



# **NEW STUDENT ORIENTATION**

# Admissions & Records

## Our Services

- Request for an official letter (3 business days)
- Request for I-20 (5 business days)
- Documents for travel outside the United States
- Student ID card
- New Student Admissions

# Admissions & Records

## Attendance Policy

Attending classes is essential, you are expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire time.

Excessive absence results in dismissal from the university.

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## Attendance Policy

**Administrative policy on absence from classes is as follows:**

**Warning Notice** is issued after missing **12%** of all classes

Placed on **Probation** after missing **18%** of all classes

**Dismissed** from the University after missing **30%** of all classes

Instructors may dismiss you from classes after missing **3** consecutive class meetings.

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## International Student

What is your responsibility as an F-1 student

- **Register full course** of study during Spring and Fall semester; if you cannot study full-time, contact us immediately. (9 units for Graduate Level or 12 units for Undergraduate Level);
- **Attend and pass all classes;**
- Contact us **45 days** before your I-20 expires; Check your **I-20 program end date.**
- If you move, **notify us of your new address within 10 days.**

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## International Student

**Contact the Admissions and Records office if you are planning to do any of the following:**

- Change your program or educational level;
- Transfer to a new school or take a leave of absence;
- Travel outside the United States;
- DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States.

# Admissions & Records

## Our Office Hours

Monday - Thursday

9:00 a.m. – 7:00 p.m.

Friday

9:00 a.m. – 5:00 p.m.

Saturday

9:00 a.m. – 3:30 p.m.

# Admissions & Records

## Contact Us

Tel: (510) 628-8010

Fax: (510) 628-8012

Admissions Email: [admissions@lincolnuca.edu](mailto:admissions@lincolnuca.edu)

Records Email: [records@lincolnuca.edu](mailto:records@lincolnuca.edu)