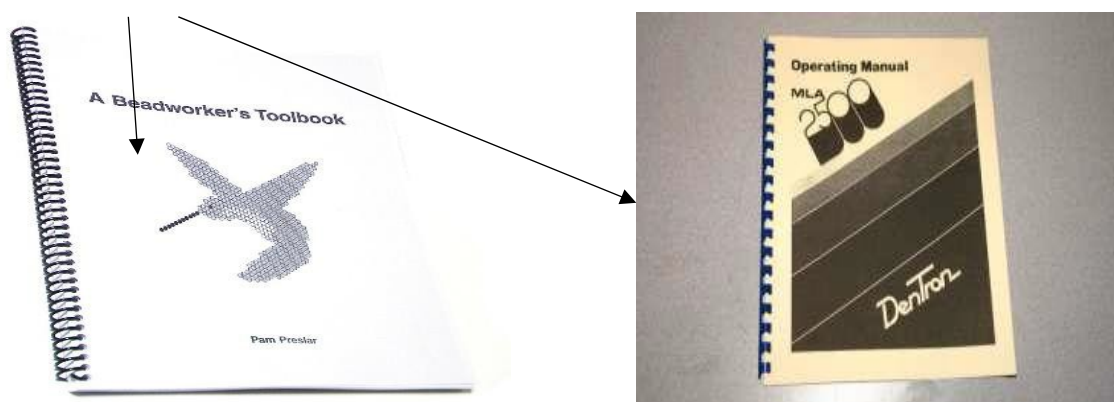


Procedure to Schedule Your Presentation

1. Clear your account with Accounting Office and Library.
2. Submit the following document(s) to the Registrar's Office
 - Internship or Research progress form (Stage 2 section A or Stage 3 section A signed by your advisor; or get schedule presentation approval by email from your advisor).
 - Internship Evaluation form (BA 398, BA 481, BA 482, BA 484 only)
3. Send an electronic copy (Soft Copy) of your report to the Library Department by e-mail* (library@lincolnuca.edu) and Cc the Registrar's office (registraroffice@lincolnuca.edu).

*** If you did not send email to the library and submit result of "Turn-It-In", the Registrar's Office will not schedule your presentation. If "Turn-It-In" result exceeds 10%, the student has to revise the report and get advisor's approval again.**

4. Prepare five **bound copies** (Hard Copies) of your report and submit them to the Registrar's Office.



The Registrar's Office will then provide you with the available dates and time for a presentation upon completion of the Procedure 1, 2, 3 & 4.

For student, who is currently enrolled in Internship or Research project:

All of this should be done at least two weeks prior to the date selected for the presentation. If not, you may have to schedule your presentation in the following semester*, options are below:

- Continue 1 unit, if you are eligible;
- Apply for OPT and defend your presentation in the following semester*.

***If you failed to schedule your presentation by end of the following semester, your Internship or Research project final grade will be changed to "Y" by the Registrar. For more information, please refer to LU catalog (2018-2019) page 29.**

Reminder: Apply for OPT