

Dear students,

This is to inform you that Spring 2025 early registration will begin on Monday, Dec 9th, 2024, and will continue till Wednesday, January 22nd, 2025

The counseling will be done either in person or via a phone call/virtual meeting (Google Meet)

The Spring 2025 course schedule is available on the following website:

<http://file.lincolnuca.edu/2025/Spring%202025/Schedule/Spring%202025%20Course%20Schedule.pdf>

Returning and new students may schedule an online appointment for early registration for the Spring 2025 semester using one of the links below:

- DBA students can email Dr. Brodsky for questions at president@lincolnuca.edu. He will be available by appointment
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- DBA, MBA, MS and BA students can select Ms. Maggie Hua as an advisor on the booking page at <https://go.oncehub.com/MaggieHua>
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- MBA, MS, BA, and BS students can select Ms. Anjali Shrestha as an advisor at <https://go.oncehub.com/MBAMSBSBAadvisedbyAnjaliShrestha>

To schedule an appointment:

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

Please choose one appointment only and show up either in-person at the Registrar's Office at school or to the Google Meet appointment at the time you selected. If you use Google Meet appointment, please test your equipment (microphone and webcam) 10 minutes before the meeting starts. If Google Meet does not work, the advisor will call you on the phone.

Duplicate or multiple appointments will be cancelled by the administration, and you will need to come to school on January 23rd and 24th in-person.

If you show up to neither an in-person, nor to the virtual meeting / phone appointment, you will need to come to school on January 19th and 20th 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 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. Robert Stain, 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 January 23rd and 24th. On these days, students are welcome to visit the school campus to register. Registration will be on a first come, first serve 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, you may log in at <https://lincolnuca.mycampus-app.com> with your Lincoln email address and the same password for your Lincoln email to review the courses you are registered for.

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