

Dear Students,

Thank you for selecting the courses you would like to study during Spring 2022!

You may login to the student portal at <https://lincolnuca.mycampus-app.com> with your Lincoln email address and password. After advising/choosing classes, get a copy of registration form from the Registrar's Office.

Please follow the steps below to complete your registration process:

1. International students should contact Student Services (Room 103) if you need to buy health insurance. If you have already purchased your health insurance, please provide a copy of the insurance to the Student Services department at [studentservices@lincolnuca.edu](mailto:studentservices@lincolnuca.edu)
2. Domestic students planning to use financial aid should contact Ms. Wendy Vasquez, Director of Financial Aid, once grades are posted to discuss your eligibility at [finaid@lincolnuca.edu](mailto:finaid@lincolnuca.edu)
3. All students must then check with the Accounting Office to pay in full or make payment arrangements at Accounting Office counter (Room 204) or [accounting@lincolnuca.edu](mailto:accounting@lincolnuca.edu) Financial aid students should get a receipt showing their total charges. Accounting forms can be downloaded at: <http://lincolnuca.edu/about/accountforms>
4. Financial aid students must again contact the Financial Aid Office (Room 208) after contacting accounting for the first time as they need to have the Financial Aid Office calculate additional info once Accounting calculates total charges.
5. Once financial aid has calculated your eligibility and you have okayed the award letter, you must return to the Accounting Office to finalize the amount.

All students are required to get a copy of the 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.

You may review your courses and previous semesters' grades at <https://lincolnuca.mycampus-app.com>. It is your responsibility to follow up with the relevant departments to complete your registration.

Best,

Maggie Hua  
Registrar  
Lincoln University