

Dear students,

We have thrilling news! Online registration in Fall 2021 will be available for existing students from **August 9th to August 13th**!

Please login to the student portal at <https://lincolnuca.mycampus-app.com> with your Lincoln email address and password.

Check Class Enrollment and you will be able to select the courses you need for the Fall 2021 semester.

For international students, be sure to select 12 units if you are an undergraduate student or 9 units if you are graduate student to maintain your F-1 status.

For Financial Aid student, you are full-time if you select 12 units, 3/4 time if you select 9 units, half-time if you select 6 units and less than 1/2 time if you select 3 units.

The Fall 2021 course schedule is available at the following website:

<http://file.lincolnuca.edu/2021/Fall%202021/Schedules/Course%20Schedule.pdf>

New students are required to schedule an online appointment for counselling before registering for the Fall 2021 semester. Returning students who need counselling may schedule an online appointment using one of the booking pages at the websites below. Online appointments will be open from August 9th to August 13th and from August 16th to August 20th.

- DBA, MS, MBA and BA students can select advisor Ms. Maggie Hua
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- <https://go.oncehub.com/MaggieHua>

- MBA, MS, BA and BS students can select advisor Ms. Anjali Shrestha
<https://go.oncehub.com/MBAMSBBAadvisedbyAnjaliShrestha>

1. Pick a 15-minute time slot you would like to reserve.
2. Click Continue and provide information as instructed.
3. Click Done and you will receive an email notification confirming the time you have scheduled.

Please choose one appointment only and show up on Google Meeting at the time you selected. Test your equipment (microphone and webcam) 10 minutes before the meeting starts. If Google meeting does not work, the advisor will call you on the phone.

The walk-in registration procedure will be available to returning students that need internship or externship, students who have difficulty registering online and to all new students from **August 16th to August 20th**.

Walk-in appointments to meet with an advisor are also an option. Advisors may vary.
<https://go.oncehub.com/Walk-InRegistrationWithAdvisors>

The procedure for walk-in registration will be:

1. Report to the Admissions Office (Room 101) to fill out a registration request form. (New students should go to the Computer Lab (3rd floor) to get a Lincoln student email address.)
2. You will be called to meet with an Advisor and select courses with the assigned Advisor at the Registrar's Office (Room 106, 107) **No Registration Form will be given. All registration information will be input in the system and can be viewed from the student portal.**
3. Go to Student Services (Room 103) to purchase and/or submit proof of health insurance.
4. Go to the Financial Aid Office (Room 208) if you are a financial aid student.
5. Make payment arrangements at the Accounting Office (Room 204)
6. Financial Aid students must then return to the Financial Aid Office to finalize registration.

Business students who need to register for internship courses should have all the required documents and the instructor's approval (email approval) ready in order to complete your registration on-time.

Forms can be download at:

<https://acqa.lincolnuca.edu/registrar-office-forms/>

Diagnostic Imaging students who need to register for an externship course should obtain Mr. Robert Stein, Internship/Externship Coordinator, and Dr. Mania, Program Director's approval (email required) before you register.

If there are any questions or concerns, please contact the Registrar's Office at 510-250-6112 or email registraroffice@lincolnuca.edu.

Please do not reply to this email.

Regards,

Maggie Hua
Registrar
Lincoln University