

Dear new students,

Welcome to Lincoln University! This is to inform you that Spring 2026 early registration will begin on Monday, Dec 1st, 2025, and will continue till Wednesday, January 21st, 2026.

The counseling will be done either in person or via a phone call/virtual meeting (Google Meet) during early registration period.

The Spring 2026 course schedule is available on the website:

<https://catalog.lincolnuca.edu/schedules/>

Before scheduling the online appointment, a new student needs to complete the following steps:

1. International student must inform the Admissions Office immediately once your VISA is confirmed at admissions@lincolnuca.edu
2. Contact the Computer Lab at helpdesk@lincolnuca.edu to get a Lincoln student email address.
3. Download the Enrollment Agreement according to your degree at [here](#) and submit it to records@lincolnuca.edu with all the required information filled out in the provided form with your signature.
4. Diagnostic Imaging student contact Ms. Angeli Shrestha at ashrestha@lincolnuca.edu to schedule SLE test and an interview with DI Program Director.

New students may schedule an online appointment for early registration for the Spring 2026 semester using one of the links below:

- DBA students can email Dr. Brodsky for questions at president@lincolnuca.edu. He will be available by appointment.
- DBA, MBA, MS and BA students can select Ms. Maggie Hua as an advisor on the booking page at <https://go.oncehub.com/MaggieHua>
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- MBA, MS, BA, and BS students can select Ms. Anjali Shrestha as an advisor at <https://go.oncehub.com/MBAMSBSBAadvisedbyAnjaliShrestha>

To schedule an appointment:

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

Please choose one appointment only and show up either in-person at Registrar's Office at school or to the Google Meet appointment at the time you selected. If you use Google Meet appointment, please test your equipment (microphone and webcam) 10 minutes before the meeting starts. If Google Meet does not work, the advisor will call you on the phone.

Duplicate or multiple appointments will be cancelled by the administration, and you will need to come to school on January 22nd and January 23rd in-person.

If you show up to neither an in-person, nor to the virtual meeting / phone appointment, you will need to come to school on January 22nd and January 23rd in-person.

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

Forms can be downloaded at:

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

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.

Academic Advising and registration will be started on January 22nd and January 23rd, 2026. On these days, students are welcome to visit the school campus to register. Registration will be on a first-come, first-served basis.

The procedure for In-person registration will be:

1. Report to the Office of Admissions and Registrar (Room 101) to fill out a registration request form.
2. New students should go to the Computer Lab (3rd floor) to get a Lincoln student email address.
3. Download the Enrollment Agreement according to your degree at [here](#) and submit it to records@lincolnuca.edu with all the required information filled out in the provided form with your signature.
4. You will be called to meet with a Faculty Advisor and select courses with the assigned Advisor. Get a copy of the Registration form.
5. Go to Student Services (Room 103) to purchase and/or submit proof of health insurance.
6. Make payment arrangements at the Accounting Office (Room 204).

After you meet with your advisor, you may log in at <https://lincolnuca.mycampus-app.com> with your Lincoln email address and the same password for your Lincoln email to review the courses you are registered for.

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

Please do not reply to this email.

Regards,

Maggie Hua
Director of Admissions & Registrar
Lincoln University