March 22, 2020

Dear Students,

As you know, starting March 23rd Lincoln University **courses will be delivered online** to ensure the health and safety of Lincoln University community.

In order to help facilitate a smooth transition, please carefully read and act upon the points below:

- Email is our main method of communication. We need to make sure that everyone has a valid email address on file. If any of your **friends and classmates did not receive this email or were not contacted by course instructors** at least a day before the scheduled class, please contact the Computer Lab at helpdesk@lincolnuca.edu.
- If you provided a private email address during enrollment/registration, please make sure you are checking it as well as your school email address.
- Your instructor will communicate with you via email: they will invite you to participate in Google Hangout or similar meetings and inform you about any arrangements related to online course delivery. If you do not receive any email from your instructor at least a day before the scheduled class, please contact Computer Lab at helpdesk@lincolnuca.edu.
- If you need any assistance (checking email address on file, recovering password for school email, helping with logging in, etc.), please contact the Computer Lab at helpdesk@lincolnuca.edu.

Please share this information with your friends and classmates.

Thank you for your attention.

Shakil Shrestha, Director of Computer Laboratory