

Dear Student,

This is to inform you that Summer 2022 early registration will begin on Monday, May 9th, 2022, to Wednesday, June 8th, 2022 through online appointment.

The counseling will be done either in person meeting or through phone call/Virtual meeting (Google Meeting)

The Summer 2022 course schedule is available at the following website:

<http://file.lincolnuca.edu/2022/Summer%202022/Schedules/Course%20Schedule.pdf>

Returning and new students may schedule an online appointment for early registration for the Summer 2022 semester using one of the booking pages at the website below:

- DBA, MBA, MS and BA students can select advisor Ms. Maggie Hua on the booking page from at <https://go.oncehub.com/MaggieHua>
- DBA, MBA, MS and BA students can select advisor Dr. Anokhin on the booking page from at <https://go.oncehub.com/DrAnokhin>
- MBA, MS, BA, and BS students can select advisor Ms. Anjali Shreshta at <https://go.oncehub.com/MBAMSBSBAadvisedbyAnjaliShrestha>
- MBA, MS and BA students can select advisor Mr. Faisal Ahmed at <https://go.oncehub.com/BAMBAMSadvisedbyFaisalAhmed>

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. You will receive email instruction to complete the registration process once you select the courses for the Summer 2022 semester.

Duplicate or multiple appointments will be cancelled by administration, and you will need to come to school on June 9th and 10th 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 9th and June 10th 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 in order to complete your registration on-time.

Forms can be download at:

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

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

All students are required to get a copy of 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.

The official registration dates for Summer 2022 registration are June 9th and June 10th. 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 Admissions Office (Room 101) to fill out a registration request form. (New students should go to the Computer Lab (3rd floor) to get a Lincoln student email address.)
2. You will be called to meet with a Faculty Advisor and select courses with the assigned Advisor at the Registrar's Office (Room 106, 107). Get a copy of Registration form.
3. Go to Student Services (Room 103) to purchase and/or submit proof of health insurance.
4. Make payment arrangements at the Accounting Office (Room 204).

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.

Please do not reply to this email.

Regards,

Maggie Hua
Registrar
Lincoln University