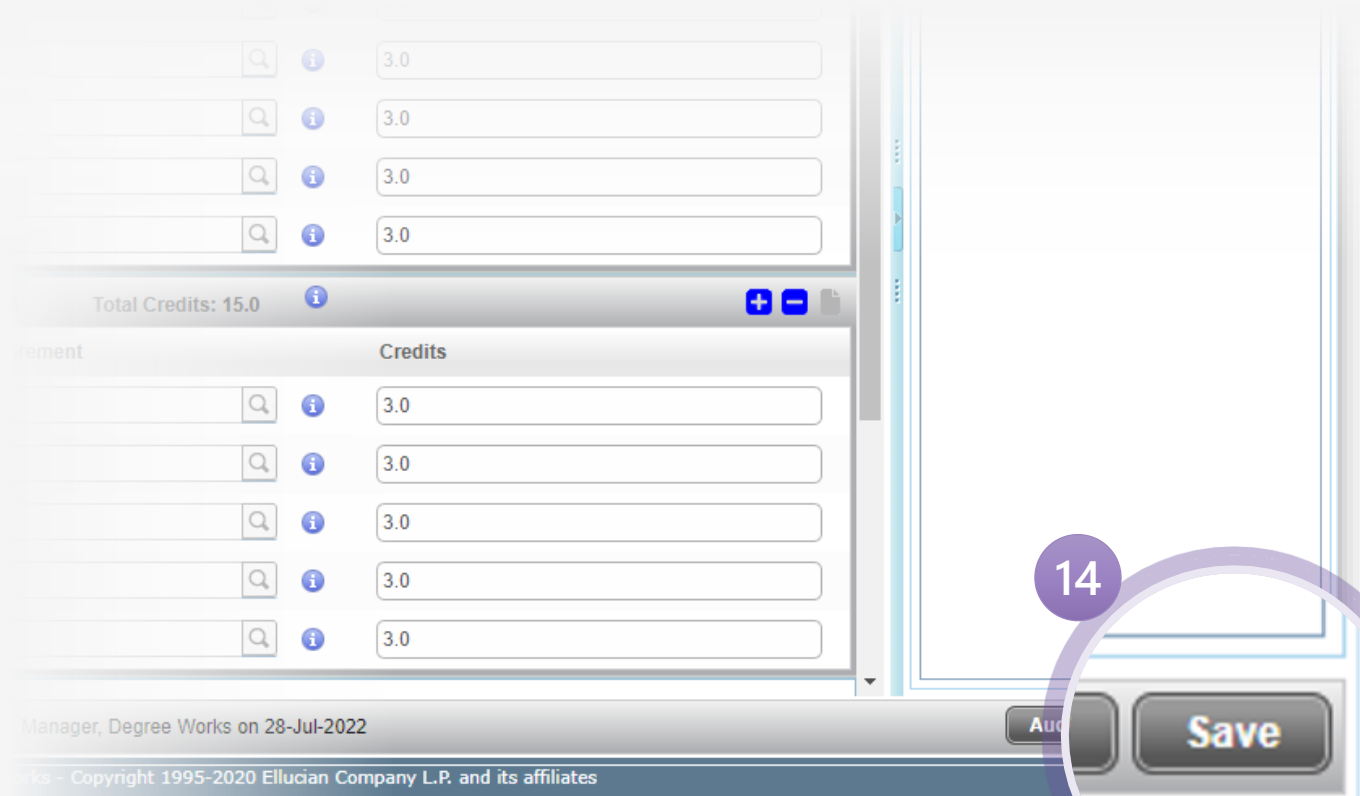
Upon submission, a message will be prompted.



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 Locked

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

T1, 2022-23 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" text in the table.

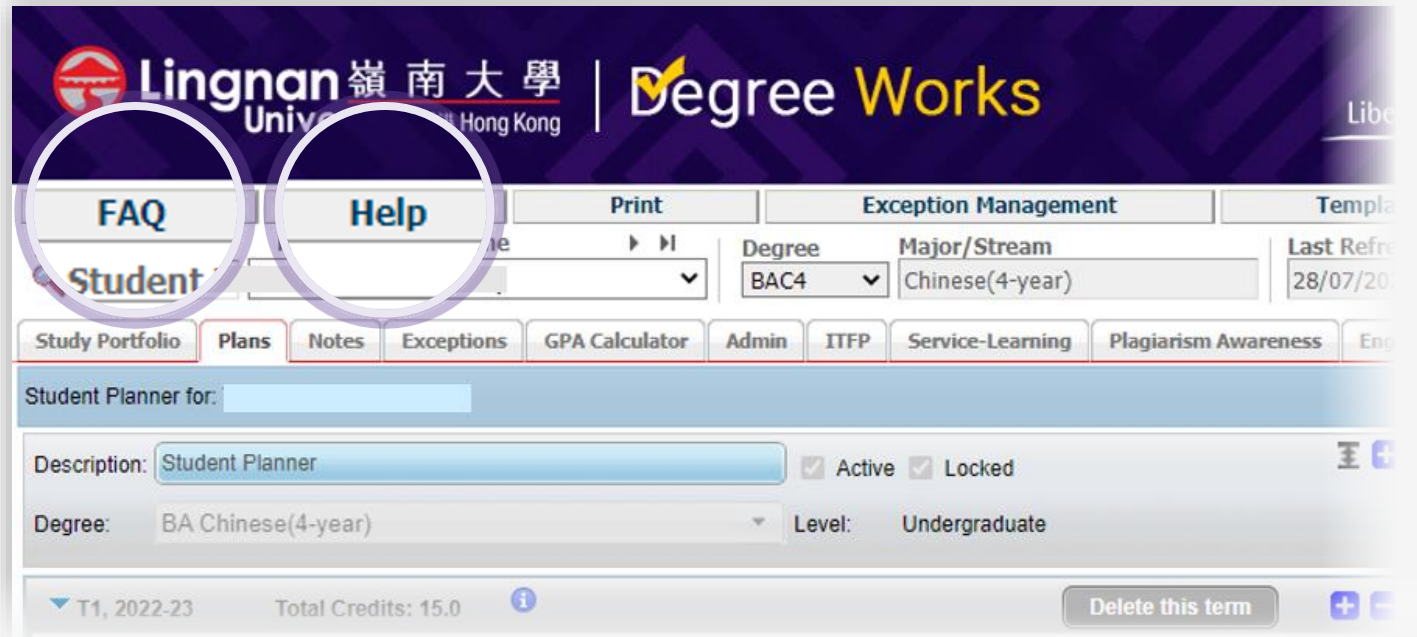
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Adviser Hold	19, 2022	Jan 31, 2023		REG HOLD 2021-22		Registration

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. Below this, 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 the navigation bar, there are dropdown menus for 'Degree' (set to 'BAC4') and 'Major/Stream' (set to 'Chinese(4-year)'). A 'Last Refreshed' date of '28/07/2023' is also 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' (set to 'Student Planner'), 'Degree' (set to 'BA Chinese(4-year)'), and 'Level' (set to 'Undergraduate'). There are also checkboxes for 'Active' and 'Locked', and a 'Delete this term' button at the bottom right. The bottom status bar shows 'T1, 2022-23' and 'Total Credits: 15.0'.

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	

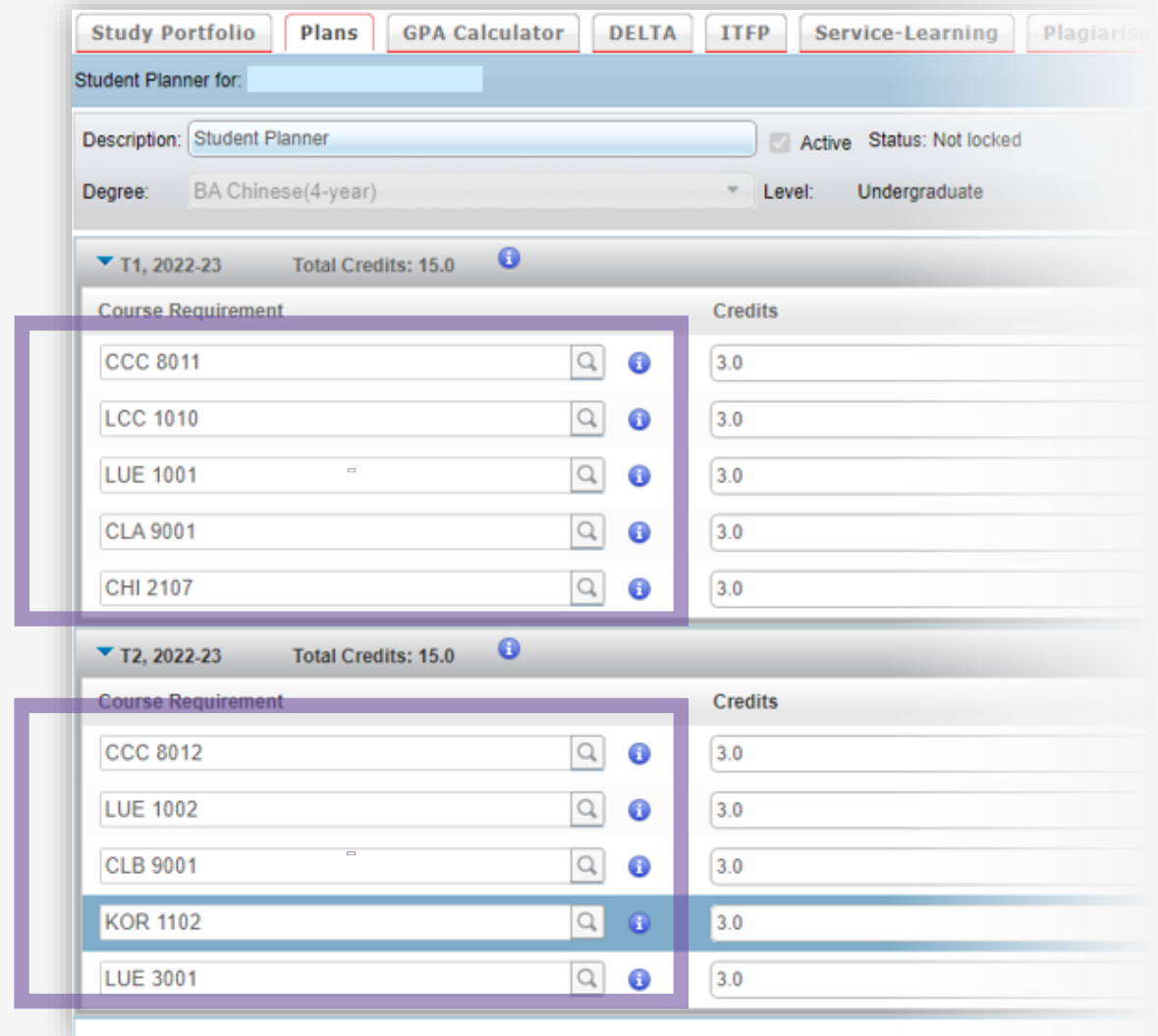
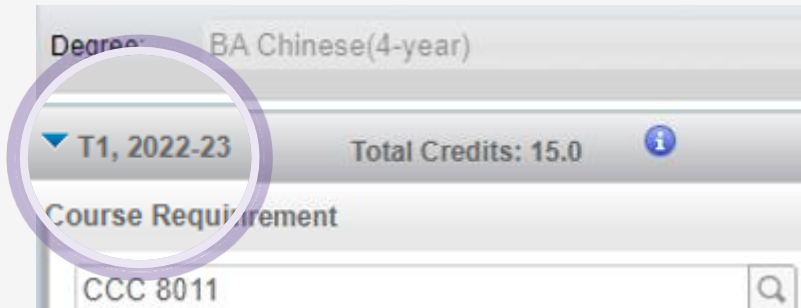
Open

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.

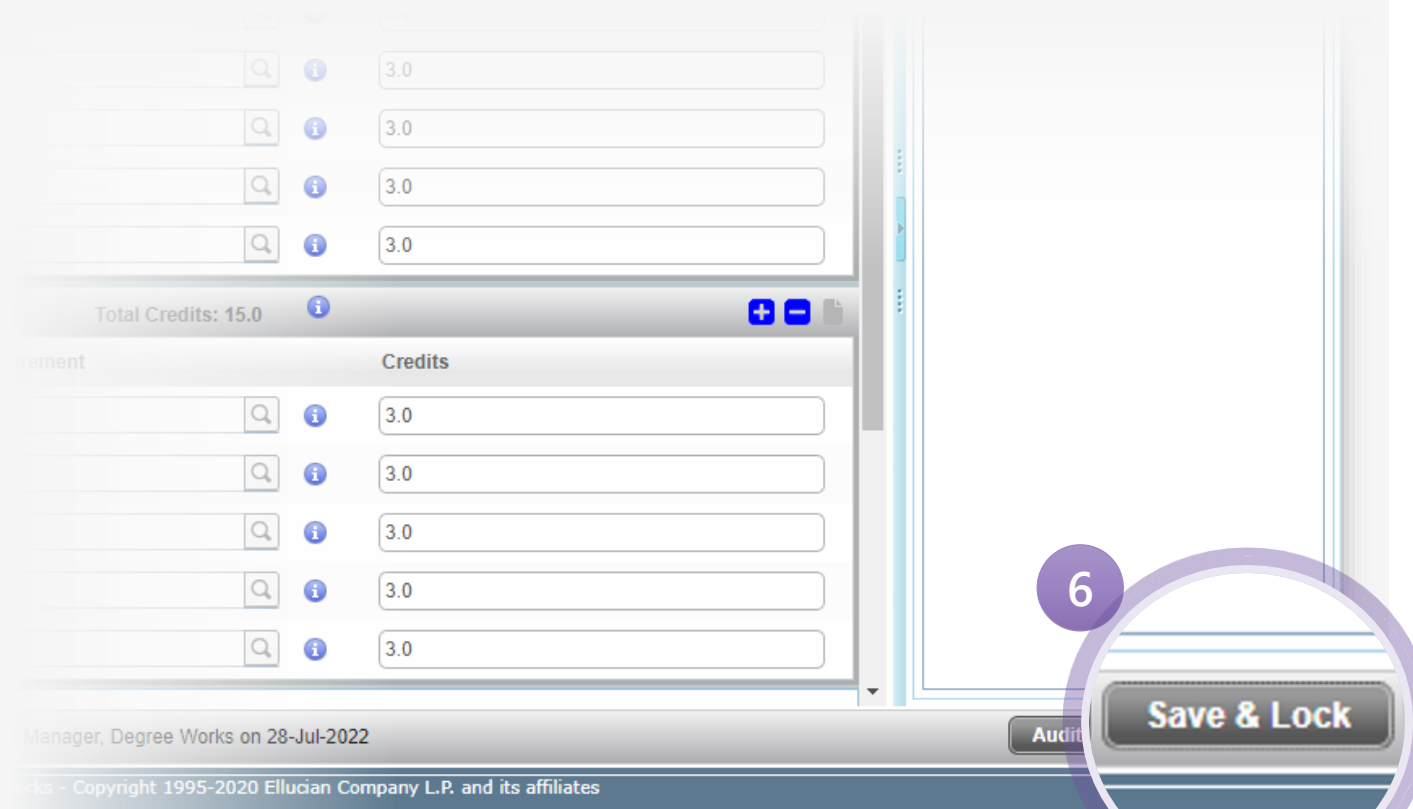
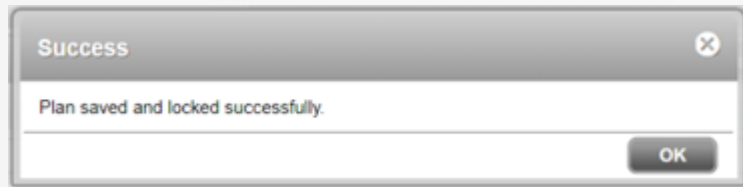


Approve a Study Plan (Applicable for Academic Adviser)

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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)

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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.

The screenshot shows the Adviser's interface with the 'Plans' tab selected. The 'List of plans' table has the following columns: Description, Active, Modified, Who, Degree, Level, and Status. The 'Status' column is highlighted with a purple circle, showing 'Locked'.

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

The screenshot shows the Adviser's interface with the 'Plans' tab selected. The 'Locked' checkbox is checked and highlighted with a purple circle.

Description:	Active	Locked
Student Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

End