



# Lincoln University Registrar's Office

**Registrar:** Ms. Maggie Yiqin Hua

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**Assistant to the Registrar:** Mr. Zhongzhou Zhu

**Registrar's Office:**

Room 107, Tel: 510-250-6112

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# Registrar's Office Function

- **Registration 3 times annually\***
  1. Summer section – 7 weeks, next registration on **June 4 - 5, 2020** (Optional-ongoing student; Required – New student).
  2. Fall semester -16 weeks, next registration on **August 20 – 21, 2020.**
  3. Spring semester -16 weeks.
  - Dates can be found from “Academic Calendar” On P6 Catalog 2019-2020 or website at <http://file.lincolnuca.edu/catalog/LU%20Catalog.pdf>

# <http://www.lincolnuca.edu>

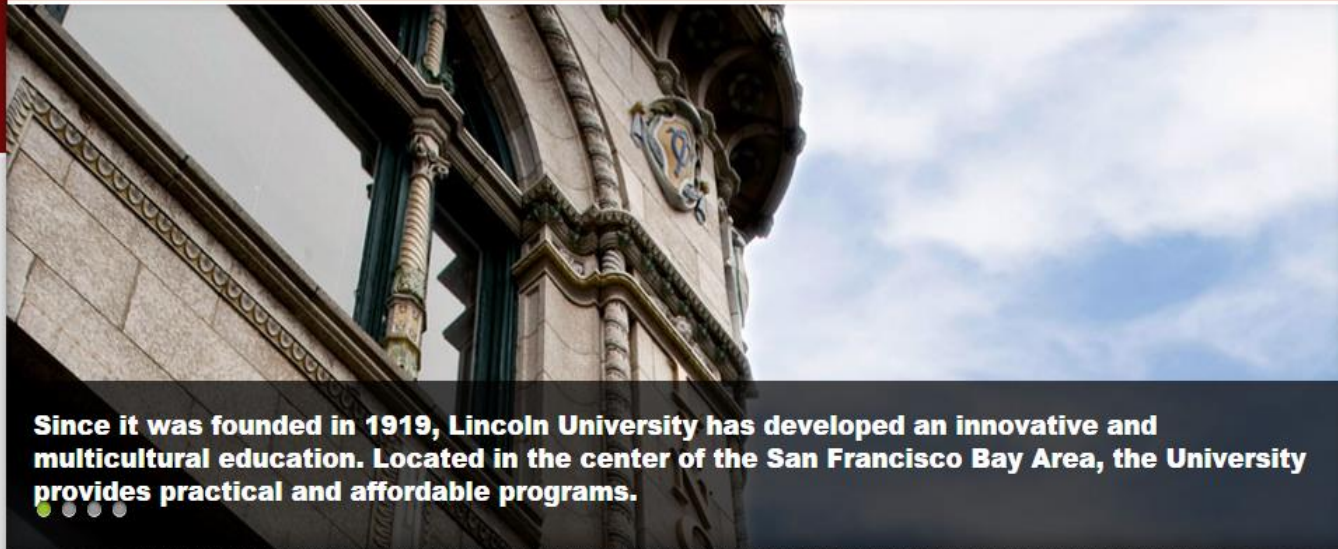


## LINCOLN UNIVERSITY

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**Since it was founded in 1919, Lincoln University has developed an innovative and multicultural education. Located in the center of the San Francisco Bay Area, the University provides practical and affordable programs.**

### PROGRAMS@LU

#### Doctor of Business Administration (DBA)

DBA is an advanced professional and academic degree program designed to produce future scholars, educators, and business leaders...

#### Master of Science (MS) in International Business

#### Master of Business Administration (MBA)

MBA program is designed to develop broad managerial skills to enable graduates to cope with a wide variety of business situations...

#### Master of Science (MS) in Finance Management

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### QUICK LINKS

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# Where can I find the course schedule, classroom schedule and course syllabus?



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## Degrees & Certificates

Lincoln University confers the following degrees:

- Doctor of Business Administration (DBA)
- Master of Business Administration (MBA)
- Master of Science (MS) in International Business
- Master of Science (MS) in Finance Management
- Bachelor of Arts (BA) in Business Administration
- Bachelor of Science (BS) in Diagnostic Imaging

Minor option:

Students in the Bachelor of Arts degree program may choose an 18-unit minor in the following areas:

- Computer Science
- Humanities

Lincoln University offers the following Certificate:

- Ultrasound Technician

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> [Bachelor of Arts in Business Administration](#)

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> [Master of Science \(MS\)](#)

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# Early Registration

- Returning Business Department students may schedule online appointment for early registration for Summer section or Fall 2020 semester through the below link:
- <https://meetme.so/theOfficeofRegistrar>
- 15 minutes per student

# Procedure for Registration on Official Registration Days

## CHECK IN AT ADMISSIONS OFFICE ROOM 101

New Student at WINDOW 1\*

On-Going Student at WINDOW 3\* → Check Your Status

## MEET REGISTRAR IN ROOM 106

Academic Advising

## VERIFY HEALTH INSURANCE

Int'l Student ONLY

Visit Student Services Department at Room 103

## MAKE PAYMENT

Accounting Office (Room 204)

# PROCEDURE FOR CHANGE IN REGISTRATION

- Students must complete CIR form, Incomplete forms will not be processed.
- Last date to add or drop class(es) on February 3<sup>rd</sup>, 2020.
- Make a payment to Accounting office.
- **Return the original CIR form to Room 107.**

# What can Registrar's Office help you?

- Academic Advising
  1. GPA issue
  2. Foundation course requirements
  3. Prerequisite courses
  4. Transfer units request
  5. Academic related issue
- Request transcript and diploma
- Changes in Concentration
- Schedule Presentations and Exams for graduates



# Registrar's Office hour

## **Room 106**

- Monday to Friday, 10:00 am – 4:00 pm

## **Room 107**

- Monday to Thursday: 8:30 am – 6:30 pm
- Friday: 8:30 am – 5:00 pm
- Saturday: 9:30 am – 1:30 pm

# Questions and Concerns