

Dear students,

This is to inform you that Summer 2021 early registration will begin Monday, May 10<sup>th</sup>, 2021 to Wednesday, June 9<sup>th</sup>, 2021 through online appointment.

The counseling will be done through phone call/Virtual meeting (Google Meeting)

The Summer 2021 course schedule is available at the following website:

[http://file.lincolnuca.edu/2021/Summer%202021/Schedules/Summer%202021%20Course%20Schedule\\_Revised%20on%2004-09-2021.pdf](http://file.lincolnuca.edu/2021/Summer%202021/Schedules/Summer%202021%20Course%20Schedule_Revised%20on%2004-09-2021.pdf)

Returning and new students may schedule an online appointment for early registration for the Summer2021 semester using one of the booking pages at the website below:

- DBA, MS, MBA, and BA students can select advisor Ms. Maggie Hua on the booking page from Monday, Tuesday, Thursday and Friday at <https://go.oncehub.com/MaggieHua>
- MBA, MS, BA, and BS students can select advisor Ms. Anjali Shreshta on Monday to Friday at <https://go.oncehub.com/MBAMSBSBAadvisedbyAnjaliShrestha>
- MBA, MS students can select advisor Mr. Faisal Ahmed on Wednesday at <https://go.oncehub.com/MBAMSAdvisedbyFaisalKafeelAhmed>

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

Please choose one appointment only and show up on Google Meeting at the time you selected. Test your equipment (microphone and webcam) 10 minutes before the meeting starts. If Google meeting does not work, the advisor will call you on the phone.

If you are unable to select the courses during the 15-minute meeting, you can email your advisor after you decide. Once the advisor will confirm, please follow the attached Summer 2021 Registration Completion Steps.

Duplicate or multiple appointments will be cancelled by administration and you will need to come to school on June 10<sup>th</sup> and 11<sup>th</sup> in-person.

If you do not show on the virtual meeting and do not answer the phone call, you will need to come to school on June 10<sup>th</sup> and June 11<sup>th</sup> in-person.

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

Forms can be download at:

<http://lincolnuca.edu/about/registrarforms#%2Fabout%2Fregistrarforms>

Diagnostic Imaging students who need to register for an externship course should obtain Mr. Robert Stain, Internship/Externship Coordinator, and Dr. Mania, Program Director's approval (email required) before you register.

The official registration dates for June 10<sup>th</sup> and June 11<sup>th</sup>. On these days, students are welcome to visit the school campus to register. Registration will be on a first come, first serve basis. Further announcements will be sent later.

From Spring 2021 semester, a new Student Information System, Blackbaud, is brought to Lincoln student to enhance your student experience. If you are new student, please get your Lincoln student email address from computer lab at [helpdesk@lincolnuca.edu](mailto:helpdesk@lincolnuca.edu) before scheduling an appointment for the Registration.

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

If there are any questions or concerns, please contact the Registrar's Office at 510-250-6112 or email [registraroffice@lincolnuca.edu](mailto:registraroffice@lincolnuca.edu).

Please do not reply to this email.

Regards,

Maggie Hua  
Registrar  
Lincoln University