



# **Lincoln University**

# **Student Handbook**

2020-2021

Prepared by the Department of Student Services

# **Message From The Director of Student Services**

Dear Students,

Welcome to Lincoln University! Joining a university to start or further a career and gain valuable knowledge is one of the most important and consequential decisions one can make in their lives. At Lincoln University, we understand that, and we are here to assist you in every way we can to make your time at Lincoln University productive, fulfilling, and exciting.

This handbook is designed as a guide for your time at Lincoln University. It will provide you with the useful information regarding your life as a student both on and off campus.

Lincoln University is committed to academic excellence, diversity, and integrity. We are focused on creating a nurturing atmosphere of mutual appreciation, learning, and exploration. Most of all, we are committed to your success – academic, professional, and personal. We encourage you to seek assistance whenever there is a doubt and provide feedback whenever there is a concern.

With best wishes,

Ana Maria Gower  
Director of Student Services

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## **Welcome to Lincoln University!**

Lincoln University is a private, non-profit, non-sectarian educational institution based in Oakland, California. Dr. Benjamin Franklin and Susan Lickey founded it in 1919. The mission of Lincoln University is to provide traditional educational programs in diverse fields of study, delivered by experienced educators, and leading to outstanding employment opportunities for American and international students. By joining Lincoln University, you too became a part of a century long story and we are excited to help you achieve your educational and life goals.

This Handbook provides students with the information about university resources, an overview of student life, and description of important university principles and procedures. It is our hope that the Handbook will serve as a useful practical guide, providing reference and assistance.

In order to create and maintain a well-functioning academically rigorous and socially responsible community, it is crucial to have a shared understanding of values and principles. The core of this understanding at Lincoln University is expressed in the Honor Code and Code of Ethics (Appendix 1). Please familiarize yourself with these documents. As students, you will be expected to uphold these standards both in your classes, in the broader community of Lincoln University, and, we hope, in your life.

Lincoln University is committed to serving the community of students from all over the world. We believe that a wide variety of backgrounds and perspectives enriches the University experience and creates ample opportunities for creativity and innovation. These are the core values of Lincoln University and there are reflected in the Diversity and Inclusive Excellence Statement (Appendix 2).

Over the years, faculty and administration of Lincoln University have created a wide variety of other policies and procedures addressing numerous issues (from fair grading to attendance and freedom of expression). We strongly encourage you to take a moment to review the List of Administrative Policies and Procedures (Appendix 3). These policies are in place to guide the functioning of the University and students need to be aware of their existence. The full text documents can be obtained from the Dean of Student or online on Lincoln University website.

These documents contain a variety of important values and principles and therefore are worth familiarizing yourself with. Yet one policy is so important that it has to be reiterated here. Lincoln University does not discriminate on the basis of race, religion, color, sex, age, disability status or ethnic origin in its administration of educational policies, loan, and scholarship policies, or any other faculty, staff or student program or activity. We are proud of our diverse community of students, faculty, and administrators, united by a belief in the importance of education for all.

## **Important Documents**

During your time at Lincoln, you will necessarily deal with a wide variety of documentation. Nobody likes paperwork, yet it is necessary: it establishes the formal basis for the

relationship between students and the University, protecting the right of all parties involved. Documents briefly described below can be considered the most important ones:

**Enrollment Agreement** is the agreement that creates an obligation binding a student to purchase a program of study or course offered by Lincoln University. The agreement specifies the estimated length and price for the educational program requested by the student and transcripts provided for courses transferred from previous educations.

**Academic Catalog** is the document that accurately represents the academic programs, policies, and personal expectations of the university as of the date of publication. Lincoln University reserves the right to make changes of any nature in academic programs, calendar, and academic policy whenever these are deemed necessary or desirable. However, the university guarantees that a student will be able to graduate the program following the catalog received at the moment of signing the enrollment agreement. Our catalog is a comprehensive resource designed to help you prepare for your time at the University.

**Registration form** is the document specifying the process of a term registration or signing up for courses in a semester or summer session. Students are charged tuition/fees when they register. Students are enrolled in the term of study after they pay the tuition and fees.

Deferred Payment Plan is the agreement / contract allowing students to pay term tuition and fees in installments. Properly following this agreement is the first step of building a good credit history with the University.

These and other documents (the full list is available in the Appendix 4) are available online or can be provided by the Department of Student Services.

## **Information Regarding COVID-19 Response**

COVID-19 pandemic presented institutions of higher education with unprecedented challenges. In these uncertain times, our first and foremost goal is to protect the health and well-being of all members of Lincoln community: students, faculty, and staff. In order to accomplish that, Lincoln University instituted a number of changes in accordance with Alameda County guidelines and best practices that are being implemented in institutions of higher education.

We sincerely hope that this situation will be soon resolved and we will be able to come back to our normal on campus functioning. Meanwhile, please regularly check your Lincoln email and Lincoln University website for updates. Please consider the current COVID-19 response guidelines to supersede the information included in the present handbook.

### **Changes to Registration Process**

Please follow the steps below to complete your registration process:

1. International students should contact Student Services if you need to buy health insurance. If you have already purchased your health insurance, please provide a copy of the insurance to the Student Services department at [studentservices@lincolnuca.edu](mailto:studentservices@lincolnuca.edu)

2. Domestic students planning to use financial aid should contact Ms. Wendy Vasquez, Director of Financial Aid, once grades are posted to discuss your eligibility at [wvasquez@lincolnuca.edu](mailto:wvasquez@lincolnuca.edu) and [finaid@lincolnuca.edu](mailto:finaid@lincolnuca.edu)
3. All students must then check with the Accounting Office to pay in full or make payment arrangements at [accounting@lincolnuca.edu](mailto:accounting@lincolnuca.edu) Financial aid students should get a receipt showing their total charges. Accounting forms can be downloaded at: <http://lincolnuca.edu/about/accountforms>
4. Financial aid students must again contact the Financial Aid Office after contacting accounting for the first time as they need to have the Financial Aid Office calculate additional info once Accounting calculates total charges.
5. Once financial aid has calculated your eligibility and you have okayed the award letter, you must return to Accounting Office to finalize the amount. 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.

You are not required to come to the school to complete all the steps. Your registration form will be processed electronically at the school. It is your responsibility to follow up with the relevant departments to complete your registration.

To review the courses you registered for, you may login to <https://lincolnuca.mycampus-app.com> with your Lincoln email address and the same password for your Lincoln email. You can get assistance with your Lincoln email address by contacting the Computer Lab.

### **Mode of Instruction**

All classes for the Fall 2020 and Spring 2021 semesters will be conducted online. Students should contact the computer lab if they have communication or technical problems when attending online classes.

Different instructors may have different ways in delivering the course based on the material being covered. Please carefully read the course syllabi and contact instructors in case of questions.

### **Library**

While the Library building is currently closed due to COVID-19, the reference services are available online and our [digital library](#) is open 24-7.

The Library also offers a curbside pick-up of books. Please contact the Circulation Desk at (510) 379-4048 or [library@lincolnuca.edu](mailto:library@lincolnuca.edu) for further information.

If you have any library books/materials in your possession, please note that all overdue fines and fees are suspended while shelter-in-place is in effect.

### **Safety Measures On Campus**

Lincoln University is allowed to maintain staff presence on campus to the extent that it is needed to facilitate University operations and provide online learning. We strongly encourage you to limit visits to Lincoln University campus if so requested by relevant authorities of the Alameda County. You can find latest information regarding this issue on Lincoln University

website, *News and Events* section  
(<http://lincolnuca.edu/sitenews/index#%2Fsitenews%2Findex>).

If you need to be on campus, please maintain a social distance of 6 feet and wear face covering at all times. Please use sanitizing stations located through the campus and follow the navigation signs to avoid excessive contact with others.

Please note that the Student Lounge and Snack Bar will be temporarily closed until their operations will be deemed safe according to Alameda County ordinances.

## **Description of Student-Related Administrative Offices**

Lincoln University is a small community by design: we believe in value of a personable attitude in creating a lively, friendly, and engaging environment. The information below will help you to get to know some of the important administrative offices that you may need to interact with during your studies.

### **President**

Dr. Mikhail Brodsky is the President / Chief Executive Officer of Lincoln University.

### **Provost**

Dr. Marshall Burak is the Provost / Chief Academic Officer. He supervises the academic departments and faculty, ensures courses and grading meet accreditation standards and evaluates faculty to provide quality education.

### **Administrative Vice President**

Dr. Michael Guerra is the Administrative Vice President / Chief Operating Officer. He is responsible for the overall university operations supervising the Department of Student Services, Admissions and Records, Registrar, Financial Aid, and Computer Lab.

### **Student Services**

The Department of Student Services provides information on housing, health insurance, personal counseling, academic and extra-curricular activities, career planning, and job placement with a goal of helping each student make the most of their time at Lincoln University.

Student services at Lincoln University are designed to support and promote the intellectual, cultural, and social development of students.

### **Admissions and Records Department**

The Director of Admissions and Records is responsible for activities related to admission of students to Lincoln University, maintaining student records, monitoring appropriate compliance with Lincoln University requirements as well as U.S. Department of Homeland Security (DHS) regulations. The Director is responsible for the review of student records for graduation clearance. Admissions Office provides information and assistance for international students regarding the maintenance of non-immigrant (F-1) student status.

### **Registrar Office**

The Registrar is responsible for reviewing student transcripts for accuracy and compliance with Lincoln University requirements. The registrar evaluates student transcripts to certify completion for graduation and is also responsible for advising students in course selection.



The office distributes course schedules, processes course adds, drops and withdrawals, maintains grade records, and fulfills transcript requests.

### **Finance / Accounting Office**

The Accounting Office conducts all financial business of the University, including maintaining records of student accounts. Students needing information regarding payment methods, tuition payments, tuition statements for tax purposes or general financial matters should contact the Accounting Office.

### **Computer Lab**

The Computer Lab is responsible for the maintenance of Lincoln University's computers and data-processing operations within the University. The Computer Lab is open during school hours for all registered students. A lab assistant is available to help students with problems. Students get their Lincoln University email address from the Computer Lab.

### **Financial Aid Office**

Lincoln University financial aid program is geared to assist students who cannot otherwise meet educational expenses. It determines the eligibility of students for available financial aid.

### **Library**

The Head Librarian directs the library staff in providing academic sources of information for students. This includes electronic resources as well as printed materials. The Library purchases books, magazines, and reference materials to keep academic information up to date and provides workshops to help students learn how to use library materials effectively.

The Library has an open shelf arrangement that facilitates direct access to the collection and encourages browsing in any field of interest. The library staff offers students general reference assistance and provides specialized help with complex research questions. Library workshops are held each term and the Head Librarian is available by appointment for one-on-one library instruction.

The library collection includes 14,000 volumes in print, as well as an array of online resources. The growing collection of electronic resources includes databases with over 70,000 e-books, 2,000 educational videos, and 15,000 full-text journals, newspapers, and other publications. Students can access these online resources off-campus with the proper login and password, which they can request from the library staff at any time.

### **Contact Information:**

University Hours of Operation:

Monday – Thursday: 9:00 am – 9:30 pm

Friday: 9:00 am – 5:00 pm

Saturday: 9:00 am – 4:30 pm

**Admissions:** (510) 628-8015; fax: (510)-628-8012; contact: Mr. Sunny Saggi;  
email: [vjuwono@lincolnuca.edu](mailto:vjuwono@lincolnuca.edu)

**Accounting:** (510) 628-8028; fax: (510) 628-8026; contact: Ms. Sandy Liang;  
email: [sandy@lincolnuca.edu](mailto:sandy@lincolnuca.edu)

**Registrar:** (510) 250-6112; fax: (510) 250-6114; contact: Mr. Faisal Ahmed;  
email: [fahmed@lincolnuca.edu](mailto:fahmed@lincolnuca.edu)

**Financial Aid:** (510) 628-8023; contact: Ms. Wendy Vasquez;  
email: [wvasquez@lincolnuca.edu](mailto:wvasquez@lincolnuca.edu)

**Student Services:** (510) 628-8034; contact: Ms. Ana Maria Gower;  
email: [agower@lincolnuca.edu](mailto:agower@lincolnuca.edu)

## **Academic Policies and Procedures**

This section contains a brief outline of some important academic policies and procedures. You can find more detailed information in Lincoln University Catalog.

### **Registration**

Every year the University offers Fall and Spring semesters of 16 weeks each and a compact Summer Session of 7 weeks as parts of our regular academic schedule.

During the registration days (announced in advance), new and returning students are advised by faculty on the most appropriate courses to be selected. Students may also receive an advice from the Dean or Registrar. Registration days allows student to interact with faculty and University officials directly and to get valuable academic recommendation before embarking on the course of study.

Please bear in mind that students are expected to pay tuition and fees at the time of registration. Registration is not complete until all fees and tuition are paid, or a deferred payment plan is established and signed. A student may not attend classes unless registered.

### **Classes / Coursework**

#### *Syllabus*

Students usually receive a syllabus during the first week of class. Syllabus is a contract between the instructor and students: the instructor outline what will be achieved by the end of the course, and how will it be facilitated. The syllabus defines instructional materials, instructional methods and specific policies and requirements for the course. The syllabus will provide a schedule for each class week and assessment criteria for determining the course grade. Do not hesitate to ask your professor to clarify their teaching methods, grading system, or any other issues you may have.

#### *Attendance*

Lincoln University believes in the importance of the systematic approach to learning. Coming to class is crucial, as it is only through attending classes that the student can obtain knowledge in a coherent and complete way.

Please note that attending a class for 15 minutes or for half of the session does not constitute “attendance”. Students should be present for the entire class period.

The University is required by the U.S. Department of Homeland Security (DHS) to report all foreign students who are dropped for excessive absences (please refer to the Attendance section in the LU Catalog).

### *Teaching Style*

You should expect variety: instructors have their unique teaching styles. However, it is common for Lincoln University instructors to facilitate in-class discussions, where each student has an opportunity to contribute. Instructors often call their students by their first name; students are not required to stand when called upon in class.

### *Office hours and out-of-class appointments*

All professors set aside time during the week to see students. If you cannot find time to see your professor during office hours, ask him/her for special appointments. If you find that your professors are not accessible, ask Student Services for help. Do not let problems or questions pile up to the point where you find you are in trouble in your coursework. Take care of problems as they arise.

### *Textbooks*

In American universities, students purchase their own textbooks. Lincoln University Library keeps some textbooks on reserve, for two hours use only.

We strongly recommend to read the course syllabus before buying your textbook. Sometimes students wish to sell their textbooks used in previous semesters. It is customary for the price to be a about half of the new price, if the book is in a good condition. You may speak to the Librarian if any help is needed locating books. There are many websites selling used textbooks as well.

Students can submit their textbook selling notice to Student Services by email to [studentservices@lincolnuca.edu](mailto:studentservices@lincolnuca.edu). If you do, include a photo of the textbook cover, the title and author of the book, the ISBN number, the edition of the book, your price, and your contact information.

There is a Facebook group where Lincoln University students can join to sell their textbooks. Go to Lincoln Uni Oakland page, and click under the group's category to find Lincoln University Market.

## **Language**

During the first semester, international students may encounter language difficulties. Spoken English is much different from the English you are accustomed to when reading. Course requirements, methods of instruction, class participation homework will probably be different than what you are used to. If you attend class and are actively involved in the class these will not be difficult for you to manage. However, we strongly encourage you to ask for additional writing and speaking tutoring: Library hosts a Writing and Speaking Center, where you will be paired up with an advisor, who will help you identify your language needs and develop a strategy of addressing them.

## **Leave of Absence**

At times students find themselves in a situation, where continuing studies may be impossible. A regular student who finds it necessary to withdraw or delay his/her education for one or

more semesters must submit a written request for a leave of absence to the Director of Admissions and Records Office.

**Please note that there is a fee if a student is registered for classes and wants to withdraw.**

## **Student Records**

As a student, you are responsible for making sure that your file is complete and up-to-date. Please check your acceptance letter to determine if there are documents that may be missing from your file. You must also submit any changes of address or telephone number to both the admissions and accounting offices. All submitted documents are the university's property and cannot be returned.

## **Transcripts**

Student Graduates wanting transcripts should refer to the University Catalog for the procedure and fees.

## **Email Accounts**

Lincoln University students have a Lincoln University email ID. You can obtain yours at the Computer Lab. It is important to use your Lincoln University email when you communicate with staff and professors.

## **Student Life**

This section of the handbook provides supplementary information about both academic and non-academic aspects of life at Lincoln University.

### **Individual Responsibility**

Lincoln University assumes that students will exhibit the standards of mature and responsible individuals. Any form of dishonesty, cheating, irresponsible behavior or lawbreaking may result in disciplinary action.

### **Dress Code**

While Lincoln University does not have a dress code, attire should be appropriate to demonstrate respect to your fellow students and the purpose of the University as an institution of higher learning.

### **Student Lounge / Snack Bar**

The Student Lounge provides a simple and relaxing area, where students can socialize, rest, eat, and hold meetings. The lounge has:

- *Snack Bar and Lounge Area:* a place where students can purchase a variety of foods to eat or enjoy meals they bring from home. Snack Bar hours are posted outside the entrance of the Student Lounge. The Snack Bar was founded on the idea of providing students choices of snacks and drinks at reasonable prices while helping student staff gain experience in managing operations of a small business. The Snack Bar employees have food handling certificates.
- *Amenities:* Projector, pool table, table tennis, PlayStation, high-definition television and cable box are provided during operation hours.

- *Newly redesigned study room:* a place for students to have group project meetings, regular group study sessions, tutoring sessions, individual study, or a quiet place to read. The study room is equipped with desks, chairs, and a whiteboard.

There is an additional study area on the 4th floor of the main campus building (Room 405), which is used for individual study sessions. There is also a small lounge area on the 4th floor with microwaves and vending machines. If the vending machine fails to operate, please report the problem to Student Services Office.

It is important that all who use the lounge or break room be considerate to others by disposing of trash and clearing the tables before leaving. Food and beverages are to be consumed only in the lounges. Food and beverages are not permitted in the classrooms. Smoking is not allowed anywhere on campus.

The Bay Area culture emphasizes recycling. Please use appropriate bins for disposing of your trash.

## **Student Health Care and Health Insurance**

The U.S. Department of Homeland Security (DHS) requires all students studying in the United States on F-1 visas to have health insurance. In fact, because of the high cost of health care, all students, regardless of their visa status, should carry health insurance.

Lincoln University requires all international students to have health insurance coverage at the time of registration. Students must present evidence of their healthcare coverage by showing an original document provided by the healthcare provider, which indicates the student's name and academic term covered, to Student Services. Students are responsible for purchasing their healthcare insurance coverage at their own expense. Students can choose from a variety of options, including ISO, International Student Insurance, iNext, and Kaiser Permanente.

The U.S. Medical care and health insurance systems are expensive and complex. A visit to the doctor may cost a minimum of \$150. An overnight stay at a hospital can cost thousands of dollars. In purchasing medical insurance, you should carefully consider the following:

- Deductible
- Co-Insurance
- Physician's Office Visit Coverage
- Hospital Inpatient Coverage
- Hospital Outpatient Coverage
- Emergency Hospital Services and Costs
- Emergency Medical Evacuation
- Mental Health
- Maternity Care
- Prescription Drug Coverage

Some health insurance terms you should know:

- **Co-pay or copayment** – the dollar amount that you pay at the time of service after the deductible.
- **Co-insurance** – the percentage of the cost you are responsible for.

- **Deductible** – the amount you are responsible to pay for covered expenses before the insurance plan begins to pay.
- **Health Care Provider** – a person or business that provides health care services. Most health care providers are part of a network. HMO is a Health Maintenance Organization. PPO is a Preferred Provider Organization. These have different policies/procedures/deductibles.

You should carefully review your options to be certain you understand what medical expenses are covered and what you are required to pay for.

Students who receive United States medical insurance coverage through an employer-sponsored or a family plan. This would be as part of the U.S. employment compensation through your or your spouse's employer. Be sure to bring proof of insurance to the Department of Student Services. If your employment – and the insurance coverage – ceases during the semester, the student will have to purchase medical insurance until the end of the semester.

Students on a government-sponsored scholarship, which provides compatible insurance coverage as part of the sponsorship – bring proof of your government scholarship that includes proof of your health insurance to the Department of Student Services.

The health insurance may not necessarily cover all medical expenses related to an illness or an accident and students may be required to pay for medical care and then wait to be reimbursed. Thus, it is recommended that each student set aside some emergency funds. If medical treatment is covered by insurance and you pay for it directly, you can apply to the health insurance company for reimbursement. Often a doctor will apply to the health insurance company for payment and bill the patient if there is any balance due. Some student health insurance will also cover the cost of physician-prescribed medication.

All insured students should have a health insurance ID card delivered via email or mail. Print it out and always carry it with you so that you have it when you seek medical care or have an emergency. Your ID card is a proof that you are covered by insurance. Some health care providers will not treat uninsured patients. You need to apply for reimbursement of fees paid. Contact Student Services staff in Room 103 for information on how to make claims. In the event, you need additional help with insurance or if you need help finding the right kind of health care, you can discuss your concerns with the Director of Student Services.

Please note that a student can obtain additional information on dental health, insurance policies and other additional information on some free clinics throughout The Bay Area. Please stop by Room 103 for more information.

**Generally, it is not a good idea to use emergency services for minor illnesses or routine care!** Fees for emergency services are high and probably won't be covered by your health insurance unless the problem can truly be considered an emergency. In order to find out about the different providers, please contact the insurance companies directly. These facilities treat patients regardless of national origin, race, sex, or religion. **If you experience a critical life-threatening medical condition, CALL 911!**

## Medical and Other Emergencies

If you have a serious accident or are in extreme pain and cannot go to a hospital emergency room, call or have a friend call **911**, the city-wide emergency services number. An operator trained to handle emergencies will arrange to send an ambulance if you need one or will give you directions on what to do. The **911** operators have interpreters for several languages. If the **911** operators cannot find someone who speaks your language, try to speak slowly so you can be understood. In the event of a fire or if you need emergency help from the police, you should also call **911**.

NEVER CALL 911 IN NON-EMERGENCY SITUATIONS. YOU WILL TIE UP THE LINE AND PREVENT OTHERS FROM GETTING HELP.

## Dental Care

Dental care is not covered by your student health insurance except for injury to teeth during an accident. Some dental schools/clinics in the Bay Area provide low fee dental care. There may be, however, a waiting list for their services. It would be wise to call and make an appointment for routine care rather than waiting until you have to seek an expensive emergency treatment. A list of dental providers can be obtained from the Department of Student Services in Room 103.

### Highland Hospital Dental Clinic

1411 E 31<sup>st</sup> Street, Oakland, CA 946002 (510) 437-4473

### Berkeley Free Clinic

2339 Durant Avenue, Berkeley, CA 94704 (510) 548-2570

### La Clinica De La Raza

3050 E 16<sup>th</sup> Street, Oakland, CA 94601 (510) 535-4200

### Life Long Dental

1860 Alcatraz Avenue, Berkeley, CA 94703 (510) 280-6080

### UCSF School of Dentistry

707 Parnassus Ave., San Francisco, CA 94143 (415) 476-1891

Emergency Dental Referral (415) 476-5814

## Lincoln University Student Association (LUSA)

As a registered student at Lincoln University, you are automatically a member of the **Lincoln University Student Association (LUSA)**. Each semester every student pays \$40.00 of the student activity fee. These funds are administered by the LUSA executives elected by the student body.

Every fall semester, a general election is held. Students have an opportunity to vote for Student Government members, who will act as a voice of students in matters related to self-governance and University life. The purpose of Student Government is to initiate student activities and to help promote the student's welfare on campus as well as to utilize LUSA funds for student activities.

The student government is composed of four executives elected by the entire student body. These executives include **President, Vice President, Secretary, and Treasurer**. Any student with appropriate qualifications may run for these positions.

The Lincoln University Student Association President is the principal administrator and is assisted in the discharge of his/her by the other members of the student government.

Each member of the Student Government must:

- Be in good academic standing - those on probation are not eligible to hold office.
- Represent Lincoln University in a respectable manner at all times.
- Refrain from any illegal activities.
- Be willing to serve all students regardless of race, gender, sexual orientation or class.
- Be present for at least 95% of meetings.
- Be a team player.

Two weeks prior to elections, a general Student Body meeting is called so that all students can be informed about the election process. Students who qualify for election may stop by the Student Services Office to pick up an application and guideline packet. The due date for submitting the application will be announced and printed on the application packet.

*Who should consider being a member of the Student Government?*

- Those who care about students and Lincoln University.
- Those who want to organize interesting social, cultural or recreational activities.
- Those who want to develop leadership skills.
- Those who want to develop diplomatic skills.
- Those interested in politics and the democratic process.
- Those who want an experience that will further their career aspirations.
- Those who are willing to work hard while having fun and making new friends.

Bylaws of LUSA are available in Appendix 5.

## **Student Activities**

Academic events focus on the development of students' knowledge and experience. Lectures by recognized authorities are held at various times throughout the academic year and are sponsored by the Student Government. Social events help to expand the students' network of contacts. Various on-campus organizations and academic departments conduct student tours, including excursions to cultural, social, and educational institutions in the San Francisco Bay Area. The university's annual ski trip to Lake Tahoe, graduation cruise party, Lincoln Olympics and tours of San Francisco brings students and faculty together, creating an opportunity for the exchange of ideas and perspectives.

Some other events and workshops that are organized throughout the year:

- Barbeques
- Bowling
- Cultural Day
- Halloween, and other parties on campus
- Movie Nights
- Thanksgiving Lunch, and other Holiday parties
- Art Class



- English Club
- Job Fairs
- Resume Writing Workshop
- Cover Letter Workshop
- Professional Communication Skills Workshop
- Interview Techniques Workshop
- Guest Lectures

If you have any event, workshops or club ideas or suggestions, please send an email to LUSA at [lusa@lincolnuca.edu](mailto:lusa@lincolnuca.edu)

## Living in the Bay Area

### A brief guide for the San Francisco Bay Area

Adjusting to a new environment and culture is not easy. You may feel that people do strange things in strange ways. The fact that people do not behave in the ways you are accustomed to is the reason why living in a different area may be a fascinating and exciting experience. Keeping an open mind and a friendly attitude will help you understand others and expand your own view of life.

### Oakland

Lincoln University is located in Oakland, California – one block from the City Center. It is the 8th largest city in California and is well-known for its cultural diversity. The climate here is much sunnier than in San Francisco. The average temperature in January is 60 F = 16 C. In July, the average temperature is 72 F = 22 C.

The city of Oakland runs the “**Safety and Maintenance Ambassador Program**”. This is a flagship of the Downtown Oakland and Lake Merritt-Uptown Community Benefit Districts. The program consists of 30 full-time, highly visible Ambassadors that circulate throughout Downtown Oakland providing essential security, maintenance, and hospitality services. The staff works daily to improve our neighborhood by creating a cleaner, safer and more hospitable downtown for all to enjoy. The Safety and Hospitality Ambassador Program Hours of Operation: Monday-Friday 7:00 am - 9:00 pm, Saturday 2:00 pm-11:00 pm

For Ambassador assistance, call 510-898-8592

### San Francisco

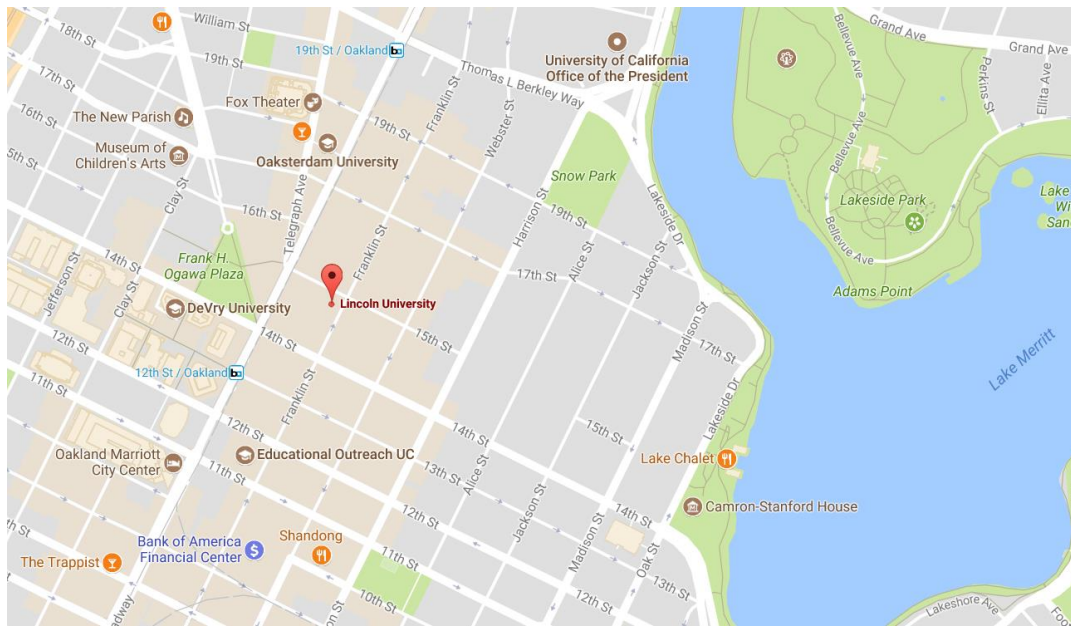
Located just six miles away, across the San Francisco Bay, San Francisco is a world-famous city, filled with a rich history of cultural, social, and technological events that changed not only the surrounding area but has affected the entire globe. From culinary masterpieces, to hidden castles, between century-old bunkers, and the prison that held the notorious gangster Al Capone, between the psychedelic Ashbury St. and the clean-cut Financial District, San Francisco is a true whirlwind of colors and sounds.

### Berkeley

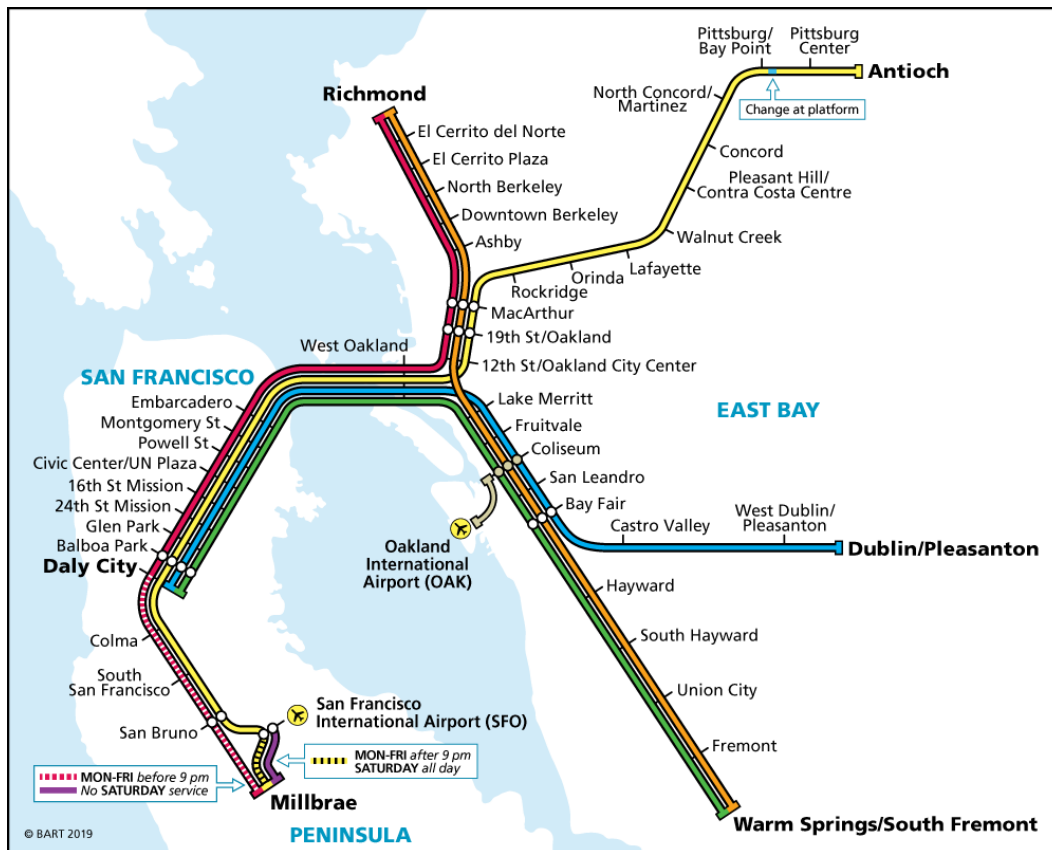
A city famous as the home of the University of California Berkeley, Berkeley is a gem of a place, with a true student-town feeling to it. Along with its educational prowess, the city boasts a fine array of beautiful architecture displaying the many artistic and cultural movements that met in the intersection of civilizations that is the Bay Area.

## Silicon Valley

Silicon Valley, in the southern part of San Francisco Bay Area, is the home to many start-ups and global technology companies. Apple, Facebook, Tesla, and Google are among the most prominent. It is also the site of technology-focused institutions centered in Palo Alto's Stanford University. The Computer History Museum and NASA's Ames Research Center are in Mountain View. The Tech Museum of Innovation is in San Jose.



Map: Location of the Lincoln University Campus in Downtown Oakland



Bay Area Rapid Transit (BART) Lines  
 Lincoln University's stop is 12th Street Oakland City Center station.

## Adjusting To The New Culture

Culture shock is a term used to describe the anxiety and feelings (of surprise, disorientation, confusion, etc.) when people have to adjust to an entirely different cultural or social environment, such as a foreign country.

### Culture and Customs

Possibly one of the most difficult hurdles an international student will need to overcome is learning how things are done in the United States. Some of the customs and rules of etiquette practiced here will conflict with those of which you were raised. This is not an issue of right or wrong. It is simply the culture of how people in different parts of the world live.

Oakland and the general Bay Area are multi-ethnic communities. Many nationalities have maintained their national identities and customs. Some people keep their customs but adapt to an American lifestyle. We do not expect that you will change your life overnight or even change it at all. We want to describe some customs you will encounter during your stay here.

Oakland and the Greater Bay Area are particularly unique in the United States. The area attracted an international population. International students arriving in San Francisco may be quite surprised to find that the people of San Francisco often seem indifferent to them. This may contrast with his or her own countries where a student from a different culture might provoke curiosity. Here an international student is treated as a part of the usual population of the Bay Area. Indeed, the international student hoping to have a "typically American" experience may be somewhat frustrated in the Bay Area.

In the Bay Area, "typical American" means a vast mix of people from many cultures and ethnic groups who, for the most part, get along well even if they seem to have little interest in each other's cultures.

New students sometimes find themselves in a state of culture shock. After initial feelings of excitement, you may be surprised to notice yourself becoming irritated with customs that seem unreasonable or unfamiliar to you. You may experience feelings of loneliness, depression, or confusion. These feelings are normal, yet if you feel that you need to discuss your reaction to the culture of the Bay Area, the staff of the Department of Student Services is always there to help.

As you become familiar with the Bay Area and make friends, these uncomfortable feelings will recede. Indeed, you may be amazed to find yourself having these feelings of a culture shock when you return home and experience your own culture anew.

### **Everyday English**

Spoken English is very different from written English. It is full of expressions that make absolutely no sense to people whose knowledge of spoken English is less than fluent. Listening to the television and radio and speaking to Americans will help you break through the idiom barrier quickly.

An example of the expression you will encounter centers around the many ways people say goodbye. "Be seeing you", "See you later", does not necessarily mean you are going to see that person later. It is simply a way of saying goodbye. And when someone says, "Let's get together soon", it is not necessarily an invitation. It's another way to say goodbye. Do not mistake friendly goodbyes for invitations.

We strongly recommend that only English is to be spoken at Lincoln University - even with people from your own country. The more you use English the easier it will be for you to achieve your educational and career goals.

### **Making Friends**

You may observe that Americans are generally talkative. Silence makes most Americans uncomfortable so they would rather talk about the weather than encounter a lapse in conversation. Americans are generally very friendly to everyone.

Do not mistake friendliness for friendship. Most Americans have many acquaintances but few close friends. The people you are friendly with during the semester may not necessarily stay in touch when classes are over. Each semester brings new acquaintances. Friendships take time to grow. They are trusting relationships that develop slowly.

You will be interacting with students from all over the world. In general, these comments apply to everyone. Stay open and receptive to all you see, hear, and experience.

You are bound to be lonely at times - everyone is. Do not let a few disappointing experiences with acquaintances discourage you from seeking close friendships at school.

### **Punctuality**

Most people in the United States expect punctuality. You should always be early or on time for an appointment with your doctor, your school advisor, or for a meeting with your

professors. Always arrive a few minutes early to your classes. Some professors may count you absent if you are not on time for class.

For social occasions, this is different. For most social events, you do not need to arrive on time. However, if you will be more than 20 minutes late, call your hosts. If you accept an invitation, your hosts expect you there. If for any reason, you have doubts about accepting an invitation, it is better to decline than to accept then not to appear at all.

## **Weather in the Bay Area**

Newcomers to the Bay Area sometimes have difficulty getting used to the weather. If you are from a warm climate, you will be very uncomfortable at first. Although the Bay Area climate is considered temperate, it is rarely truly warm and even more rarely it is hot. San Francisco is famous for its fog, which can come rolling in quite unpredictably. Even on warm days, it is wise to keep a coat or jacket with you. Oakland is typically warmer than San Francisco; however, it gets cold and rainy during the winter season because of the proximity to the ocean.

If you go just a few miles inland, you will find the climate is often quite hot in the summer. People learn to dress in layers so that they can adjust their clothing to the varying temperatures they are likely to encounter as they travel to different cities in the Bay Area.

Winters in the Bay Area are cool and usually rainy. In a normal winter, from November to March, it is expected to see a lot of rain and temperatures to be quite cool. Freezing temperatures, snow, and ice are extraordinarily rare.

## **Worshipping in the San Francisco Bay Area**

For many people, religious activities take on a special significance when they are far away from home. Many churches and religious groups offer bilingual and foreign language services. These are just a few places close to our University. However, you may find other places for worship in the Bay Area that may be better suited to your needs. Below is the list of a few places of worship:

**Baptist**  
First Baptist Church  
534 22nd Street, Oakland, CA 94612  
Phone: (510) 832-4326

**Non-Denominational**  
Piedmont Community Church  
400 Highland Avenue, Piedmont  
Phone: (510) 547-5700

**Hinduism**  
Iskcon Berkeley  
2334 Stuart Street, Berkeley, CA 94705  
Phone: (510) 540-9215

**Buddhism**  
Buddhist Temple of Alameda  
2325 Pacific Avenue, Alameda, CA 94501  
Phone: (510) 522-5243

**Judaism**  
Temple Sinai  
2808 Summit St, Oakland, CA 94609  
Phone: (510) 451-3263

**Catholicism**  
Our Lady of Lourdes Church  
2808 Lakeshore Avenue, Oakland, CA 94610  
Phone: (510) 451-1790

Anglican  
Our Savior Episcopal Church  
1011 Harrison Street, #202,  
Oakland, CA 94607  
Phone: (510) 834-6447

Islam  
Islamic Center of Alameda  
901 Santa Clara Avenue, Alameda, CA  
94501  
Phone: (510) 748-9052

Sikhism  
Sikh Center of San Francisco Bay Area  
3550 Hillcrest Rd., El Sobrante, CA 94803  
Phone: (510) 223-9987

## Recreation and Entertainment

The San Francisco Bay Area is filled with activities to occupy your leisure hours. Some cost money; many don't. Often, you can obtain student discounts for entertainment that costs money. BART also lists on their website monthly events throughout the Bay Area which are usually free to attend and are accessible by BART. Please refer to [www.sfgate.com/thingstodo](http://www.sfgate.com/thingstodo).

The Oakland and San Francisco Recreation and Parks Departments offer a variety of opportunities to participate in sports, enjoy the natural beauty of the area, and attend concerts and other cultural events. The cities have a number of public tennis courts, available for your use, free of charge. There are also a number of swimming pools. You will have to pay a small fee each time you swim.

In the Bay Area, you may contact Berkeley 24 - Hour Visitor Info at **(510) 642-1124**.

*The San Francisco Book* is one of the most comprehensive guides to recreation, entertainment, and sightseeing is free of charge from the San Francisco Convention and Visitors Bureau. The San Francisco Visitor Information Center is located at 749 Howard St, San Francisco, CA 94103. You can also call the Visitor Information Center if you have questions. Their phone number is **415-391-2000**. The 24-hour Event Recording phone number is **415-391-2001**.

Newspapers are also a good source of information on events and recreational opportunities. The Sunday *San Francisco Chronicle*, as well as *The Oakland Tribune*, publishes arts, entertainment, and recreation section every week. It is fondly known as "*The Pink Section*". Look for it in your Sunday Newspaper. It is filled with some of the most current and up-to-date information on things to do in your leisure time. Also, if you ride BART to school you can usually find a free copy of the *San Francisco Examiner* at most stations. Grab a copy to read on your ride to school.

Some interesting places to sight-see in San Francisco

- Golden Gate Bridge - Neighborhood: Marina
- Alcatraz Island - Neighborhood: Fisherman's Wharf
- Golden Gate Park - for picnics - Neighborhood: Golden Gate Park
- Japanese Tea Garden - Neighborhood: Golden Gate Park
- Fisherman's Warf - Neighborhood: Fisherman's Wharf
- Lombard Street - Neighborhood: Russian Hill
- San Francisco Museum of Modern Arts (SF MOMA)
- AT & T Park - To watch a baseball game
- San Francisco Zoo-Houses 250 species and includes, miniature train and carousel

Some interesting places to sight-see in Oakland

- Chinatown - Between Broadway, Alice, 13th, and 7th St., Oakland
- Jack London Square - Broadway and Embarcadero, Oakland
- Lake Merritt/Lakeside Park - Grand and Bellevue Aves., Oakland
- Oakland Museum of California - 1000 Oak Street, Oakland
- Oakland Zoo- 9777 Golf Links Rd, Oakland

Some interesting places to sight-see in Berkeley

- Aquatic Park - 80 Bolivar Drive, at the foot of Bancroft Way, Berkeley
- Tilden Park Golf Course - Grizzly Peak Blvd., & Shasta Road, Berkeley
- UC Botanical Garden - 200 Centennial Drive, Berkeley,
- Cesar Chavez Park - 11 Spinnaker Way, Berkeley
- UC Berkeley Art Museum and Pacific Film Archive - 2626 Bancroft Way, Berkeley
- Arts and Cultural Facilities

African American Museum and Library  
659 14th Street, Oakland, CA 94612  
Phone: (510) 637-0200

Berkeley Symphony Orchestra  
1942 University Avenue, #207, Berkeley, CA  
94704  
Phone: (510) 841-2800

California Academy of Sciences  
55 Music Concourse Dr., San Francisco, CA  
94118  
Phone: (415) 379-8000

Chabot Space & Science Center  
10000 Skyline Blvd, Oakland, CA 94619  
Phone: (510) 336-7300

Contemporary Jewish Museum of San  
Francisco  
736 Mission Street, San Francisco, CA 94103  
Phone: (415) 655-7800

De Young Fine Arts Museum  
50 Hagiwara Tea Garden Drive, San Francisco,  
CA 94118  
Phone: (415) 750-3600

Exploratorium  
Pier 15 The Embarcadero, San Francisco, CA  
94111  
Phone: (415) 528-4444

Fine Arts Museums of San Francisco Legion of  
Honor  
100 34th Avenue, San Francisco, CA 94121  
Phone: (415) 750-3600

Magnes Collection of Jewish Art and Life  
2121 Allston Way, Berkeley, CA 94720  
Phone: (510) 643-2526

Oakland Aviation Museum  
8252 Earhart Road, Building 621, Oakland, CA  
94621. Phone: (510) 638-7100

Oakland Museum of California  
1000 Oak Street, Oakland, CA 94607  
Phone: (510) 318-8400

San Francisco Museum of Modern Art  
151 3rd Street, San Francisco, CA 94103  
Phone: (415) 357-4000

San Francisco Symphony  
201 Van Ness Avenue, San Francisco, CA  
94102  
Phone: (415) 864-6000

The Museum of Art and Digital Entertainment  
3400 Broadway, Oakland, CA 94611  
Phone: (510) 457-0211

## **Earthquakes**

The San Francisco Bay Area lies on two major fault lines that are very likely to produce at least a few mild earthquakes during your stay in San Francisco. No one can predict exactly when earthquakes will occur. Earthquake preparedness specialists urge everyone living in this area to take certain precautions and to be as well prepared as possible.

You may want to have an emergency supply of a flashlight and extra batteries, bottled water, and non-perishable food. You should also have basic first-aid supplies, a portable radio, extra batteries, and any medications you might need. You will be safer, and you will have less to worry about.

The California Academy of Science, located in The Golden Gate Park offers an earthquake simulator experience – we encourage you to give it a try!

## **Environment**

In general, people in the Bay Area are very concerned with environmental issues. Recycling is considered very important. People conserve water, not just because of drought conditions, but because it is good for our environment. People also try to reduce their use of various fuels by limiting the amount of heat they use in their homes and by using public transportation, rather than driving, when possible.

Some people may get angry if they believe others are abusing the environment. For example, if you are washing your car with a great deal of water, don't be surprised if one of your neighbors makes a very negative comment to you. If you throw trash on the street or ignore signs asking you to recycle, you will be violating a local custom and may provoke someone to say something. In some areas, throwing trash on the street is a strict violation of the law and you will be required to pay a large fine.

## **Public Transportation**

Learning to get around any city takes a little patience, map-reading skill, and a willingness to ask questions. The Bay Area has many types of public transportation available and the service is generally frequent and reliable.

AC TRANSIT- The Alameda - Contra Costa Transit District (AC Transit) is the third-largest public bus system in California, serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties. The fare is \$2.35 for a single ride; however, there are discounted monthly passes that can be purchased. For more see <http://www.actransit.org>.

Within San Francisco, the transportation system is run by the San Francisco Municipal Transportation Agency (MUNI). MUNI is a subway, trolley and bus routes throughout the city. The single trip fare costs \$2.50. Take a transfer when paying and you can ride any MUNI transport until the time on the transfer without paying again. The F line trolley runs historic streetcars from all over the city and goes along Castro, Market Street, Ferry Building and then along the waterfront to Fisherman's Wharf. For more see <http://www.sfmta.com>. MUNI consists of a system of 73 lines including diesel buses, electrically powered streetcars and trains, and cable cars. It publishes a map showing the routes of its various lines. You can find more detailed information regarding MUNI online.



If you are traveling by AC Transit or MUNI daily, you should purchase a "Fast Pass" each month. Fast passes may be purchased at several locations, including many banks and supermarkets such as Safeway or Walgreens. A Fast Pass costs \$81.00 a month and can be used any time on all of the MUNI lines. If you do not have a Fast Pass, you must have cash for the exact price of the ticket. Drivers do not give any change.

If you need help in figuring how to get somewhere via MUNI, locating MUNI maps, or finding out where to purchase Fast Passes, call the MUNI information line, **(415) 701-2311**.

If you have a smartphone or other types of device that have internet access, you can get Muni schedule information via this website: <http://www.nextmuni.com>.

You can also get public transportation departure information, among other things, by calling 511 (when you are in San Francisco). Simply follow the voice-activated instructions to get the information you need.

BART - This light rail system is an express train that runs from downtown San Francisco to the South and East Bay. Rates vary per trip and tickets are purchased inside each station. For more see <http://www.bart.gov>.

CABLE CARS - The cable cars run from Union Square to Fisherman's Wharf and along California Street (East of Van Ness). Arguably it is the most fun way to get around town. Expect long lines at Powell Street and Fisherman's Wharf. The cost is \$7.00 per ride. For more see <http://www.sfcablecar.com>.

TAXI/UBER/LYFT – These are generally a safe way to get around the city at night when buses are less frequent. As in any big city, at night, you should be aware of your surroundings.

### **Important Tips for Buses & Train Services**

- Know your route and bus schedule before you leave. Choose busy, well-lit bus stops after dark.
- Try to sit at the front of the bus near the driver.
- After 9 pm you can ask the bus driver to stop at the street closest to your destination (between bus stops). You must exit from the front door. (This is not available on express buses)
- Use the emergency phones on the platform or emergency button on the train if you are harassed.

### **AIRPORTS**

**Oakland International Airport** - Travelers looking for a low-cost and low-key alternative to San Francisco Airport (SFO) often turn to Oakland International Airport (OAK) on the east side of the San Francisco Bay Area. OAK is California's fourth largest airport and offers service to 55 international and domestic destinations. A light rail connects a BART stop and OAK. Contact Phone: (510) 563-3300, website: <http://www.flyoakland.com>.

**SFO Airport** - San Francisco International Airport has four terminals, including the much-praised international terminal, three of which handle domestic and Canada-bound flights. An internal transit system, Air Train, links together the various parts of the airport. BART

services run between the airport and cities of the Bay Area. SFO Contact Phone: (650) 821-8211, website: <http://www.flysfo.com>.

## Housing



The advertisement features the Lincoln University logo on the left, which includes a portrait of Abraham Lincoln and the text 'LINCOLN UNIVERSITY SINCE 1919'. To the right, the text reads 'STUDENT HOUSING' in large white letters, followed by 'Dormitory-Style living In Alameda, CA' and 'Included in price: Furniture, Utilities, Hi-Speed Internet'. Below this, it states 'Starting at \$645.00 per month'. On the right side, there are three images: a modern building exterior, a swimming pool with lounge chairs, and two interior photos showing a dining table and a bedroom with two beds.

Lincoln University guarantees accommodations to all students willing to enroll in the student housing program. Please refer to the Housing Office of the Department of Student Services at [housing@lincolnuca.edu](mailto:housing@lincolnuca.edu) for more information.

Lincoln University offers student housing options. Currently, the University provides affordable shared dormitory style housing in the Summer House complex in the city of Alameda. This is a safe community located south of downtown Oakland. The rent is around \$645 per person monthly. The monthly rent includes utilities, high-speed Internet, and renter's insurance. The apartment complex offers controlled access, a pool, fitness center, laundry facilities, and is located near a bus stop within a short commuting distance to Lincoln University.

Students interested in the housing program should be informed of some of the costs:

- \$645.00 approximately monthly rent
- \$80.00 one-time placement Fee
- \$50.00 for parking space
- \$200.00 security deposit (will be returned at end of contract)

Please note also that the university has a system of fines for anyone who breaks the housing agreement, or for any damages incurred:

- \$500.00 for breaking a single-term agreement
- \$100.00 renewal fee if renewing after the deadline
- \$15.00 late fee after the first business day of the month
- \$35.00 late fee after 10th of the month
- \$75.00 late fee after 20th of the month + 3-month probation
- \$20.00 surcharge for bounced checks
- \$5 - 100 to replace any keys and permits provided by Summer House

Please visit the Summer House Apartments' Website to see pictures and read comments: <http://www.summerhousealameda.com/>

Some students choose to use housing websites and independent rental agencies to find apartments by themselves, share them with other students, or live with relatives or friends. The Department of Student Services posts notices about current rental options on a housing board and refers students to various sources of temporary housing until students find their permanent accommodations.

### Other Housing Options

Newspapers carry advertisements for housing accommodations. The newspapers in the San Francisco Bay Area include four major daily papers: *San Francisco Chronicle*, *San Francisco Examiner*, *San Jose Mercury News*, and the *Oakland Tribune*. There is a number of weekly and neighborhood newspapers including the *San Francisco Bay Guardian*, the *East Bay Express*, *Independent*, the *Berkeley Daily Planet* and the *Richmond Review*. You can also check ads in newspapers published in a number of other languages as well as websites such as [www.roommates.com](http://www.roommates.com), [www.craigslist.org](http://www.craigslist.org), [www.rent.com](http://www.rent.com), [www.4stay.com](http://www.4stay.com) and many more. More information on alternative housing options can be received from the Student Services Office (Room 103).

Reading housing ads can be confusing. Here is a list of some of the most common abbreviations you are likely to run across:

Aek	All electric kitchens as opposed to a kitchen having a gas stove
Agt. fee	The apartment available through a realtor, but you must pay a fee to the realtor if you rent. It is generally wise to avoid realtors who charge you a fee.
Agt. no fee	Apartment available through a realtor for no fee to you. The landlord pays the realtor's fee
Ba	Bathroom - "½ ba" means sink and toilet, no shower or tub
Cpts/Drps	Carpets and Drapes furnished
Dlx.	Deluxe
Frplc.	Fireplace – make sure to ask if it's working and the last time it had a chimney sweep. Fireplaces in older buildings can be fire hazards
Furn.	Furniture provided - does not include dishes, linens, etc.
Gar.	Garage
Jr. 2	Two rooms, a studio with separate dining/kitchen
Jr. 3	Three rooms, as above, with separate bedroom
Laundry	Laundry facilities in the building - usually coin operated
No pets	No animals allowed - some landlords will allow pets if you pay a larger damage deposit
Spac.	Spacious
Stove/fridge	Stove and refrigerator included
Util. inc.	Utilities included in the cost of the rent (the price of water, gas, and electricity)
Victrn.	Victorian (style of architecture) may mean very charming or very old and in poor condition
Vu.	View from the apartment - usually means additional rent, be sure the view is worth it!

### **Important Tips for Apartment Security**

- Don't let people into the building or "buzz them in" if you don't know them. If someone wants to get into the building, (i.e.: repairmen, deliveries, salesmen) refer him or her to the manager.
- Never hold the door open for someone you don't know. Don't prop doors open with the floor mat or other blocks. This is a major security problem.
- Look through the peephole before answering the door.
- Don't leave notes on the door saying you are not home.
- Use only your last name and initial on the entry panel.
- Lock your door even if you only leave for a few minutes, such as going to the laundry room or picking up mail.
- Try to get to know your neighbors.

### **Important Tips when going out at Night**

- Taxis, Uber, Lyft are ways to get home. Be sure to know the Taxi Company and the number of taxi in case you have any problems.
- The drinking age in the US is 21 yrs. ID/Passport is required to purchase liquor or enter a bar, or night club/disco.
- Drinking in public places such as parks, beaches, cars or on the street is illegal.
- If you go to a bar, it is best to go with a group of friends.
- Do not accept drinks from strangers or leave your drink unattended.
- Date rape drugs are sometimes put into drinks when women are not paying attention.
- Drugs such as cocaine, heroin, and nightclub drugs such as ecstasy, love drugs and GHB are illegal. Do not use or possess drugs at any time. Foreign students caught possessing any form of nonprescription drugs will probably be deported.

### **Owning and Operating an Automobile**

You must have a valid driver's license to drive a car. Each state in the United States issues its own driver's license. Not every state will recognize your country's driver license or the international driver license. To obtain a state driver's license, you will be required to demonstrate your knowledge of the traffic laws. You may also be required to take a driving test. Never drive a vehicle unless you understand all the applicable road rules, recognize all the road signs, and possess a valid license to drive. You must purchase automobile insurance if you own a vehicle. In case of an accident, automobile insurance protects you against most of the cost of injuries and repairs. The cost of repairs can be very high. If you need assistance obtaining car insurance, please feel free to ask at the staff of the Department of Student Services.

In order to obtain a driver's license, you will need to have a social security number.

Department of Motor Vehicles (DMV) Offices

DMV Oakland

5300 Claremont Avenue, Oakland, CA 94618

Phone: (800) 777-0133

Office Hours: Monday and Tuesday – 7:00 AM – 5:00 PM;

Wednesday – 9:00 AM – 5:00 PM; Thursday and Friday - 7:00 AM - 5:00 PM;

Saturday – 8:00 AM – 5:00 PM; Sunday – Closed.

Oakland Coliseum DMV  
501 85th Avenue, Oakland, CA 94621  
Phone: (800)777-0133  
Office Hours: Monday, Tuesday, Thursday, Friday – 8:00 AM – 5:00 PM;  
Wednesday – 9:00 AM – 5:00 PM; Saturday, Sunday – Closed.

San Francisco DMV  
1377 Fell St., San Francisco, CA 94117  
Phone: (800)777-0133  
Office Hours: Monday, Tuesday, Thursday, Friday, Saturday – 8:00 AM – 5:00 PM;  
Wednesday – 9:00 AM – 5:00 PM; Sunday – Closed.

## Shopping

Here is a listing of some shopping stores you may want to use.

### Grocery Stores

99 Ranch Market  
3288 Pierce Street, Richmond, CA 94804  
Phone: (510) 769-8899

Berkeley Bowl Marketplace  
2020 Oregon Street, Berkeley, CA 94703  
Phone: (510) 843-6929

250 Skyline Plaza, Daly City, CA 94015  
Phone: (650) 992-8899

920 Heinz Ave, Berkeley, CA 94710  
Phone: (510) 898-9555

EM Food Market  
332 14th Street, Oakland, CA 94612  
Phone: (510) 834-3651

Grocery Outlet  
2900 Broadway, Oakland, CA 94611  
Phone: (510) 465-5649

Korean Plaza  
2370 Telegraph Avenue, Oakland, CA 94612  
Phone: (510) 986-1003

3889 San Pablo Avenue, Emeryville, CA  
94608  
Phone: (510) 450-1200

Safeway  
5100 Broadway, Oakland, CA 94618  
Phone: (510) 285-0782

Lucky  
247 E 18th Street, Oakland, CA 94606  
Phone: (510) 272-0467

3747 Grand Avenue, Oakland, CA 94610  
Phone: (510) 465-4187

815 Marina Village Parkway, Alameda, CA  
94501  
Phone: (510) 521-9113

3889 San Pablo Avenue, Emeryville, CA  
94608  
Phone: (510) 450-1200

1000 El Cerrito Plaza, El Cerrito, CA 94530  
Phone: (510) 524-7282

Trader Joe's  
3250 Lakeshore Avenue, Oakland, CA 94610  
Phone: (510) 238-9076

Smart & Final  
1243 42nd Avenue, Oakland, CA 94601  
Phone: (510) 536-7494

5727 College Avenue, Oakland, CA 94618 Phone: (510) 923-9428

13110 San Pablo Avenue, Richmond, CA 94805. Phone: (510) 233-1756

2217 South Shore Center, Alameda, CA 94501  
Phone: (510) 769-5450

Whole Foods Market  
230 Bay Place, Oakland, CA 94612  
Phone: (510) 834-9800

5700 Christie Avenue, Emeryville, CA 94608  
Phone: (510) 658-8091

3000 Telegraph Ave, Berkeley, CA 94705  
Phone: (510) 649-1333

1885 University Ave, Berkeley, CA 94703  
Phone: (510) 204-9074

399 4th Street, San Francisco, CA 94107  
Phone: (415) 618-0066

### **Pharmacies**

CVS  
344 Thomas Berkley Way, Oakland, CA 94612  
Phone: (510)-832-8384

Walgreens  
1333 Broadway, Oakland, CA 94612  
Phone: (510) 832-2694

3236 Lakeshore Ave, Oakland, CA 94610  
Phone: (510)-451-1737

3400 Telegraph Avenue, Oakland, CA 94609  
Phone: (510) 597-0458

2700 5th Street, Alameda, CA 94501  
Phone: (510) 214-0932

1916 Webster St, Alameda, CA 94501  
Phone: (510) 864-2800

### **Stationaries**

Staples  
2352 Shattuck Avenue, Berkeley, CA 94704  
Phone: (510)-704-0872

1318 10th Street & Gilman, Berkeley, CA 94710  
Phone: (510) 982-0663

Office Max  
2160 Otis Drive South Shore, Alameda, CA 94501  
Phone: (510) 749-7500

1933 Davis Street, San Leandro, CA 94577  
Phone: (510) 633-2582

Office Depot  
3535 Hollis Street, Emeryville, CA 94608  
Phone: (510) 547-9660

Office Max contd.  
2160 Otis Drive, Alameda, CA 94501  
Phone: (510) 749-7500

### **Commodity Stores**

Wal-Mart  
1919 Davis Street, San Leandro, CA 94577  
Phone: (510) 569-0200

1555 40th Street, Emeryville, CA 94608  
Phone: (510) 285-0559

1400 Hilltop Mall Road, Richmond, CA 94806. Phone: (510) 669-1342

1057 Eastshore Highway, Albany, CA 94710  
Phone: (510) 982-0512

Kmart  
26231 Mission Blvd, Hayward, CA 94544  
Phone (510) 582-3884

4500 Macdonald Avenue, Richmond, CA  
94805  
Phone: (510) 253-1000

Target  
2700 5th St, Alameda, CA 94501  
Phone: (510) 214-0931

15555 E 14th Street #400, San Leandro, CA  
94578  
Phone: (510) 276-2699

### **Shopping Malls/Outlets**

Bay Street Emeryville  
5616 Bay Street, Emeryville, CA 94608  
Phone: (510) 655-4002

Hilltop Mall  
2200 Hilltop Mall Road, Richmond, CA  
94806. Phone: (510) 223-6900

Bayfair Center  
15555 E 14th Street, San Leandro, CA  
94578  
Phone: (510) 357-6000

San Francisco Premium Outlets  
2774 Livermore Outlets Dr, Livermore, CA  
94551  
Phone: (925) 292-2868

Marina Square Center  
1201 Marina Blvd., San Leandro, CA  
94577  
Phone (209) 472-3600

Westfield San Francisco Centre  
865 Market Street, San Francisco, CA  
94103  
Phone: (415) 512-6776

Great Mall of The Bay Area  
447 Great Mall Drive, Milpitas, CA 95035  
Phone: (408) 945-4022

Westfield Valley Fair  
2855 Stevens Creek Blvd, San Jose, CA  
95050. Phone: (408) 248-4451

## **Public Libraries**

The U.S. Public Library System is a great free resource for everybody. You do not need a library account to browse resources or to attend various library programs. However, if you wish to borrow books or access electronic resources, you will need to apply for a library card.

To get a library card, go to the library in person, fill out the one-page application and show proof of California residence. Proof can be either (1) a California State ID or (2) another form of photo ID in addition to a letter/ utility/ statement/ bankbook/ etc. showing your name and a California address.

Once you open a library account, you will receive a library card immediately and select a unique 4-digit pin number. You can then access your account online. With your online account, you can put books on hold, renew items and access electronic databases of journal articles and e-books.

Oakland Main Public Library is only 6 blocks from Lincoln University. The Main Branch has books, magazines, and newspapers in several foreign languages. It is located at 125 14th Street, Oakland, CA 94612, tel. (510) 238- 3134, [www.oaklandlibrary.org](http://www.oaklandlibrary.org).

Oakland has 26 neighborhood branch libraries. The neighborhood libraries act as community catalysts. In areas where large ethnic populations reside, the neighborhood library tries to stock books in the language of that area. For example, Spanish language books can be found in **Cesar E. Chavez Branch** (3301, East 12<sup>th</sup> Street, #271, tel. (510)-535-5620) and Chinese in **Asian Branch**, Oakland Chinatown (388, 9<sup>th</sup> Street, #190, tel. (510)-238-3400).

Neighborhood branches also respond to community needs by acting as meeting places and offer community-interest activities. These activities include films, lectures, and special programs for children. A monthly calendar of events is available at the Main Library, any of the branches, and on the website [www.oaklandlibrary.org](http://www.oaklandlibrary.org). The website also includes all the addresses and phone numbers for all branches.

The Berkeley Library is located at 2090 Kittredge St, Berkeley, tel. (510)-981-6100

San Francisco has an extensive public library system and the Main Branch at the Civic Center downtown spans six floors. The address is 100 Larkin St., San Francisco, tel. (415) 557-4400

You will need to open a library account separately for each library system: Oakland, Berkeley, San Francisco, Alameda, etc. There is no charge for your library card or for the use of the library. There is, however, a fine for overdue books and lost or damaged books and a replacement fee if you lose your library card.

## **Part-Time Employment**

Students on F-1 status may also be able to work through an internship program. In this situation, students must register and pay tuition for an internship course. If you are working for more than 20 hours per week then you will have to register for 3 units. 20 hours or less is considered as 1 unit. Information about applying for an internship is available from the Admissions and Records, Registrar Office and the Student Services Office.

### **On Campus**

Postings are usually made on the bulletin boards if a job position is open for one of the departments. It is important to follow the steps outlined in the postings on how to submit your resume, etc. Please bear in mind that only students who have “good standing” with the University will be considered. Good standing constitutes acceptable attendance to classes and no overdue tuition or fees (payment plans are fine). No student on probation will be considered.

### **Off campus**

Meet with the Director of Admissions and Records to find out if you qualify to take an internship course. If you have attendance problems or a low GPA, you may not be allowed to take the course. If it has been determined that you fulfill these requirements, follow the steps below:

- Obtain an official job offer letter from a company on the company’s letterhead signed by the manager of the department or the HR manager.
- Job offer letter should include internship start date (usually on a semester basis), job title along with duties and responsibilities. The duties and responsibilities are important since your internship work is recommended to be in your concentration – International Business, Finance Management and Investments, General Business,



Human Resources Management, Management Information Systems, and Marketing Management.

- Submit the offer letter to the Admissions Office and they will be able to use this information to update your I-20.
- Register for the internship course: BA 291 (Internship in Business) for undergraduate students or BA 391-396, BA 491-494 (based on your concentration) or BA 398 for graduate students. Undergraduate students are not qualified for internships until they have completed at least 1 year of studies.
- Once you have registered, you can get to work.

**Please remember** that each semester you sign up for an internship your employer will have to send us their 'Employer Satisfaction' Form. These forms are available either online, at the Department of Student Services, or Admissions and Records Office. The student may select an advisor with the approval of the Provost or the Director of Program. The student will also have to submit a report. This report can be counted as credits towards your degree.

## Student Visa Responsibilities

Your F-1 (student) status carries certain obligations. It is important that you observe them carefully. If you fail to follow the regulations set by the United States Department of Homeland Security (DHS), you risk being out of status, which may lead to losing your right to remain in the United States for further study.

You must keep your passport valid, request an extension of stay as needed, maintain a full and satisfactory course of study during the school year, keep authorities notified of your current address, and seek approval of the DHS for any contemplated change of status. Be sure to check with the Admissions and Records Office or the Department of Student Services well before any trip outside of the United States.

Your student visa can be revoked if you get in legal trouble. Do not get caught drinking and driving, do not use drugs, do not work illegally, and pay your traffic tickets promptly. Be careful and obey the law.

### If You Need a Lawyer

If you need to consult a lawyer for any kind of problem, you can call the *San Francisco Attorney Referral Service* at **(415) 989-1616**. You will be referred to an attorney who specializes in the area of your concern.

Legal services can be very expensive. If you cannot afford legal help, contact the *Legal Aid Society* at **415-864-8848**. You may be able to get low fee help or referral from this organization. Also, referral assistance is available from the Department of Student Services.

The university strongly recommends to each international student to find out information about location, telephone number, and email of his or her country Embassy and/or Consulate General and contact them in case of legal problems in the United States.

## Sensitive Areas for Discussion

### Alcohol and Drugs

It is your responsibility to be aware of and obey local laws on drug and alcohol use.

### **Non-Smoking Policy on Campus**

It is against the law to smoke in public buildings or within 20 feet/ 6 meters of an entrance in California. Many municipalities have established ordinances prohibiting smoking in public outdoor places including golf courses. As respect for our students' health, Lincoln University has established a policy that anyone observed smoking within the campus will be fined \$300. A second offense will result in the student being dismissed from the University.

### **Sexual Harassment**

Refer to the catalog under Compliance and Grievances.

## **U.S. Holidays and Observances**

Like all countries, the U.S. has some interesting days of celebration. Most (but not all) are federal holidays, when government offices are closed.

**Memorial Day** is the United States federal holiday observed on the last Monday of May. Formerly known as Decoration Day, it commemorates U.S. men and women who died while in military service to their country. First enacted to honor Union soldiers of the American Civil war (it is celebrated near the day of reunification after the Civil War), it was expanded after World War I to include American casualties of any war or military action.

**Labor Day** is a United States federal holiday observed on the first Monday in September. The holiday originated in 1882 as the Central Labor Union (of New York City) sought to create "a day off for the working citizens". Congress made Labor Day a federal holiday on June 28, 1894, two months after the May Day Riots of 1894. All fifty states have made Labor Day a state holiday. Traditionally, Labor Day is celebrated by most Americans as the symbolic end of the summer.

**Thanksgiving Day** is a harvest festival. Traditionally, it is a time to give thanks for the harvest and express gratitude in general. It is a holiday celebrated primarily in Canada and the United States. While perhaps religious in origin, Thanksgiving is now primarily identified as a secular holiday. It is not a federal holiday, but most businesses and government agencies are closed.

**Presidents Day** started as a way to celebrate George Washington's and Abraham Lincoln's Birthday. It is a United States federal holiday celebrated on the third Monday of February.

**July 4th** is the Independence Day. It is a federal holiday commemorating the adoption of the Declaration of Independence on July 4, 1776, declaring independence from the Kingdom of Great Britain. Independence Day is commonly associated with fireworks, parades, barbecues, carnivals, fairs, picnics, concerts, baseball, games, political speeches and ceremonies, and various other public and private events celebrating the history, government, and traditions of the United States. Independence Day is the federal holiday of the United States.

**Halloween** (or **Hallowe'en**) is celebrated on October 31. It has roots in the Celtic festival of Samhain and the Christian holy day of All Saints. It is largely a secular celebration, but some Christians and pagans have expressed strong feelings about its religious overtones. Irish immigrants carried versions of the tradition to North America during Ireland's Great Famine of 1846. The day is often associated with the colors of orange and black and is strongly

associated with symbols such as the jack-o'-lantern. Halloween activities include trick-or-treating, ghost tours, bonfires, costume parties, visiting haunted attractions, carving jack-o'-lantern, reading scary stories, and watching horror movies.

### **U.S. Calendar Holidays and Observances**

Holiday	2020	2021
MLK Jr. Day	Jan 20	Jan 18
Presidents Day	Feb 17	Feb 15
Good Friday	Apr 10	Apr 2
Easter Sunday	Apr 12	Apr 4
Mother's Day	May 10	May 9
Memorial Day	May 25	May 31
Father's Day	Jun 21	Jun 20
Labor Day	Sept 7	Sept 6
Columbus Day	Oct 12	Oct 11
Veterans Day	Nov 11	Nov 11
Thanksgiving Day	Nov 26	Nov 25

## **Managing Your Money**

One of the first things you should do when you arrive here is open a bank account. Lincoln University has established a relationship with a specific branch of the Chase Bank here in Oakland. The banking representatives are usually available on campus for the registration days each semester. If you need the contact information of any bank you can contact Student Services in Room 103. Please note you are also free to choose other banking institutions that you prefer. Below is some financial information intended to help you decide what is best for you.

Since you are a student you should be able to get a free checking account with most banking institutions. Always mention this on your application form.

### **Checking Accounts**

A checking account offers you the convenience of being able to pay for things without carrying large amounts of cash with you. You will also have a record of your expenditures and proof that you have paid your bills. Of course, you must have enough money on deposit to cover the amount of the checks you have written or debit card transactions you have authorized. If you open a checking account, be sure that the person to whom you speak to shows you how to write a check, register it in the book, and balance your account after every transaction. Bring your University ID card when you decide to open the account. Always be careful about over-drafting your account that is, spending more than you have in the account. It is wise to get an overdraft protection (usually a monthly fee) just in case or if you decide not to pay close attention to the amount of funds you have in your account. Overdraft fees are usually relatively high.

As a student, you should be able to get a free checking account with most banking institutions. Always mention this on your application form.

## Savings Accounts

If you have a large amount of money that will pay your expenses for several months, you may want to put most of it into a savings account. You may open a savings account at either a commercial bank or a savings bank. The interest you earn on your savings may be greater at a savings bank. If you keep all your accounts in one bank, you can easily transfer money from savings to checking as needed.

Important Tips to remember when at the ATM machine

- **DO NOT** share your PIN (Personal Identification Number) with anyone and use different PINs for each debit and credit card.
- **DO NOT** record your PIN and carry it with you. Memorize your PIN number.
- **DO NOT** use personal identifiers (i.e. date of birth, social security number, driver's license number or address) as your PIN. If you lose your card, these may be the first numbers a criminal will try to access your bank account.
- **DO** be aware of suspicious activity and overly friendly individuals loitering at the ATM machines. **DO NOT** converse with them while banking.

Living on your own in a foreign country can be difficult. Properly managing your money to pay for school, books, rent, insurance, food, travel, and entertainment may seem like an overwhelming task. Here are some tips to help you manage your money.

Living on Budget

- Assess your spending habits
- Determine your gross monthly income
- Determine the costs of your basic needs
- Allocate funds for your "wants"
- Stick to your budget

### 1. Assess your spending habits

The main point of a budget is to ensure two things:

That your basic needs are taken care of each month.

That you are completely aware of how much cash you should spend on anything non-essential.

### 2. Determine your gross monthly income/allowance

It is important to carefully figure out (as exactly as possible) how much money you have available to spend each month.

### 3. Determine the costs of your basic needs

Below is a list of things that you likely have to spend money on every month (not just the things you really want, but the things that you are legally obliged to pay). As you read, try to calculate as precisely as possible what portion of your monthly income you spend in each category. (The number you see in brackets is an example):

- Rent [up to \$1000]
- Food (amount for meals at home, unless you never cook) [about \$400]
- Utilities (heat, air conditioning, water, electric, etc.) [about \$100]
- Cell Phone Bill [about \$60]
- Cable Bill [about \$40]

- Car Maintenance (if you have one) [about \$100]
- Gas/Transportation Costs [about \$200]
- Health Insurance [about \$250]
- Car Insurance [about \$160]
- Tuition and university fees [about \$900]
- Total estimated monthly fixed cost [about \$3210]

#### **4. Allocate funds for your “wants”**

Be mindful of the bills you need to pay soon when determining how much money to spend on non-essential things.

#### **5. Stick to your budget**

The most important (and, arguably, the most difficult) part of managing money. The good news is that after a few weeks, sticking to the budget will become a habit.

### **Credit Cards**

In this country, credit cards tell the story of your credit history. If you managed your funds well and did not miss a payment, you may have a “good credit”, which is useful when buying a car, signing a lease, or making a large purchase. However, if the credit card transaction record shows the history of your spending habits (if you default on a payment or went over your limit), it will affect your credit. Your creditworthiness is regularly calculated and indicated as a credit score by major credit bureaus. Usually, the score is on a scale of 300 to 850 (850 is the highest).

Try limit your usage of credit cards unless you are building up your credit history. Credit cards are good to have for emergencies and major purchases but using it constantly may lead to significant amount of interest that you will need to pay on your charges.

### **Career Services**

While Lincoln University makes no explicit or implied guarantee of job placement for graduates, it does provide career guidance. By arriving at an early decision regarding career directions, students can make the most of their academic programs.

Students get individual help in career exploration, advise and critique on resumes, cover letters, and assistance in determining job objectives. Students also have an opportunity to practice and polish up their interview skills during numerous career-focused workshops.

#### **Career Planning Process**

Career planning is a lifelong process, which includes choosing an occupation, getting a job, professional growth, possibly changing careers, and eventually retiring.

- Understand yourself - *Gathering information about you* - is the process of gathering information about yourself to make an informed career decision. Helpful to gather information in the following areas: Interests, Values, Roles, Skills/Aptitudes, Preferred Environments, Developmental Needs, Your realities.
- Develop Options
- Explore the occupations in which you are interested
- Research the industries in which you would like to work
- Research the Labor Market

Get more specific information after you **narrow down your options** by:

- Job Shadowing
- Full-time work, part-time work, internships, externships or volunteering in industries of your interest
- Written materials
- Informational interviews

**Match** - During this phase of the process, you will:

- Identify possible occupations
- Evaluate these occupations in terms of matching your needs
- Explore alternatives
- Identify short-term and some long-term options

**Act** - You will develop the steps you need to take to reach your goal, for example:

- Investigate sources of additional training and education, if needed
- Develop a job search strategy
- Write your resume
- Gather company information
- Compose cover letters
- Prepare for job interviews

## Copyright Compliance Policy

Members of the Lincoln University community are expected to be mindful of the restrictions imposed on them by copyright law as well as the rights conferred on them by the fair use exemption to the copyright laws.

Simply put, "copyright" says that you are prohibited from using a work unless you own the copyright or have permission; "fair use" says that you may use the work with neither copyright ownership nor permission if your use is indeed fair under the legal criteria set forth in the "fair use policy". (More details: [www.copyright.gov/fair-use/more-info.html](http://www.copyright.gov/fair-use/more-info.html))

### Copyright Infringement

Lincoln University supports efforts to eliminate the illegal distribution of copyrighted material. Lincoln University students are prohibited from using the Lincoln University network to illegally download or share music, video and all other copyrighted intellectual property.

Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, are violations of the law and may subject students not only to academic sanctions from the college but also criminal and civil penalties.

### Summary of Civil and Criminal Penalties

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the

Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,00 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Legal Alternatives for Acquiring Copyrighted Material**

Students have access to Lincoln University Library’s resources via subscriptions to numerous online databases. Additionally, a fairly exhaustive list of web sites from which you may legally obtain copyrighted material is published by EDUCASE: [Legal Sources of Online Content](#).

## **Frequently Asked Questions**

### **1. What is the difference between a course schedule and a catalog?**

A course schedule includes courses that are offered in a semester. Our catalog provides comprehensive descriptions of all courses, programs, policies, and procedures. Each student should have a catalog and become familiar with it. It is your responsibility to follow Lincoln University requirements to earn your degree. You can access the catalog on Lincoln University website, or you can pick one up from the Admissions and Records Office.

### **2. How long is a semester?**

Lincoln University’s academic year consists of a Fall semester, a Spring semester and a Summer session. Fall and Spring semesters consist of 16 weeks and the Summer session consists of 7 weeks.

### **3. How many units do I have to take to be considered a full-time or part-time student?**

#### *International Students:*

Those with F-1 visas must attend the university as full-time students. Graduate students take a minimum of 9 units per semester to be considered a full-time student. Undergraduate students – a minimum of 12 units per semester. If a summer session is the student’s first academic term at the University, a minimum of 6 units must be taken during the summer for either graduate or undergraduate students. Otherwise, a summer session is optional.

#### *Domestic Students:*

To be considered full time - 9 units for graduates and 12 units for undergraduates. To receive Financial Aid, a minimum of 6 units must be taken.

#### **4. How many hours are students expected to study outside of class?**

Though it is not mandatory it is strongly recommended that for every educational hour in the school, you should devote 2-3 hours of study time outside of class. For example, if you are enrolled in 9 units (9 hours of lectures per week), you are encouraged to devote an average of 18-27 hours a week toward studying outside of classes.

#### **5. How do I pay my tuition fees?**

You can pay in four ways:

Wire Transfer Information

Beneficiary: Lincoln University; Bank Name: JP Morgan Chase Bank

Bank Address: 270 Park Avenue, New York, NY 10017, USA.

SWIFT Code: CHASUS33; ABA / Routing Number: 021000021.

Account Number: 387981852.

- *Money order/Check/Cashier's check* payable to Lincoln University
- *Cash*
- *Debit/Credit Card*- Visa or Master Card - \$10 international credit card fee per transaction

#### **6. Do I have to pay the entire tuition fee at once?**

No, you do not. The Accounting Office can help you set up a payment plan.

#### **7. Does the tuition fee include living expenses, books, etc.?**

No, it does not include living expenses, books, food, etc.

#### **8. What is the average living cost in the San Francisco Bay Area?**

This depends on your living accommodations and food costs. Monthly expenses can range from \$1200 and up. Again, this depends on your lifestyle.

#### **9. Can I drop or add a course after I have registered?**

Yes, but you have to do so before the last date to add and drop. *Refer to the "academic calendar" page of the LU Catalog* to see the dates for each semester. There is a fee to drop/add courses. The fee is waived if the courses have not started.

#### **10. If I fail a subject, do I have to pay to retake the course and how many retakes are allowed for each subject?**

Yes, you will have to pay, and you can take the course as many times as needed unless your progress report will require you to be dismissed.

#### **11. Where do I obtain my transcript?**

You can obtain a transcript from the Registrar's office. A fee is required.

#### **12. How can I get a job on campus?**

Postings are made by each department whenever there is an opening. We encourage you to check the notice boards frequently.

#### **13. How do I apply for financial aid?**

Financial aid is available to students who qualify. Please note that international students qualify for financial aid only if they have a GUARANTOR (a relative who is an American citizen). You may apply for the University's scholarships that are accessible to international



students. You can obtain additional information from our website or catalog. Scholarship applications are available at the Admissions and Records Office or Student Services Office.

#### **14. When or how do I get my student ID?**

It typically takes 2-3 weeks after you have completed your registration process. The Admissions and Records Office will post signs throughout the school indicating when they are ready. The Student IDs are produced by the Admissions and Records, the whole process takes 5-minutes.

#### **15. How can I get a Social Security card?**

If you have a job offer, the Admissions and Records Office can help you obtain a Social Security Number. To open a bank account, you will be asked to fill out a form attesting that you are exempt, as an international student, from the Social Security Number requirement. Please speak with the admissions staff before accepting a job offer.

Social Security Office in Oakland  
360 22<sup>nd</sup> Street, Suite 400, Oakland, CA 94612

Social Security Office in Berkeley  
2045 Allston Way (Between Milvia St & Harold Way), Berkeley, CA 94704

Social Security Office in San Francisco  
90 7th St Annex 1st Floor, San Francisco, California 94103

## **Final Words**

This handbook was designed to give you information on life at Lincoln University as well as an insider's view of the San Francisco Bay Area. As you acquire more knowledge about living in San Francisco, we encourage you to share your experiences and give your own helpful hints to newly arriving students. This will help them avoid some of the problems you first encountered.

We are always seeking your opinions, so please feel free to leave a suggestion in the comment box located in the student lounge and indicate sections you found to be useful and subjects we can include in the next edition. Enjoy your stay in the Bay Area, and remember, learning about a different culture is an education in itself.

# **Appendix 1. Student Honor Code and Code of Ethics.**

## **Student Honor Code**

Lincoln University has a proud tradition of quality education. In keeping with our mission at Lincoln University, each student should adhere to the following Honor Code, committing himself or herself to participate fully and honorably.

A Lincoln University, student is honorable in conduct, honest in word and action, dutiful in study and service and respectful of the rights of others. Students are expected to have their performance evaluated on the bases of their own work. The faculty, staff and students will never by any selfish or other unworthy act, dishonor our University. It is important we maintain this high standard in all circumstances.

## **Code of Ethics**

Admission to Lincoln University carries with it the presumption that students will conduct themselves as responsible members of our academic community. As a condition of enrollment, all students assume responsibility to observe the Code of Ethics that will contribute to the pursuit of academic goals and the welfare of the academic community.

The Code of Ethics stipulates that it is the duty of each student to behave in a courteous and ethical manner at all times and to use the principles of honesty, integrity, respect, and professionalism as a personal academic and professional guide. Practicing these attitudes and habits as a student will help form one's professional behavior.

By following the Honor Code and Code of Ethics Lincoln University students agree to:

- Demonstrate honesty, integrity, fairness and human dignity in all levels of academic and personal activities, and refrain from plagiarism and dishonesty.
- Comply with the rules, regulations, procedures, policies, standards of conduct, and orders of the university.
- Respect the rights, privileges, and property of other members of this academic community and visitors to the campus, and refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.
- Demonstrate the sensitivity and understanding of diversity in the community and respect those with different academic, religious, ethnic backgrounds, national origin, and sexual preferences.

## **Appendix 2. Diversity and Inclusive Excellence Policy Statement**

### **Diversity and Inclusive Excellence Statement**

Diversity is the core value of Lincoln University. Our school is its people—all its people. We aim to attract bright and motivated students from all over the world and give them every opportunity to thrive. We rely on engaged faculty who are passionate about their teaching and scholarship to deliver quality education. We depend on talented staff to support the operation and mission of Lincoln University.

The university has been established in Northern California. The diversity of the people of the area has been the source of innovative ideas and creative accomplishments throughout history into the present. Diversity – also is a defining feature of Lincoln University's past, present, and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, socioeconomic status, and geographic region, and more.

In an organization so reliant on its people, creating a diverse and inclusive community isn't only the right thing to do; it's critical to the successful implementation of our mission. The greatest challenges facing us in the century ahead are incredibly complex and will require diverse teams who can work collaboratively and innovatively. Actively seeking a student body and a faculty and staff who represent the diversity of our region, nation and world are necessary to prepare our students for an increasingly globalized and connected world.

As Lincoln University is looking into the future and prepares to meet the exciting challenges of the growing, thriving and remarkably diverse State of California, in which we live, as well as the needs of a changing nation, we will continue to be guided by the principles of inclusive excellence. We must continue to strive for a community that embraces all its members, provides equality of opportunity for all, and actively encourages all voices to be heard. Everyone must be welcomed and treated with dignity and respect, and every person's story must be honored.

Lincoln University celebrates different cultures, engages in clamorous debates and cultivates the individual and collective flourishing of all of us.

## **APPENDIX 3. List of Student Related Policies and Procedures**

Academic advising and mentoring policy and procedure  
Admissions policy  
Alcohol and drug-free policy  
Attendance policy  
Award of academic credit policy  
Compliance and grievances policies and procedures  
Disability policy  
Diversity and inclusive excellence policy statement  
Fair grading policy  
Financial aid policies and procedures  
Graduation policy  
Institutional policies on freedom of expression  
International students' policy  
Leave of absence policy  
Non-discrimination and third-party complaint policies  
Non-smoking policy on campus  
Policy and procedure for conducting research  
Policy and procedure to waive library fee with the purchase of UC Berkeley library card  
Policy on crime, disaster, and emergency preparedness  
Policy on human subjects in research  
Policy on individual responsibility and academic honesty  
Policy on loan agreement  
Policy of satisfactory academic progress (SAP)  
Policy on sexual harassment  
Policy on student tuition recovery fund (STRF)  
Policy statement on graduate culture  
Records retention policy  
Refund policy  
Student record access policies  
Transfer of credit policy statement

## APPENDIX 4. List of Lincoln University Forms

### ADMISSIONS AND RECORDS OFFICE FORMS

	Form Name	Definitions
1	Application for Admission	This form is for students who wish to apply for admission at Lincoln University
2	Applicant's Declaration of Finances and Sponsor's Affidavit of Support	This form is for international students to declare that they or their sponsors have sufficient funds to support their educational and living expenses during their stay in the USA.
3	Student Attestation of High School Graduation	This form is for students who are unable to submit their high school diploma/transcript.
4	Board of Trustees Scholarship Application	This form is for students to apply for the Board of Trustees Scholarship.
5	Transfer-in Verification Form	This form is for students to transfer to Lincoln University from other institutions.
6	Change of Program	This form is for students to change their program of study at Lincoln University.
7	Change of Address	This form is for students to update their addresses.
8	Agreement for Internship/Externship	This is an agreement between Lincoln University and the host organization and is for students who are applying for an internship.
9	DI - Externship Clinical Log	This form is for students to document externship notes, procedures observed, and performed at an externship site.
10	DI - Practical Course Attendance Sheet	This form is for students to track the time spent at the externship site. Students are required to complete 135 externship hours to graduate from the program.
11	DI - Student Evaluation	This form is for the employer to provide feedback on student's performance after externship.

12	Graduate Intern's Evaluation	This form is for the employer to provide feedback on student's performance after the internship.
13	Student Request	This form is for students to request I-20s and letters.
14	Request for Travel Outside and Re-entry to the United States	This form is for students to request an authorization letter for traveling outside the United States.
15	Request for Commencement Ceremony	This form is for students to request participation in the commencement ceremony.
16	OPT Request	This form is for the students in their final semester to request an I-20 to apply for Optional Practical Training (OPT).
17	Transfer Out Request	This form is for students to request a transfer from <del>out of</del> Lincoln University to other institutions.
18	Withdrawal Form	This form is for students to request a withdrawal from a semester or from the university completely.

#### REGISTRAR'S OFFICE FORMS

	Form Name	Definitions
1	Request for Registration	This form is for students to request for registration each term.
2	Change in Registration	This form is for students to request for adding and/or dropping course(s).
3	Change of Concentration	This form is for students to request their concentration.
4	BA 391 - Graduate Internship in International Business Progress	This form is for students to verify their BA 391 internship progress.
5	BA 392 - Graduate Internship in Finance Management and Investments Progress	This form is for students to verify their BA 392 internship progress.
6	BA 393 - Graduate Internship in General Business Progress	This form is for students to verify their BA 393 internship progress.
7	BA 394 - Graduate Internship in Human Resources Management Progress	This form is for students to verify their BA 394 internship progress.
8	BA 395 - Graduate Internship in Management Information Systems Progress	This form is for students to verify their BA 395 internship progress.
9	BA 396 - Graduate Internship in Marketing Management	This form is for students to verify their BA 396 internship progress.

	Progress	
10	BA 398 - MBA Internship Proposal Approval	This form is for MBA students to define the scope of their BA 398 internship and get approval from the Advisor and the Chief Academic Officer or the President.
11	BA 398 - MBA Internship Report Progress	This form is for MBA students' faculty advisors to verify their BA 398 internship report progress.
12	BA 399 - MBA Research Proposal Approval	This form is for MBA students to define their BA 399 research topic and get approval from the Advisor and the Chief Academic Officer or the President.
13	BA 399 - MBA Research Project Progress	This form is for MBA students' faculty advisors to verify their BA 399 research report progress.
14	BA 491 - Graduate Internship and Report in International Business Proposal Approval	This form is for MS-IB students to define the scope of their BA 491 internship and get approval from the Advisor and the Chief Academic Officer or the President.
15	BA 491 - Graduate Internship and Report in International Business Progress	This form is for MS-IB students' faculty advisors to verify their BA 491 internship report progress.
16	BA 492 - Graduate Internship and Report in Finance and Investments Proposal Approval	This form is for MS-IB/DBA students to define the scope of their BA 492 internship and get approval from Advisor and the Chief Academic Officer or the President.
17	BA 492 - Graduate Internship and Report in Finance and Investments Progress	This form is for MS-IB/DBA students' faculty advisors to verify their BA 492 internship report progress.
18	BA 494 - Graduate Internship and Report in Human Resources Management Proposal Approval	This form is for DBA students to define the scope of their BA 494 internship and get approval from the Advisor and the Chief Academic Officer or the President.
19	BA 494 - Graduate Internship and Report in Human Resources Management Progress	This form is for DBA students' faculty advisors to verify their BA 494 internship report progress.
20	BA 597 - DBA Dissertation I Proposal Approval	This form is for DBA students to submit their BA 597 dissertation proposal and get approval from the Advisor and Chief Academic Officer or the President.
21	DBA Dissertation Progress	This form is for DBA students' faculty advisor to verify the progress of the dissertation for each stage of BA 597, 598, and 599.

22	Request for Transcript	This form is for students to request an official/unofficial transcript.
23	Request for Diploma	This form is for students to request for a diploma after completion of their degree at Lincoln University.
24	Petition for Course Substitution	This form is for the student to request a course(s) substitution.
25	Learning Agreement for Special Studies	This form is for students to request permission for enrolling in the course as a special study.
26	Petition for Credit By Examination	This form is for students to request credit for the course by taking a challenge exam with a faculty member teaching that course.
27	Registration Cancellation Request	This form is for students to request the cancellation of their registration for a semester.

#### ACCOUNTING OFFICE FORMS

	Form Name	Definitions
1	Credit Card Authorization Form	This form is for students to authorize payment through email/phone/fax using a credit card.
2	Request for Refund	This form is for students to request a refund of applicable tuition and fees.
3	Deferred Payment Note	This form is for students to request/arrange an installment payment plan for their tuition and fees.

#### LIBRARY FORMS

	Form Name	Definitions
1	Library Account Opening Form	This form is for students to open their University Library account.
2	Inter-Library Loan (ILL) Request Form	This form is for students to request additional information resources not available in the university library from another institution.



# **APPENDIX 5. Bylaws of Lincoln University Student Association (LUSA)**

## **Purpose and Leadership**

The Student Government Association is the ~~official~~ officially recognized student organization that provides a forum of free exchange of ideas among students. Its purpose is to initiate student activities and to help promote the students' welfare on campus. The Director of Student

Services oversee The Lincoln University Student Association.

## **Article I**

### *Name*

The name of the organization is Lincoln University Student Association, also referred to as LUSA

## **Article II**

### *Membership*

All enrolled Lincoln University students are entitled to be members of LUSA with an equal voice and vote therein.

## **Article III**

### *Composition*

## **Officers of LUSA / Election**

To give students the opportunity to participate in activities at Lincoln University, some guidelines have been set:

All officers must have and continue to maintain a cumulative 2.5 or higher-grade point average.

All officers should be studying on campus in regular sessions for at least spring and fall semesters.

All officers should be enrolled full-time

## **Powers and Duties of Officers**

The President shall serve as the chief executive officer of the organization being the official spokesperson of the organization, representing the policies, views, and opinions of the organization in relation ~~with~~ to the campus and community at large.

The President shall have such further powers and duties as may be prescribed by the organization.

The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports.

The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members.

The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file.

The Secretary shall maintain membership records for the organization

### **LUSA President & Recognition**

All LUSA presidents shall be given the opportunity to speak at either the official graduation party celebration or at the graduation ceremony.

### **Meetings and Operations**

LUSA aims to have at least 1 formal meeting monthly that is open to the student body and 'unofficial' meetings among the elected officers as needed if meeting minutes and attendance records are kept.

The secretary shall prepare an agenda for all meetings and should be available at least 1 day in advance of the meeting.

Any Lincoln student may attend any of the formal meetings and shall have the ability to propose legislation and or vote where necessary.

Lincoln University faculty, administration, and general staff may also attend meetings.

If the President is unable to attend a meeting the Vice President should be present. If both are absent a member of elected officers should be allowed to lead the meeting.

### **New Organization**

Any prospective new organization proposed by students that wish to be formally acknowledged must present the LUSA officers a typed constitution that includes the following:

Name and purpose of the organization

Eligibility of members

Roles and duties of members

Attendance policies

Any financial procedures (if applicable)

### **Amendment**

An amendment to this constitution shall be passed with (2/3) vote of the executive in attendance at a scheduled meeting.

No person shall not formally introduce an amendment to this constitution if they have not first consulted with the LUSA executive body or the Director of Student Services.

The Bylaws will be kept on file with the Student Services Director at all times. Any revision should be noted and dated.