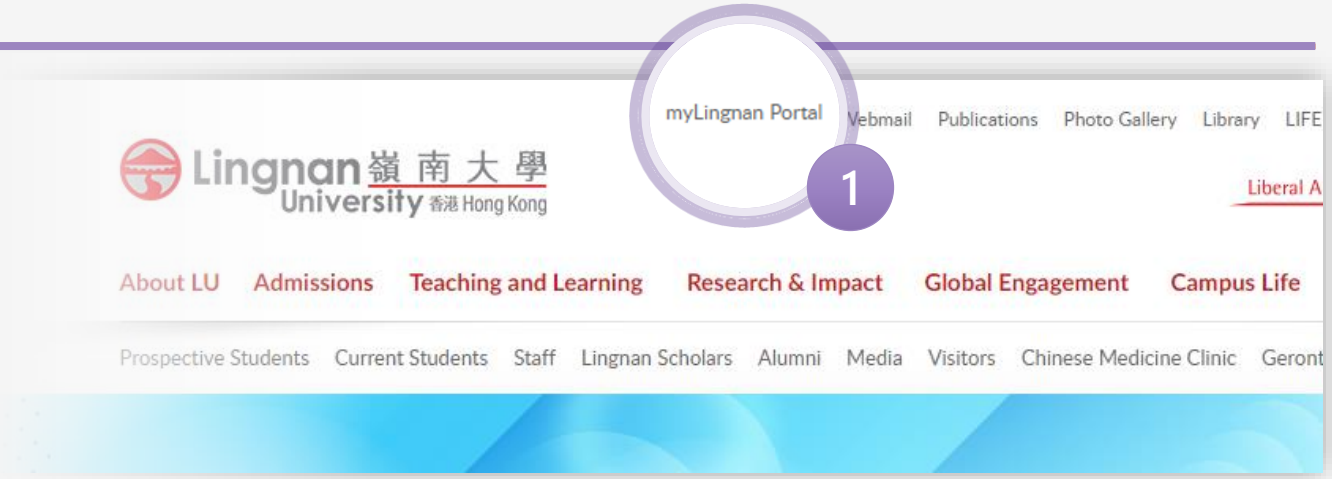
Quick Guide on
How to Create a Student's Study Plan with "Degree Works"

Log in to “Degree Works”

Log in to the “Degree Works”

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



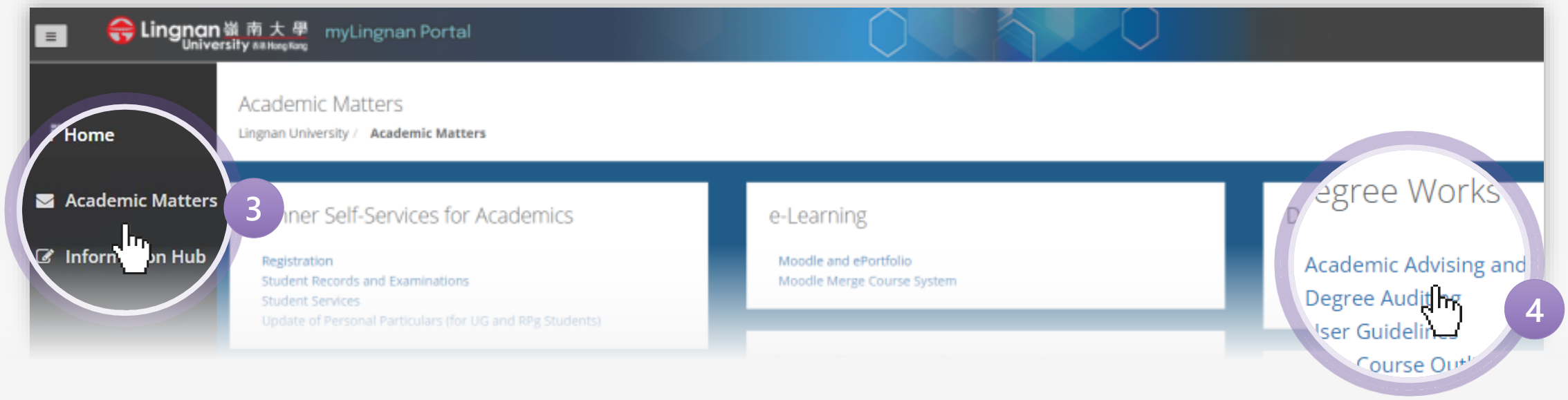
2. Enter your Username and Password, and click **Sign in**.

   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**.

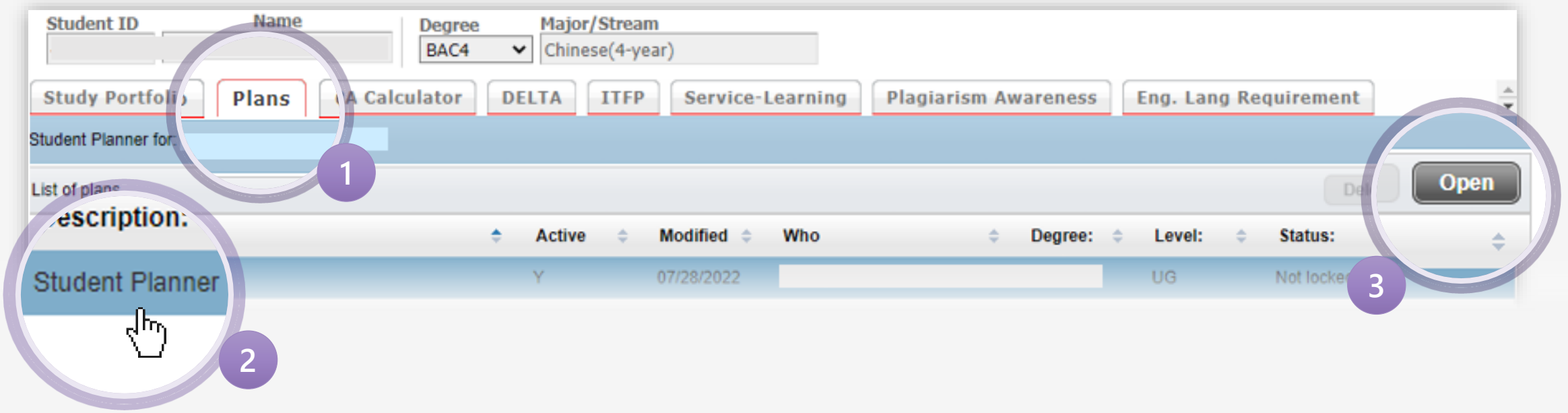


Create a Study Plan

(Before consultation with Academic Adviser)

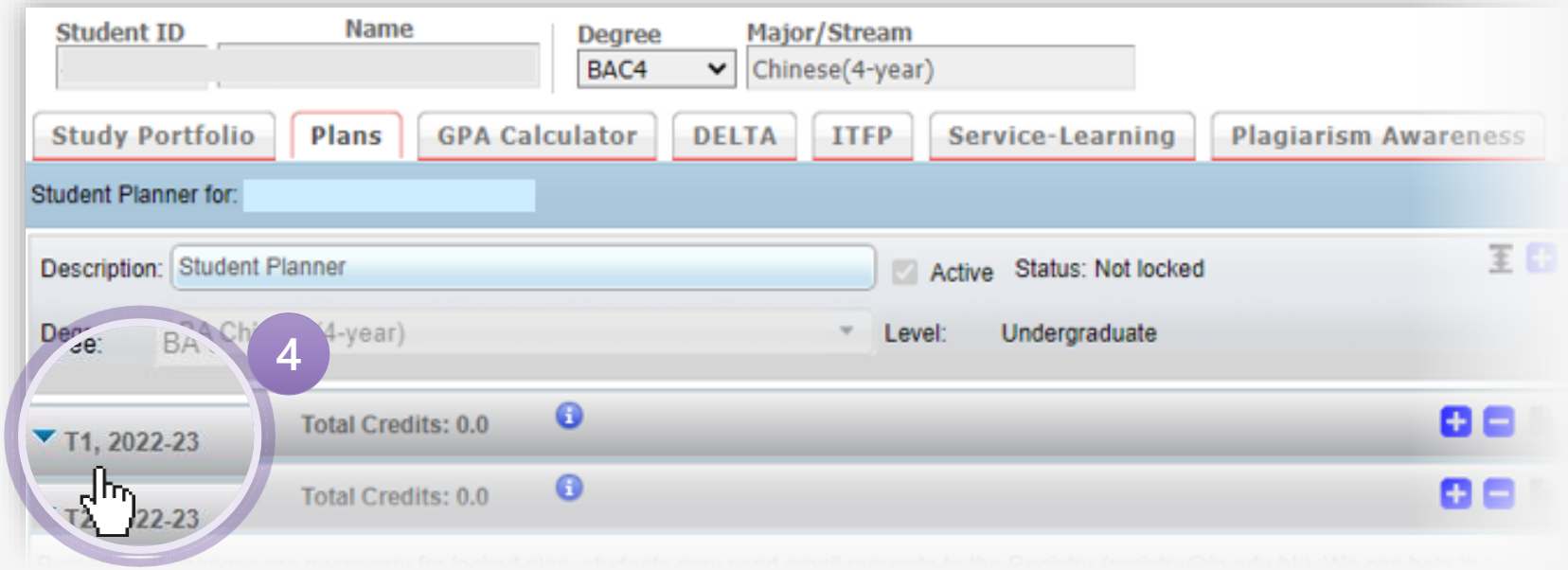
Create a Study Plan

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



Create a Study Plan

4 Select the Term concerned.

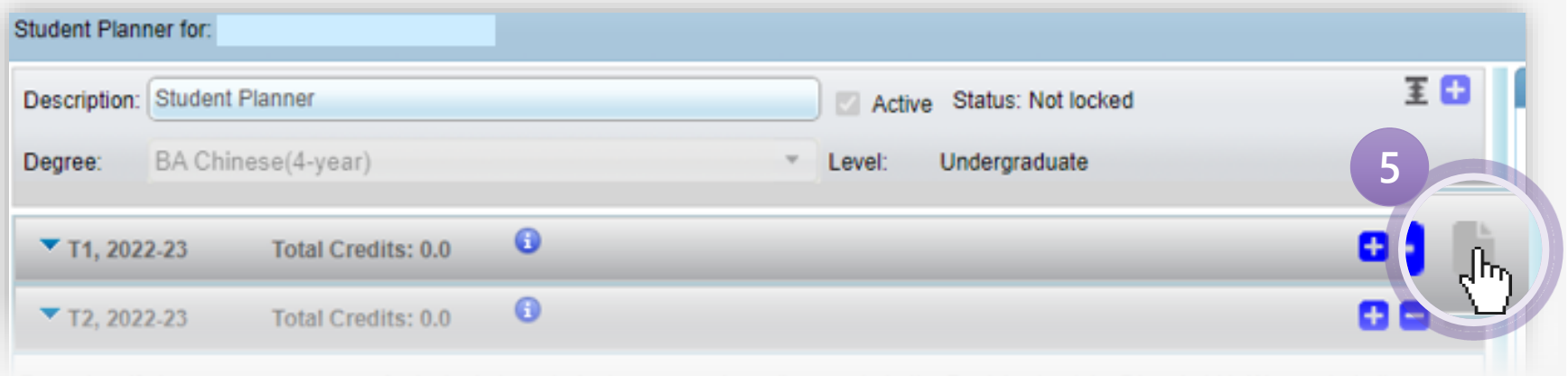


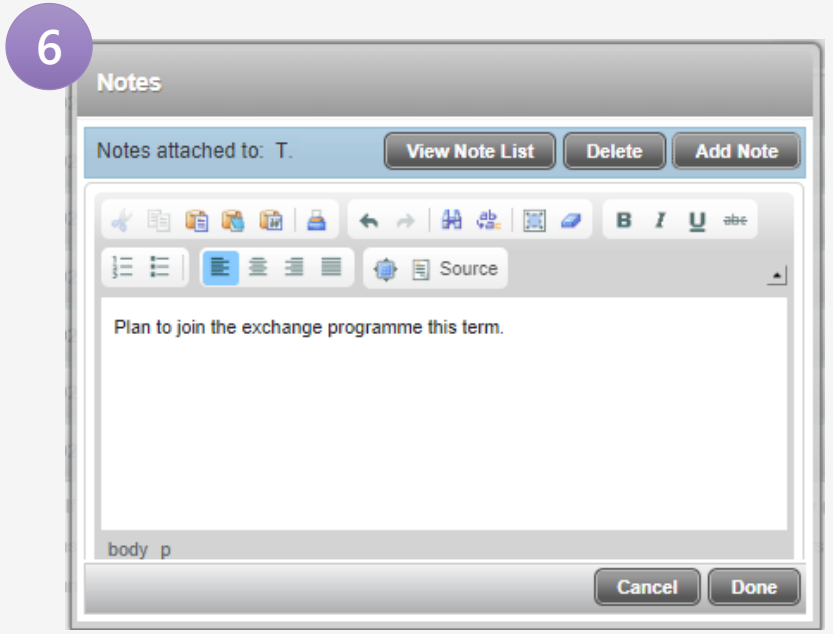
Create a Study Plan

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 .

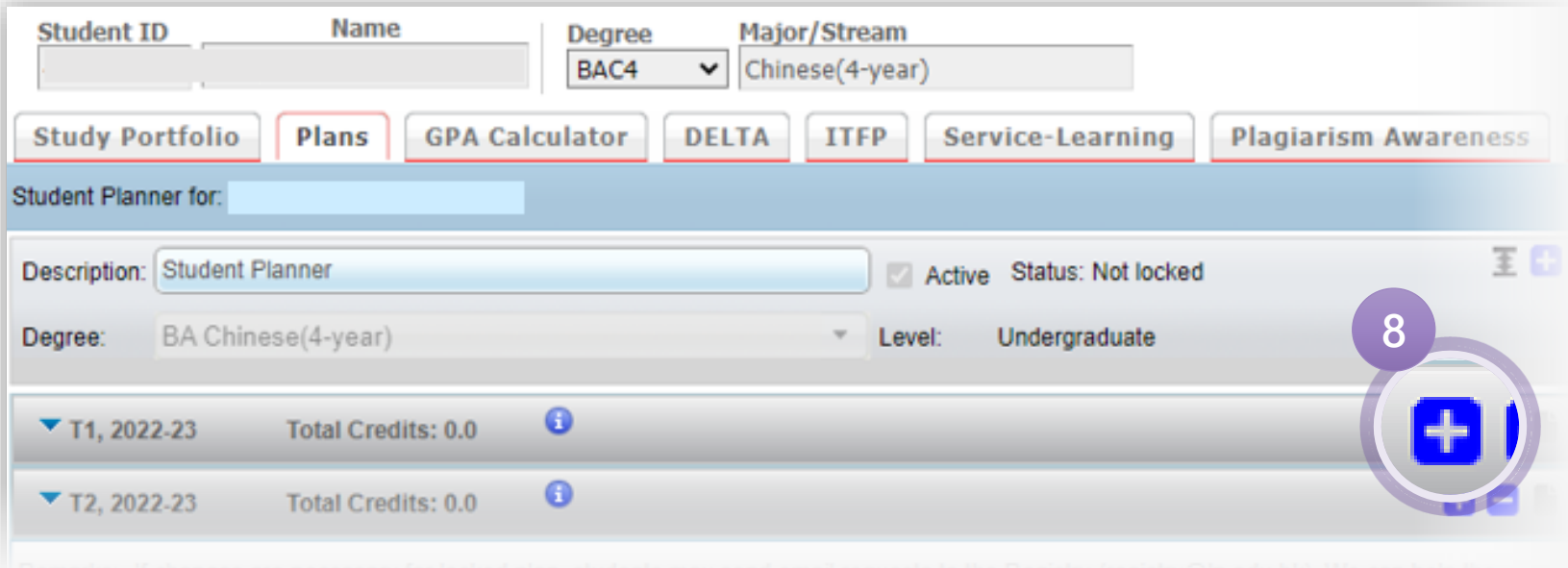


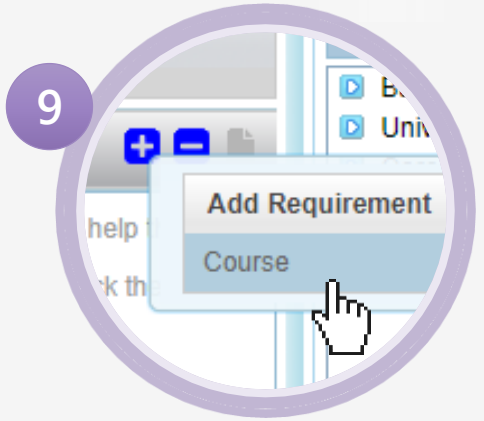


Create a Study Plan

8 **If you are NOT planning to join the exchange programme**, click ✚ to add the course(s) you intend to take.

9 Click **Course**.





Create a Study Plan

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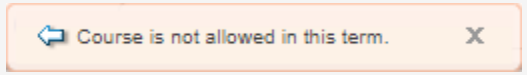
Input the course(s) you intended to take. You can input up to 18 credits of courses for each term.

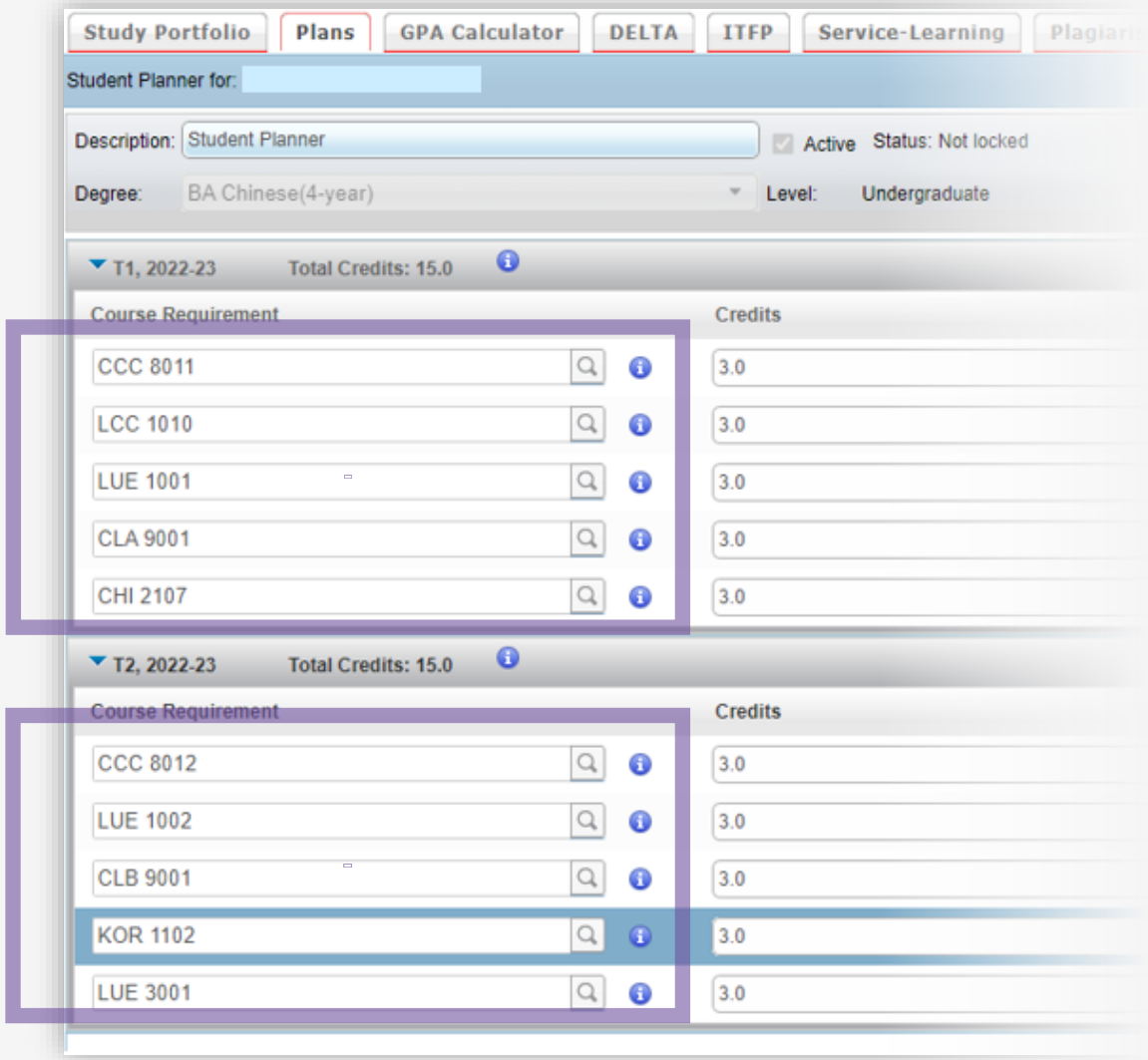
Important Notes:

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.



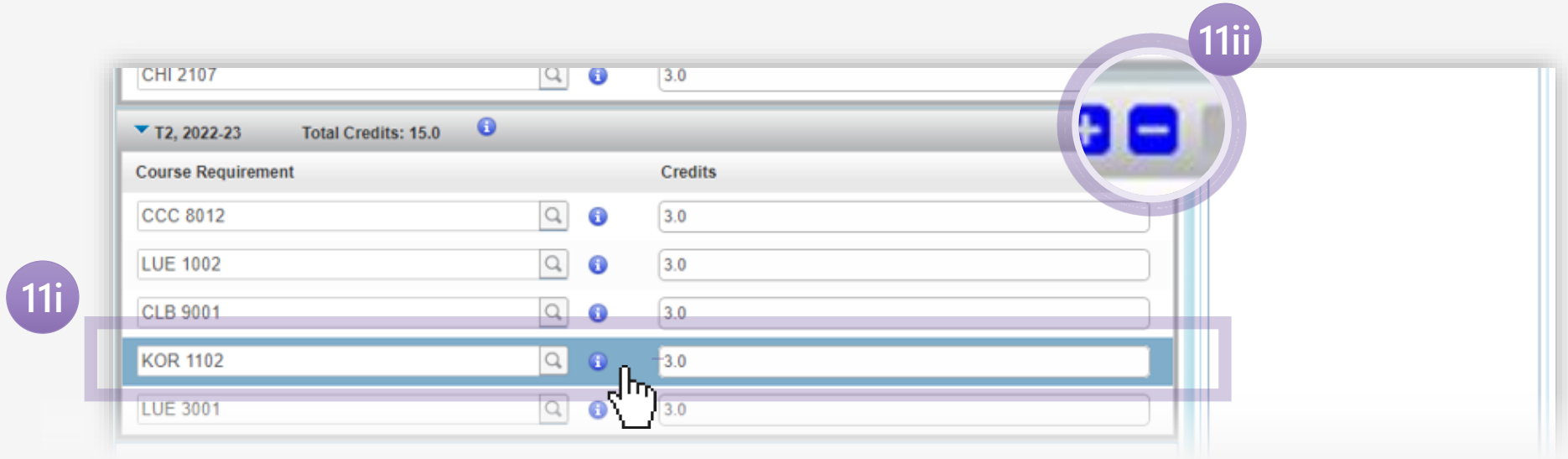
3. Due to the class timetables and the availability of course places, the courses under the planner may NOT be able to be pre-assigned. You may change and finalise your enrolments during the Registration Day and Add/Drop Periods.



Create a Study Plan

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

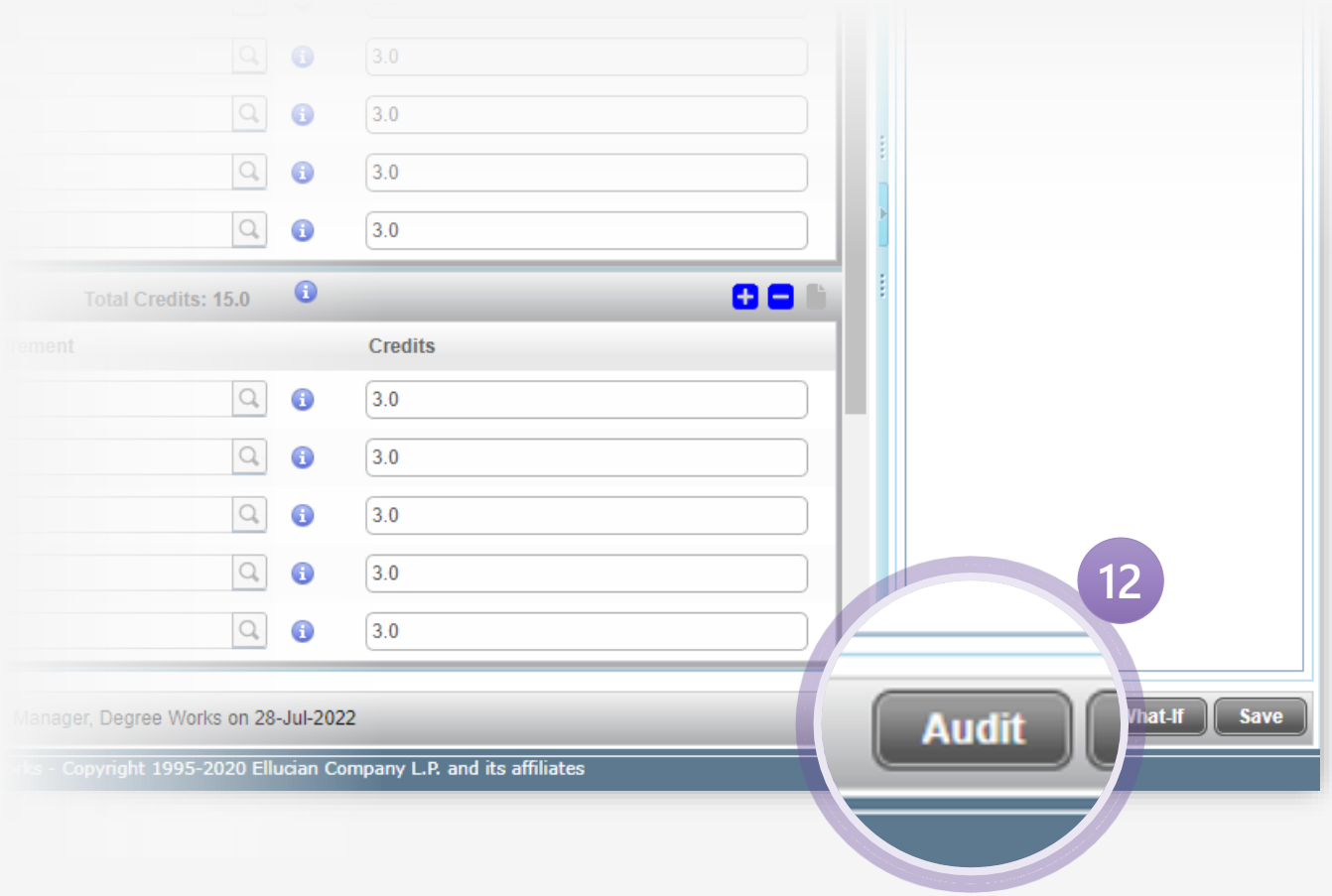
Hint: The course will be highlighted after selection.



Create a Study Plan

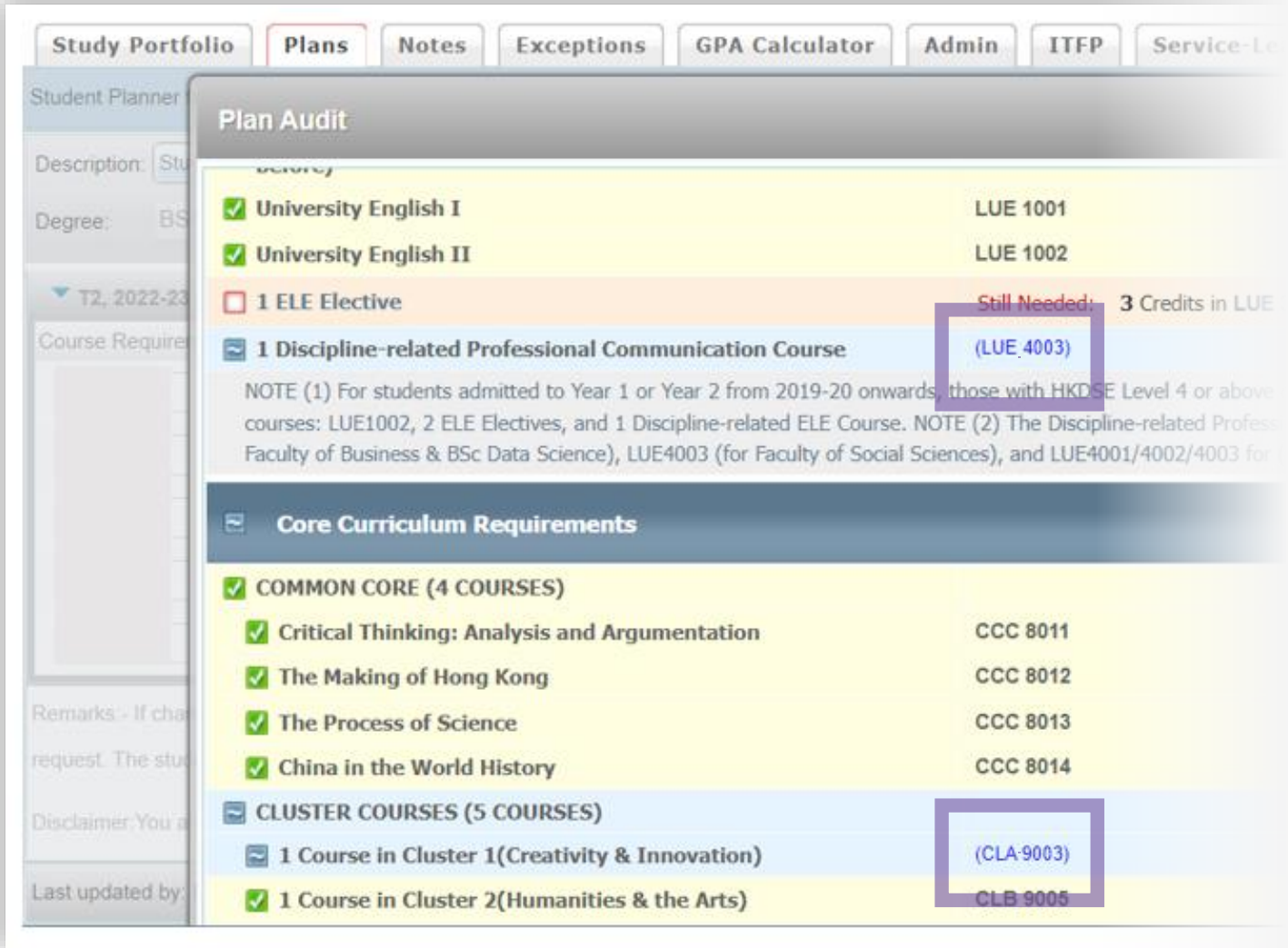
12 You may check whether your selected course(s) is a good fit for your curriculum by going to **Audit** (at the bottom of the page).

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.



Create a Study Plan

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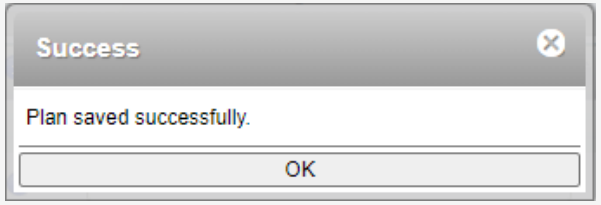
After inputting the course(s), you may submit the plan to your Adviser by clicking **Save** (at the bottom of the page).

Upon submission, a message will be prompted.

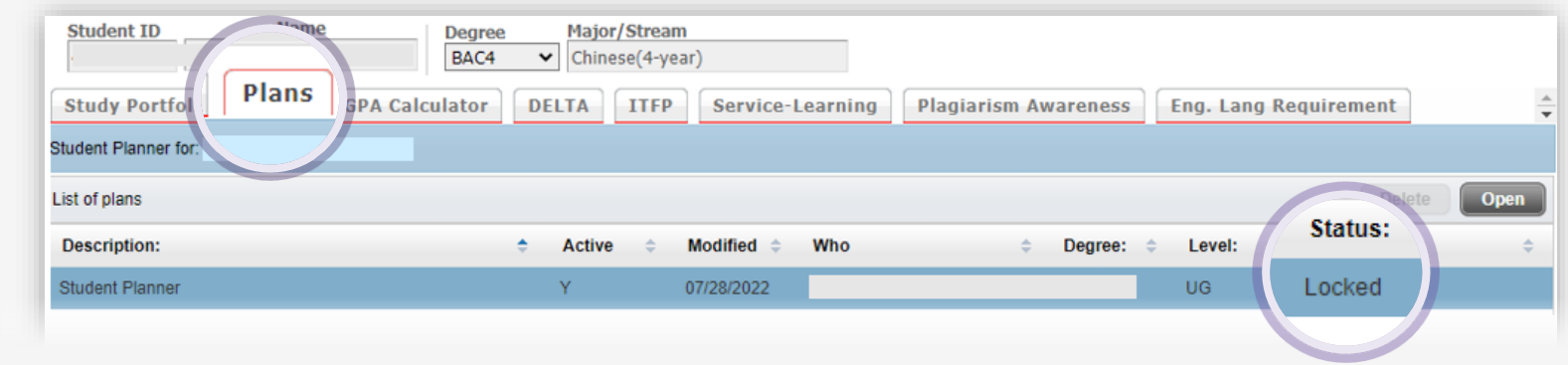


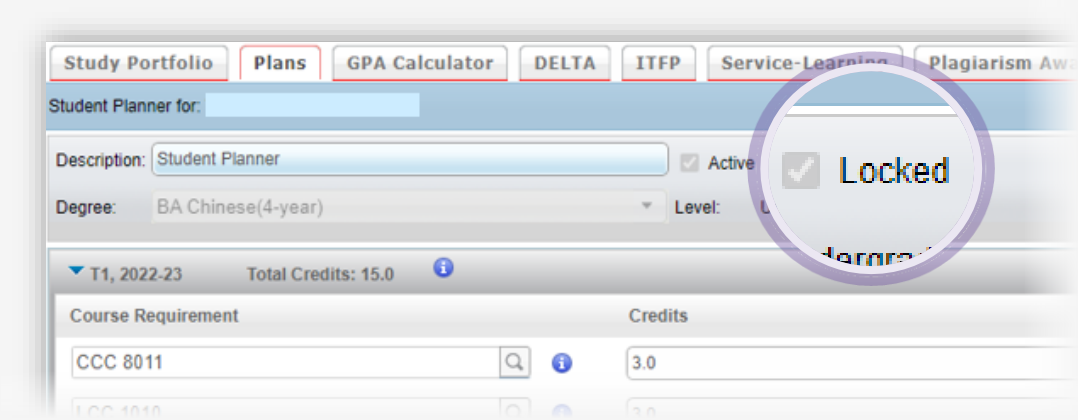
Hint: You are advised to send an email to your Adviser after submission.

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.

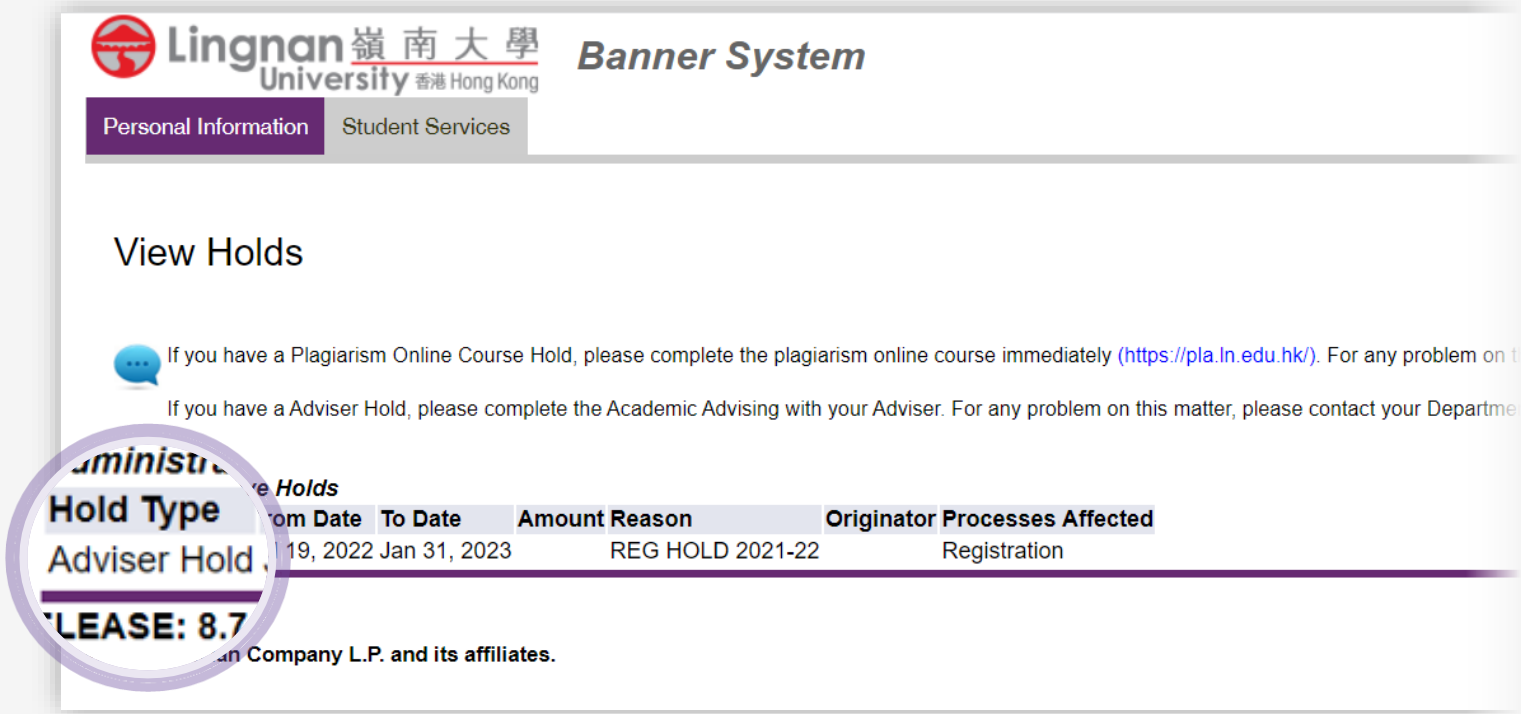




Create a Study Plan

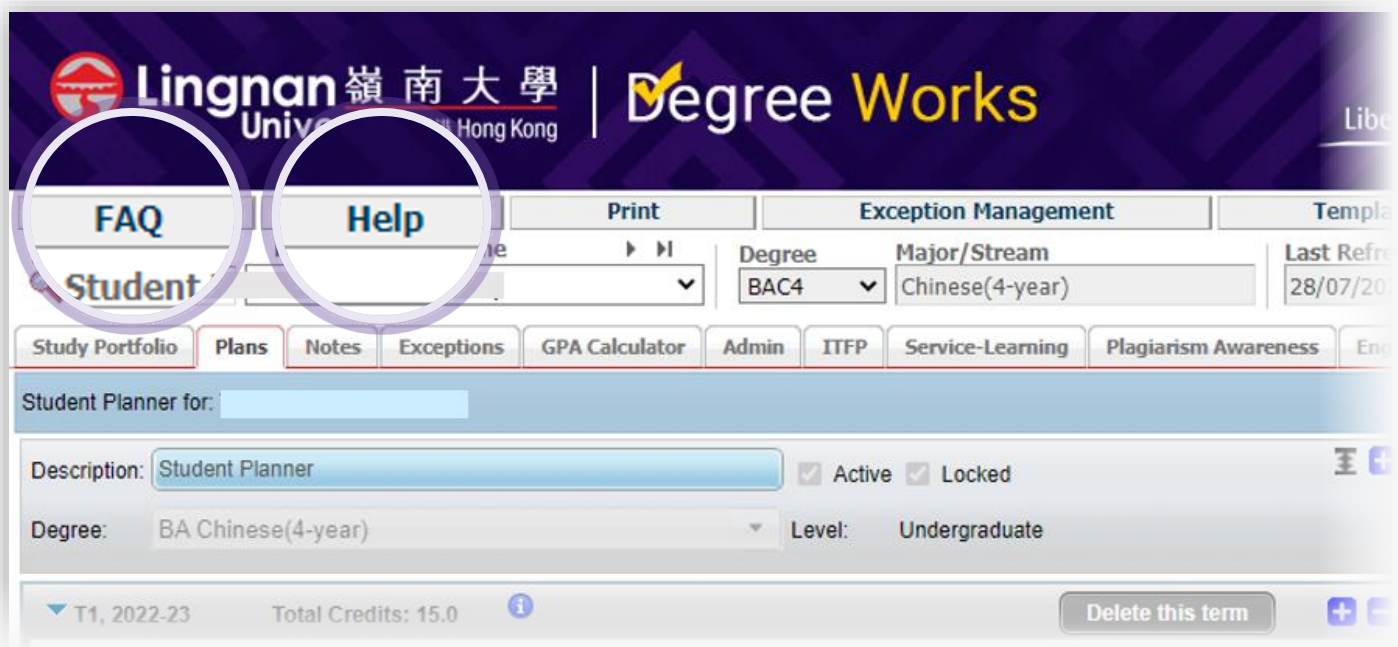
16

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.



Create a Study Plan

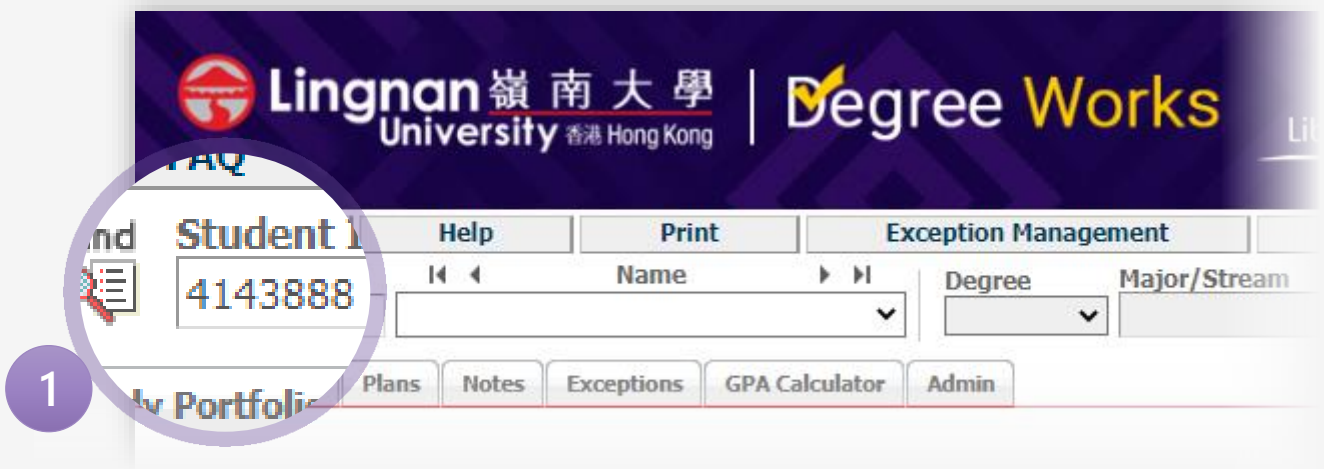
17 You may click **FAQ** and **Help** at the top of the page at any stage for guidance.



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.

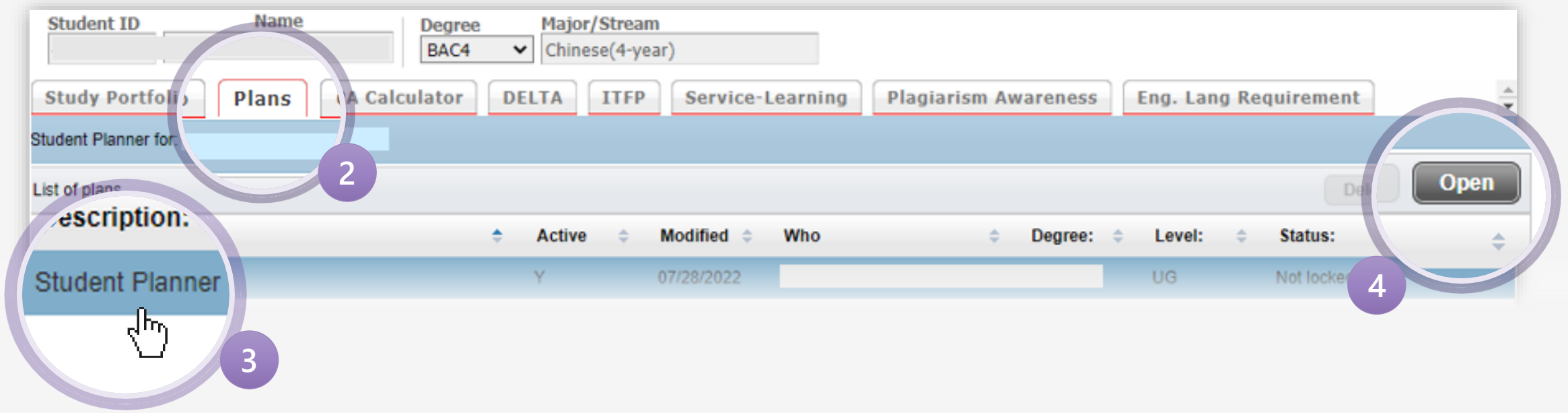


Approve a Study Plan (Applicable for Academic Adviser)

2 Click **Plans**.

3 Select **Student Planner**.

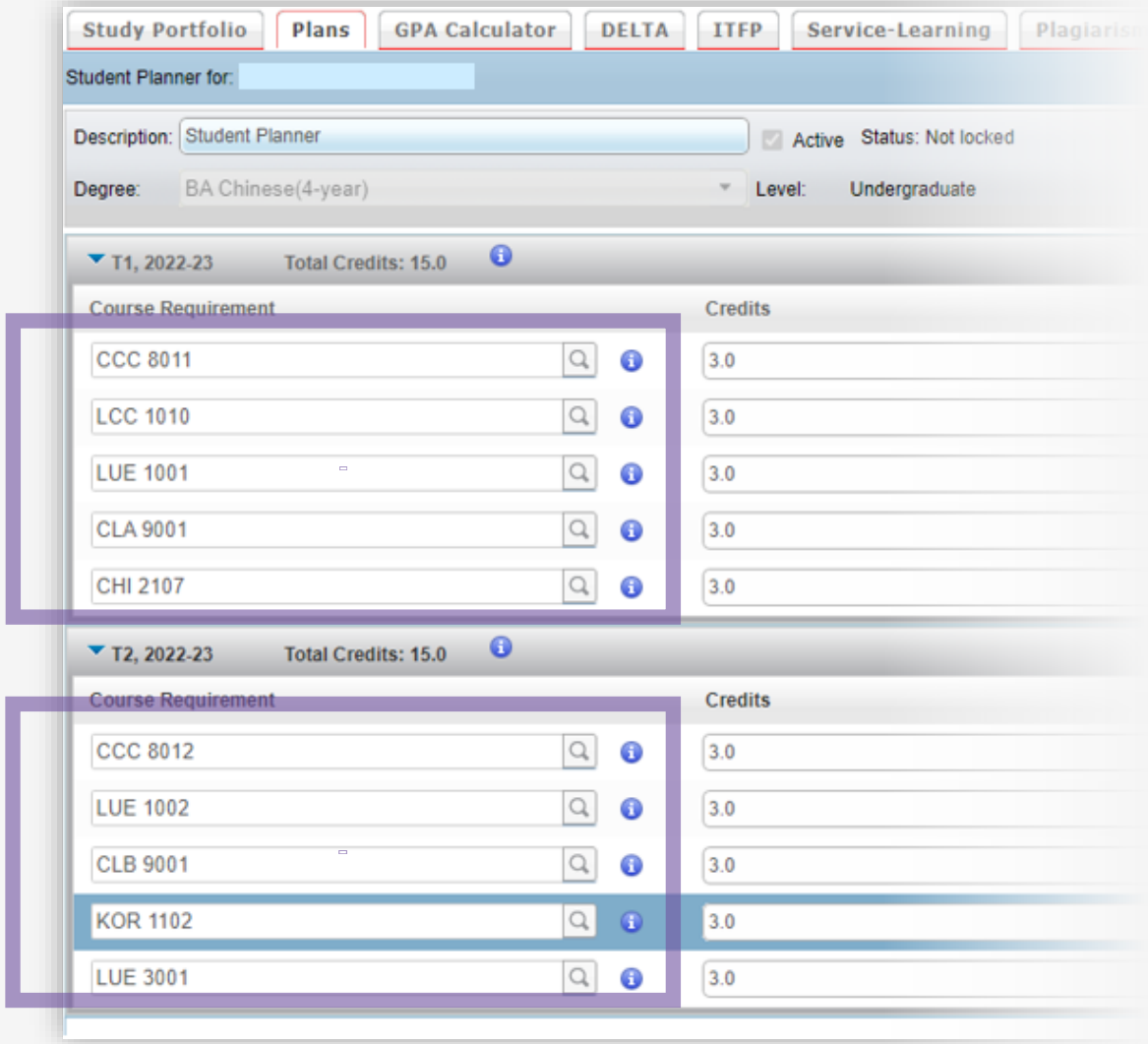
4 Click **Open**.



Approve a Study Plan (Applicable for Academic Adviser)

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

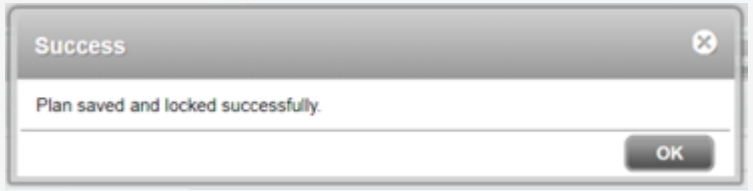
Hint: Please ensure the selected term is correct.

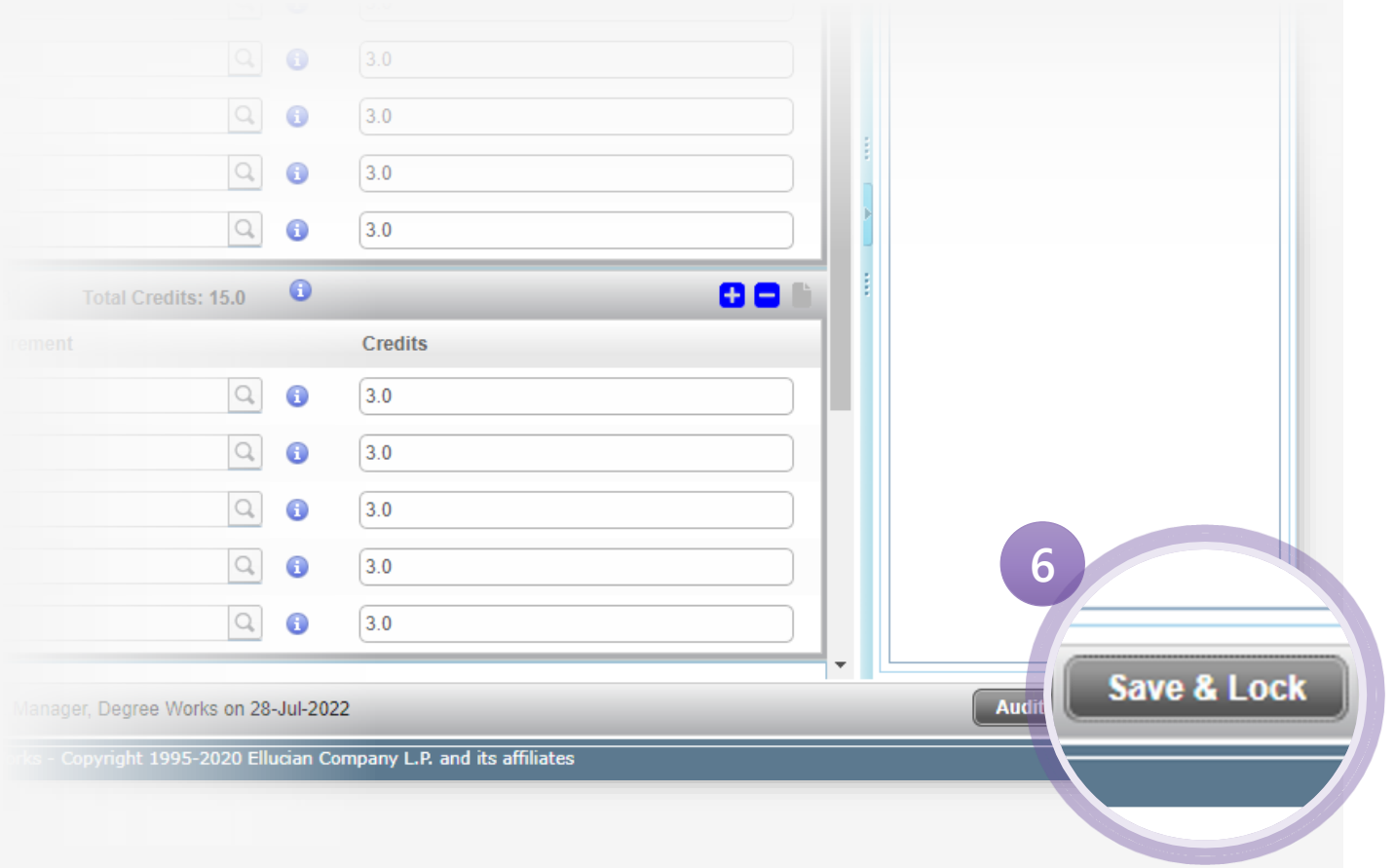


Approve a Study Plan (Applicable for Academic Adviser)

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.

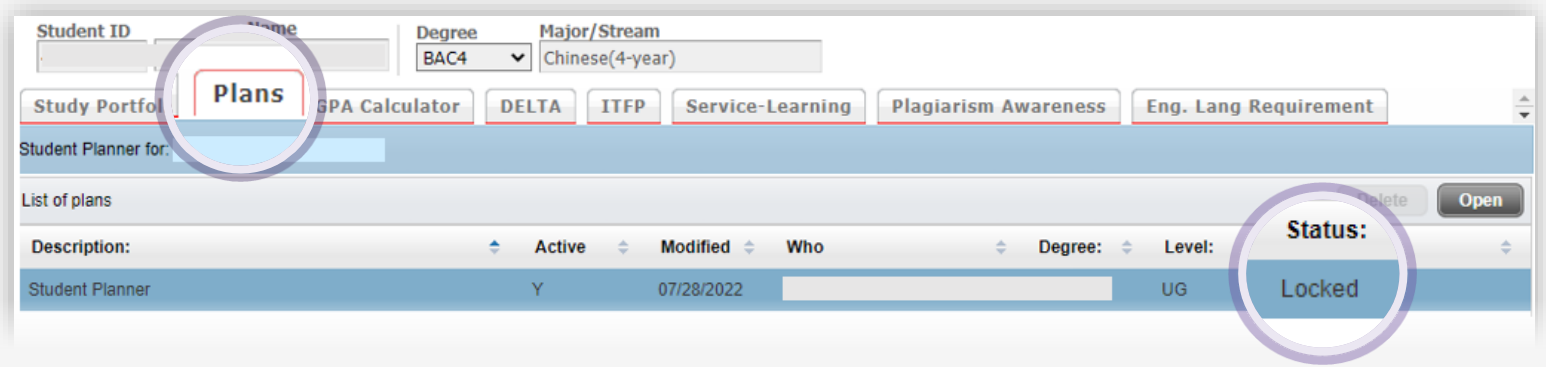


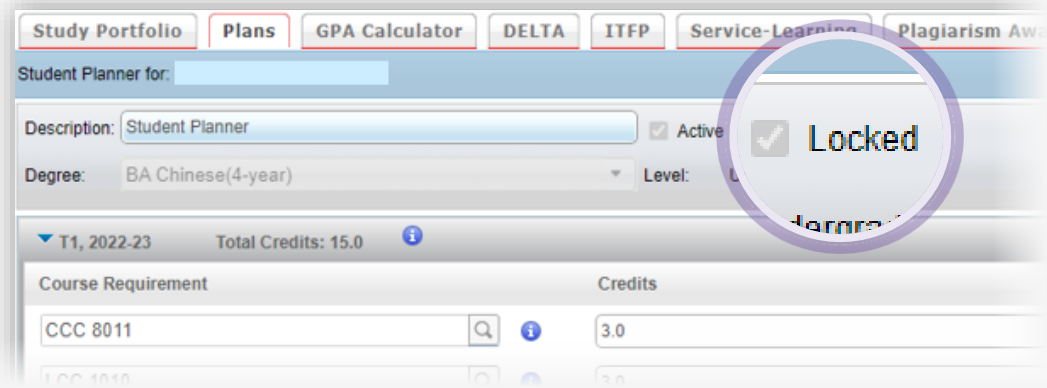


Approve a Study Plan (Applicable for Academic Adviser)

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.





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