

### Lincoln University Registrar's Office

**Registrar:** Ms. Maggie (Yiqin) Hua Room 106, Tel: 510-628-8029 mail: <u>maggiehua@lincolnuca.edu</u>

Assistant to the Registrar: Mr. Faisal Ahmed & Ms. Anjali Shrestha

**Registrar's Office:** Room 107, Tel: 510-250-6112, Fax: 510-250-6114 Email: <u>Registraroffice@lincolnuca.edu</u>

### **Registrar's Office Function**

- Registration 3 times annually\*
  - Spring semester-16 weeks <u>Official Registration</u> on January 28 – 29, 2021
  - 2. <u>Summer session 7 weeks (Optional-ongoing student;</u> <u>Required – New student)</u>
  - 3. Fall semester -16 weeks
  - "Academic Calendar" can be found on page 6 LU Catalog 2020-2021, or website at

http://file.lincolnuca.edu/catalog/LUCatalog.pdf

## http://www.lincolnuca.edu



### LINCOLN UNIVERSITY



Web Mail / Catalog

ABOUT LU ADMISSION ACADEMICS LIBRARY STUDENT LIFE NEWS & EVENTS APPLY ONLINE CONTACT US



Since it was founded in 1919, Lincoln University has developed an innovative and multicultural education. Located in the center of the San Francisco Bay Area, the University provides practical and affordable programs.

#### PROGRAMS@LU

#### Doctor of Business Administration (DBA)

DBA is an advanced professional and academic degree program designed to produce future scholars, educators, and business leaders

#### Master of Science (MS) in International Business

#### Master of Business Administration (MBA)

MBA program is designed to develop broad managerial skills to enable graduates to cope with a wide variety of business situations...

#### Master of Science (MS) in **Finance Management**

#### Learn More **Apply Now**

#### **QUICK LINKS**

- Student Achievement Disclosure > Academic Calendar >> Alumni > Scholarships > Student Financial Aid
- Career Services Student Services

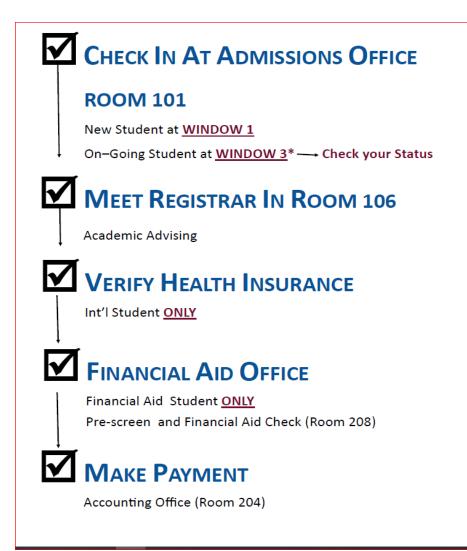
> Library

- > Faculty
- > Download Forms > Research

# Where can I find the course schedule, classroom schedule and course syllabus?

VINCOL Z	LINCOLN UNIVERSITY					Site Search Q Web Mail / Brochure		
MILEDST								
VERO	About LU	Admission	Academics	Library	Student Life	News & Events	Apply Online	Contact Us
ome > Academics >	Academic Cale	ndar & Schedu	les					
cademic Cal	endar and	Schedule	s					
	ondar and	oonouuro	•				Acadomic	: Calendar & Schedules
2020-21 Academic Calendar     08/03/2020						08/03/2020	Academic Calendar & Schedules     Bachelor of Arts in Business     Administration	
Spring 202	21						> Master of (MBA)	Business Administration
Spring 2021 Course Schedule						12/23/2020	> Master of Science (MS) Degrees	
Spring 2021 Classroom Schedule						12/23/2020	<ul> <li>Doctor of Business Administration (DBA)</li> </ul>	
Spring 2021 Cancelled Courses						12/23/2020	<ul> <li>Bachelor of Science (BS) in Diagnostic Imaging</li> </ul>	
Eall 2020							> Noncredit	Certificate Programs
Fall 2020							> Registrati	on Procedure
Fall 2020 Course Schedule						08/05/2020	> Course Schedule	
Fall 2020 Classroom Schedule						08/05/2020	> Academic Policies	
Fall 2020 Cancelled Courses						08/21/2020	> Course Descriptions	

### Procedure for Registration on Official Registration Days



### **Registration under COVID-19**

- Returning and new Business and Diagnostic Imaging Department students may schedule online appointment for early registration for Spring 2021 semester through the go.oncehub.com/Spring2021earlyregistration.
- 15 minutes per student virtual meeting or phone call
- On-line process for all departments
- Completed registration finalized by payment or payment plan.

### PROCEDURE FOR CHANGE IN REGISTRATION (CIR)

- Students must complete CIR form; Incomplete forms will not be processed.
- Last date to add or drop class(es) on 2/16/2021.
- Make a payment to Accounting office.
- Return the original CIR form to Room 107
- All forms are available online and can be done through emails.

### What can Registrar's Office help you?

### Academic Advising

- 1. GPA issue
- 2. Foundation course requirements
- 3. Prerequisite courses
- 4. Transfer units request
- 5. Select the required course for degree program
- 6. Academic related issue
- Request transcript and diploma
- Changes in Concentration
- Change of Address
- Schedule Presentation and Exams

## **Questions and Concerns**