

Dear students,

Online registration in Spring 2022 will be available for existing students from **Dec 27th to Dec 30th** through the student portal.

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

Review the requirements before you select the courses you need. Check Class Enrollment and you will be able to select the courses you need for the Spring 2022 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. Exceptions are for the last semester only.

The Spring 2022 course schedule is available at the following website:

<http://file.lincolnuca.edu/2022/Spring%202022/Schedules/Course%20Schedule.pdf>

New students are required to schedule an online appointment for counselling before registering for the Spring 2022 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 Dec 27th, 2021, through Jan 19th, 2022.

From Jan 3rd to Jan 19th, Early registration is available for all new and existing students through online appointments.

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

- MBA students can select Advisor Mr. Faisal Ahmed
- <https://go.oncehub.com/MBAadvisedbyFaisalAhmed>

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

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.

All students are required to get a copy of registration form from the Registrar's Office and present it to the Accounting Office for payment. Please note that a student's registration is finalized in the accounting office by payment of the full tuition, payment arrangements which include a signed deferred payment plan, or showing that you have financial aid that will cover your balance in full.

In-person registration will be available for all new and existing students from **Jan 20th to Jan 21st, 2022**. Registration will be advised by faculty members based on first come, first served.

The procedure for In-person 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). Get a copy of Registration form.
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