

Couse Registration Guide for Common Core courses

How to change section or tutorial of CCC courses?

CCC8011 Critical Thinking: Analysis and Argumentation

CCC8012 The Making of Hong Kong

CCC8013 The Process of Science

CCC8014 China in World History



Common Core Arrangement

The approved **Structured Common Core Sequence** has been put in place since the 2018-19 intake. Students have been assigned to take the required Common Core courses in the designated year of studies.

From 2019-20 onwards, students with assigned Common Core (CCC) courses **can change the respective CCC tutorial or section** online by themselves without the need to apply through the CCGEO.

You may refer to the following guide for details of how CCC tutorial or section can be changed online.

Note that students of the Global Liberal Arts Programme (GLAP) are assigned in an exclusive CCC section and tutorial class, which are not subject to change.

Seat availability check for CCC sections or tutorials

Step 1 - Look-Up Classes to Add (Course Search):

To check the **remaining quota** of **CCC sections or tutorials**, please go to “Look-Up Classes to Add” and search for “CCC”.

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Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, please click Get Classes to perform the search.

Subject: ACT
ADA
ARS
BUS
CCC
CDS
CHI
CLA
CLB
CLC

Choose CCC

Course Search Advanced Search

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Look-Up Classes to Add:

1st Term 2019 - 2020

CCC		
8011	CriticalThinking:Analysis&Arg	View Sections
8012	The Making of Hong Kong	View Sections
8013	The Process of Science	View Sections
8014	China in World History	View Sections

Click on “View Sections” to check seat availability of the respective CCC courses

A. CCC Sectional mode

CCC8011 Critical Thinking: Analysis
and Argumentation

Step 2a - Look-Up Classes to Add (Check Seat Availability):

Students can check the **remaining quota of different sections of CCC8011.**

Look-Up Classes to Add:

Sections Found																	
CCC																	
Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
<input type="checkbox"/>	5315	CCC	8011	-	FIX	LU	0.000	CriticalThinking:Analysis&Arg	TBA		999	330	669	TBA	09/02-12/02	TBA	
<input type="checkbox"/>	67	CCC	8011	1	LEC	LU	3.000	CriticalThinking:Analysis&Arg	T	11:00 am-12:29 pm	25	24	1	Simon David GOLDSTEIN (P)	09/02-12/02	LKK 301	
									R	04:30 pm-05:59 pm				Simon David GOLDSTEIN (P)	09/02-12/02	LKK 205	
	(CRN 67) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	68	CCC	8011	10	LEC	LU	3.000	CriticalThinking:Analysis&Arg	W	10:30 am-11:59 am	37	32	5	Thomas TAM (P)	09/02-12/02	LKK 203	
									F	01:30 pm-02:59 pm				Thomas TAM (P)	09/02-12/02	LKK 205	
	(CRN 68) For Major(s) Only: GLA4.																
<input type="checkbox"/>	69	CCC	8011	2	LEC	LU	3.000	CriticalThinking:Analysis&Arg	T	04:00 pm-05:29 pm	37	34	3	Simon David GOLDSTEIN (P)	09/02-12/02	MB G09	
									R	02:00 pm-03:29 pm				Simon David GOLDSTEIN (P)	09/02-12/02	LKK 303	
	(CRN 69) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	70	CCC	8011	3	LEC	LU	3.000	CriticalThinking:Analysis&Arg	T	10:30 am-11:59 am	37	32	5	Daniel Graham MARSHALL (P)	09/02-12/02	LKK 305	
									R	10:30 am-11:59 am				Daniel Graham MARSHALL (P)	09/02-12/02	LKK 205	
	(CRN 70) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	71	CCC	8011	4	LEC	LU	3.000	CriticalThinking:Analysis&Arg	T	03:30 pm-04:59 pm	37	35	2	Daniel Graham MARSHALL (P)	09/02-12/02	LKK 302	
									F	10:30 am-11:59 am				Daniel Graham MARSHALL (P)	09/02-12/02	LKK 102	
	(CRN 71) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	72	CCC	8011	5	LEC	LU	3.000	CriticalThinking:Analysis&Arg	W	01:30 pm-02:59 pm	37	36	1	Andreas MATTHIAS (P)	09/02-12/02	LKK G05	
									F	10:30 am-11:59 am				Andreas MATTHIAS (P)	09/02-12/02	LKK 203	
	(CRN 72) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	73	CCC	8011	6	LEC	LU	3.000	CriticalThinking:Analysis&Arg	M	10:30 am-11:59 am	37	33	4	Carl Mikael PETTERSSON (P)	09/02-12/02	LKK G05	
									W	10:30 am-11:59 am				Carl Mikael PETTERSSON (P)	09/02-12/02	LKK 205	
	(CRN 73) Not For Major(s): 0000 GLA4.																
C	74	CCC	8011	7	LEC	LU	3.000	CriticalThinking:Analysis&Arg	M	02:30 pm-03:59 pm	37	37	0	Darrell Patrick ROWBOTTOM (P)	09/02-12/02	LKK 207	
									W	01:30 pm-02:59 pm				Darrell Patrick ROWBOTTOM (P)	09/02-12/02	LKK 307	
	(CRN 74) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	75	CCC	8011	8	LEC	LU	3.000	CriticalThinking:Analysis&Arg	M	02:00 pm-03:29 pm	37	32	5	Thomas TAM (P)	09/02-12/02	LKK 202	
									W	01:00 pm-02:29 pm				Thomas TAM (P)	09/02-12/02	LKK 302	
	(CRN 75) Not For Major(s): 0000 GLA4.																
<input type="checkbox"/>	76	CCC	8011	9	LEC	LU	3.000	CriticalThinking:Analysis&Arg	M	10:30 am-11:59 am	37	34	3	Thomas TAM (P)	09/02-12/02	LKK 207	
									R	03:00 pm-04:29 pm				Thomas TAM (P)	09/02-12/02	LKK 203	
	(CRN 76) Not For Major(s): 0000 GLA4.																

Register Add to WorkSheet New Search

C: Section Closed
 SR: Student Restriction
 NR: Not Allowed for Registration

Step 3a - Add/Drop Classes

After checking for sections with available seats, please go to “Add/Drop Classes”
CCC8011 is indicated as “**Pre-assigned and Fixed**”, meaning **this course cannot be removed** on the banner system (shown in orange), but...

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 20, 2019	None	52	BUS	2202	4	Undergraduate	3.000	Standard		Organisational Behaviour
Registered on Jun 20, 2019	None	46	BUS	2201	2	Undergraduate	3.000	Standard		Financial Management
Pre-assigned and Fixed on Jun 20, 2019		5315	CCC	8011	-	Undergraduate	0.000	Standard		CriticalThinking:Analysis&Arg
Registered on Jun 20, 2019	None	572	MKT	3201	1	Undergraduate	3.000	Standard		Buyer Behaviour
Web Registered on Jun 24, 2019	None	71	CCC	8011	4	Undergraduate	3.000	Standard		CriticalThinking:Analysis&Arg

Total Credit Hours: 12.000

Billing Hours: 12.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Maximum ILP Units: 70.00

Date: Jun 24, 2019 02:01 pm

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Step 4a - Add/Drop Classes

CCC8011 **section** can be changed by choosing “**web drop**” and inputting your choice.

Add/Drop Classes:



Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 20, 2019	None	52	BUS	2202	4	Undergraduate	3.000	Standard		Organisational Behaviour
Registered on Jun 20, 2019	None	46	BUS	2201	2	Undergraduate	3.000	Standard		Financial Management
Pre-assigned and Fixed on Jun 20, 2019		5315	CCC	8011	-	Undergraduate	0.000	Standard		CriticalThinking:Analysis&Arg
Registered on Jun 20, 2019	None	572	MKT	3201	1	Undergraduate	3.000	Standard		Buyer Behaviour
Registered on Jun 20, 2019	**Web Drop**	70	CCC	8011	3	Undergraduate	3.000	Standard		CriticalThinking:Analysis&Arg

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Maximum ILP Units: 70.00
Date: Jun 24, 2019 02:00 pm

Add Classes Worksheet

CRNs

71

Input the CRN of your preferred section

Submit Changes

Class Search

Reset

Step 5 - Add/Drop Classes

CCC8011 section successfully changed.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 20, 2019	None	52	BUS	2202	4	Undergraduate	3.000	Standard		Organisational Behaviour
Registered on Jun 20, 2019	None	46	BUS	2201	2	Undergraduate	3.000	Standard		Financial Management
Pre-assigned and Fixed on Jun 20, 2019		5315	CCC	8011	-	Undergraduate	0.000	Standard		CriticalThinking:Analysis&Arg
Registered on Jun 20, 2019	None	572	MKT	3201	1	Undergraduate	3.000	Standard		Buyer Behaviour
Web Registered on Jun 24, 2019	None	71	CCC	8011	4	Undergraduate	3.000	Standard		CriticalThinking:Analysis&Arg

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Maximum ILP Units: 70.00
Date: Jun 24, 2019 02:01 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B. CCC Lecture-Tutorial Mode

CCC8012 The Making of Hong Kong

CCC8013 The Process of Science

CCC8014 China in World History

Step 2b - Look-Up Classes to Add (Check Seat Availability):

Taking CCC8013 as an example (same way for CCC8012 and CCC8014). Students can check the **remaining quota** of different **tutorial groups of CCC8013**.

Sections Found CCC

Select	CRN	Subj	Crse	Sec	Schd	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Service-Learning
<input type="checkbox"/>	5314	CCC	8013	-	FIX	LU	0.000	The Process of Science	TBA		999	301	698	TBA	09/02-12/02	TBA	
<input type="checkbox"/>	96	CCC	8013	1	LEC	LU	3.000	The Process of Science	M	09:00 am-09:59 am	380	301	79	Mark Alan MC GINLEY (P)	09/02-12/02	MB G22	
									R	09:00 am-09:59 am				Mark Alan MC GINLEY (P)	09/02-12/02	MB G22	
	(CRN 96) Not For Major(s): 0000.																
<input type="checkbox"/>	97	CCC	8013	10	TUT	LU	0.000	The Process of Science	T	03:00 pm-03:59 pm	20	15	5	GE01 TBA (P)	09/02-12/02	LKK 306	
	(CRN 97) Not For Major(s): 0000.																
<input type="checkbox"/>	98	CCC	8013	11	TUT	LU	0.000	The Process of Science	W	10:00 am-10:59 am	20	14	6	GE01 TBA (P)	09/02-12/02	LKK 110	
	(CRN 98) Not For Major(s): 0000.																
<input type="checkbox"/>	99	CCC	8013	12	TUT	LU	0.000	The Process of Science	W	11:00 am-11:59 am	20	14	6	GE01 TBA (P)	09/02-12/02	LKK 110	
	(CRN 99) Not For Major(s): 0000.																
C	100	CCC	8013	13	TUT	LU	0.000	The Process of Science	W	02:00 pm-02:59 pm	20	20	0	GE01 TBA (P)	09/02-12/02	LKK 110	
	(CRN 100) Not For Major(s): 0000.																
<input type="checkbox"/>	101	CCC	8013	14	TUT	LU	0.000	The Process of Science	W	03:00 pm-03:59 pm	20	17	3	GE01 TBA (P)	09/02-12/02	LKK 106	
	(CRN 101) Not For Major(s): 0000.																
C	102	CCC	8013	15	TUT	LU	0.000	The Process of Science	F	09:00 am-09:59 am	20	20	0	GE01 TBA (P)	09/02-12/02	LKK 210	
	(CRN 102) Not For Major(s): 0000.																
<input type="checkbox"/>	103	CCC	8013	16	TUT	LU	0.000	The Process of Science	F	10:00 am-10:59 am	20	15	5	GE01 TBA (P)	09/02-12/02	LKK 210	
	(CRN 103) Not For Major(s): 0000.																
<input type="checkbox"/>	104	CCC	8013	17	TUT	LU	0.000	The Process of Science	F	11:00 am-11:59 am	20	18	2	GE01 TBA (P)	09/02-12/02	LKK 210	
	(CRN 104) Not For Major(s): 0000.																
<input type="checkbox"/>	105	CCC	8013	18	TUT	LU	0.000	The Process of Science	F	02:00 pm-02:59 pm	20	16	4	GE01 TBA (P)	09/02-12/02	LKK 110	
	(CRN 105) Not For Major(s): 0000.																
<input type="checkbox"/>	106	CCC	8013	19	TUT	LU	0.000	The Process of Science	F	03:00 pm-03:59 pm	20	15	5	GE01 TBA (P)	09/02-12/02	LKK 110	
	(CRN 106) Not For Major(s): 0000.																
<input type="checkbox"/>	107	CCC	8013	2	TUT	LU	0.000	The Process of Science	T	03:00 pm-03:59 pm	20	15	5	Mark Alan MC GINLEY (P)	09/02-12/02	LKK 210	
	(CRN 107) Not For Major(s): 0000.																
<input type="checkbox"/>	108	CCC	8013	20	TUT	LU	0.000	The Process of Science	T	09:00 am-09:59 am	20	15	5	GE01 TBA (P)	09/02-12/02	LKK 210	
	(CRN 108) Not For Major(s): 0000.																
<input type="checkbox"/>	109	CCC	8013	3	TUT	LU	0.000	The Process of Science	W	10:00 am-10:59 am	20	15	5	Mark Alan MC GINLEY (P)	09/02-12/02	LKK 106	
	(CRN 109) Not For Major(s): 0000.																
<input type="checkbox"/>	110	CCC	8013	4	TUT	LU	0.000	The Process of Science	W	11:00 am-11:59 am	20	17	3	Mark Alan MC GINLEY (P)	09/02-12/02	LKK 106	
	(CRN 110) Not For Major(s): 0000.																
<input type="checkbox"/>	111	CCC	8013	5	TUT	LU	0.000	The Process of Science	W	02:00 pm-02:59 pm	20	16	4	Mark Alan MC GINLEY (P)	09/02-12/02	LKK 106	
	(CRN 111) Not For Major(s): 0000.																
<input type="checkbox"/>	112	CCC	8013	6	TUT	LU	0.000	The Process of Science	T	02:00 pm-02:59 pm	20	15	5	Mark Alan MC GINLEY (P)	09/02-12/02	LKK 306	

Step 3b - Add/Drop Classes

After checking for tutorials with available seats, please go to “Add/Drop Classes”
 CCC8013 is indicated as “**Pre-assigned and Fixed**”, meaning **this course cannot be removed** on the banner system. **No action** is allowed for **Lecture**, but...

Add/Drop Classes:



Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. I review the class schedule.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Registered on Jun 20, 2019	**Web Drop** ▼	115	CCC 8013 9	Undergraduate	0.000	Standard	The Process of Science
Registered on Jun 20, 2019	None ▼	411	ENG 2020 8	Undergraduate	3.000	Standard	Varieties of English
Pre-assigned and Fixed on Jun 20, 2019		5314	CCC 8013 -	Undergraduate	0.000	Standard	The Process of Science
Registered on Jun 20, 2019	None ▼	96	CCC 8013 1	Undergraduate	3.000	Standard	The Process of Science
Registered on Jun 20, 2019	None ▼	502	LCC 2010 16	Undergraduate	3.000	Standard	Practical Chinese II
Registered on Jun 20, 2019	None ▼	751	TRA 2101 5	Undergraduate	3.000	Standard	Intro to Interpreting (C-E)

Total Credit Hours: 12.000
 Billing Hours: 12.000
 Minimum Hours: 0.000
 Maximum Hours: 3.000
 Maximum ILP Units: 70.00
 Date: Jun 25, 2019 04:09 pm

Add Classes Worksheet

CRNs

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Step 4b - Add/Drop Classes

CCC8013 **tutorial** can be changed by choosing “**web drop**” and inputting your choice.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 20, 2019	**Web Drop**	115	CCC	8013	9	Undergraduate	0.000	Standard		The Process of Science
Registered on Jun 20, 2019	None	411	ENG	2020	8	Undergraduate	3.000	Standard		Varieties of English
Pre-assigned and Fixed on Jun 20, 2019		5314	CCC	8013	-	Undergraduate	0.000	Standard		The Process of Science
Registered on Jun 20, 2019	None	96	CCC	8013	1	Undergraduate	3.000	Standard		The Process of Science
Registered on Jun 20, 2019	None	502	LCC	2010	16	Undergraduate	3.000	Standard		Practical Chinese II
Registered on Jun 20, 2019	None	751	TRA	2101	5	Undergraduate	3.000	Standard		Intro to Interpreting (C-E)

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 3.000
Maximum ILP Units: 70.00
Date: Jun 25, 2019 04:09 pm

Add Classes Worksheet

Input the CRN of your preferred tutorial

CRNs

114									
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Submit Changes Class Search Reset

Step 5b - Add/Drop Classes

CCC8013 section successfully changed.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 20, 2019	None	411	ENG	2020	8	Undergraduate	3.000	Standard		Varieties of English
Pre-assigned and Fixed on Jun 20, 2019		5314	CCC	8013	-	Undergraduate	0.000	Standard		The Process of Science
Registered on Jun 20, 2019	None	96	CCC	8013	1	Undergraduate	3.000	Standard		The Process of Science
Registered on Jun 20, 2019	None	502	LCC	2010	16	Undergraduate	3.000	Standard		Practical Chinese II
Registered on Jun 20, 2019	None	751	TRA	2101	5	Undergraduate	3.000	Standard		Intro to Interpreting (C-E)
Web Registered on Jun 25, 2019	None	114	CCC	8013	8	Undergraduate	0.000	Standard		The Process of Science

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 3.000
Maximum ILP Units: 70.00
Date: Jun 25, 2019 04:09 pm

Add Classes Worksheet

CRNs

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Submit Changes Class Search Reset

Remark - Add/Drop Classes

Unsuccessful change may occur due to time clash of the CRN input with other enrolled courses.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, please enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When you have finished your selection, please click Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

 You must drop all connected courses in the same transaction. Please try again.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Pre-assigned and Fixed on Jun 20, 2019		5314	CCC	8013	-	Undergraduate	0.000	Standard	The Process of Science
Registered on Jun 20, 2019	None	96	CCC	8013	1	Undergraduate	3.000	Standard	The Process of Science
Web Registered on Jun 20, 2019	None	111	CCC	8013	5	Undergraduate	0.000	Standard	The Process of Science

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 3.000
Maximum ILP Units: 70.00
Date: Jun 20, 2019 03:12 pm

Registration Update Errors

CRN	Subj	Crse	Sec	Status
5314	CCC	8013	-	Linked courses must also be dropped (5314, 111, 96)
96	CCC	8013	1	Linked courses must also be dropped (96, 111, 5314)

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enquiry: ccgeo@ln.edu.hk | 2616 7414 | ln.edu.hk/ccgeo

- The End -