

# First Steps at Lincoln University-Fort Leonard Wood

## School of Nursing

INFORMATIONAL SEMINAR	
Attend an Information Seminar with LU.	These seminars are mandatory for all new and potential students. There is no cost to attend. Appointments can be made by calling the office at 573-329-5160.
ADMISSIONS	
Complete the LU application.	Applications can be completed in the office or online at lincolnu.edu.
Request official transcripts to be sent to LU. <ul style="list-style-type: none"> <li>High school transcripts must be sent if the student has fewer than 30 college credit hours being transferred from an accredited school.</li> <li>College transcripts must be sent for any schools attended; this includes dual credit.</li> <li>Military students can submit Joint Services Transcripts, the Community College of the Air Force transcripts, or Coast Guard Institute transcripts.</li> </ul>	<b>*All transcripts must be received and processed before registering for classes.</b>  Transcripts can be mailed to: Office of Admissions 820 Chestnut Street Jefferson City, MO 65101  Electronic transcripts can be sent to: Admissions@LincolnU.edu
FINANCIAL AID	
Complete the FAFSA yearly at studentaid.gov to apply for federal Pell Grants and student loans. <ul style="list-style-type: none"> <li>Verify all documents are received.</li> <li>If you are selected for verification, you will be notified via LU email. It is your responsibility to follow through with the email request and instructions. Your financial aid will be delayed until this is complete.</li> <li>Award letters are sent via email within 3-4 weeks after being processed by LU. Access award letter info in Self Service.</li> </ul>	Financial Aid processing may take up to 6 weeks. If you plan to begin class before your Financial Aid is awarded, you must make payment arrangements with the Student Financial Services Office. Contact them at SFS@LincolnU.edu.  The deadline for FAFSA applications is April 1 <sup>st</sup> before the intended school year. Applications submitted after this time will have access to only limited funds and may have delayed processing times.  <b>LU school code: 002479</b>
Complete the Master Promissory Note and Loan Counseling at studentaid.gov to apply for student loans.	
<b>Veterans or Service Members using Education Benefits</b> Veteran's Services: 573-681-5352 or Military@LincolnU.edu	Submit Certificate of Eligibility and VA Education Benefits Certification Request form to the Veterans Service Office before <b>each semester</b> . Visit gibill.va.gov for more information.
<b>Active-Duty Service Members</b>	Attend the ArmyIgnitED 101 briefing at the Education Center (every Tuesday at 11:00AM). Then, apply for Tuition Assistance with Room 1 at the Education Center or ArmyIgnitED between 60 and 8 days before the class begins.

## FINANCIAL AID

<b>MyCAA</b>	Obtain a copy of your Graduation Checklist/Student Planning Worksheet and MyCAA letter from your academic advisor to submit with the application. Visit <a href="http://mycaa.militaryonesource.mil/mycaa/">mycaa.militaryonesource.mil/mycaa/</a> for more information, requirements, and to apply.
<b>Third Party Assistance and Scholarships</b>	Submit billing forms and endorsed checks to the Cashier's Office. For more information, call 573-681-5085.

Students are responsible for securing and finalizing tuition payments. Any remaining tuition that is not covered by loans, tuition assistance, scholarships, etc. must be paid for by the student. Contact the Student Financial Services Office at 573-981-6156 for more information.

**All payment arrangements must be in place by the last business day before classes begin (see the Academic Calendar). If financial arrangements have not been made, you may be deregistered from classes. However, if you are not deregistered for any reason and you did not drop or withdraw from your class(es), you are responsible for payment of all tuition, fees, and other charges. If payment is not made, you will be restricted from future registration.**

For more information, contact the Student Financial Services office at 573-681-6156, the Cashier's Office at 573-681-5085, or the Fort Leonard Wood campus office at 573-329-5160.

## REGISTRATION

Meet with an LU academic advisor to create Graduation Checklist/Student Planning Worksheet.	<p>This cannot be completed before attending the Informational Seminar.</p> <p>Bring unofficial transcripts.</p> <p>To schedule an appointment, call the office at 573-329-5160.</p>
<p>Meet with an LU academic advisor to enroll in classes.</p> <ul style="list-style-type: none"> <li>Fall semester: <ul style="list-style-type: none"> <li>Pre-registration is in April</li> <li>Regular registration is in August (the week before classes begin)</li> </ul> </li> <li>Spring semester: <ul style="list-style-type: none"> <li>Pre-registration is in November</li> <li>Regular registration is in January (the week before classes begin)</li> </ul> </li> <li>Summer Semester: <ul style="list-style-type: none"> <li>Pre-registration is in April</li> <li>Regular registration is in May (the week before classes begin)</li> </ul> </li> </ul>	<p>Pre-registration is open to returning LU students.</p> <p>Obtain a current course schedule at the office.</p> <p>Students who register for any classes after the start date will incur a late registration fee.</p>

## TEXTBOOKS

Textbooks can be purchased at the LU Bookstore, or students can remain opted into the Blue Tiger Textbook Access Program.

Students who do not opt out of the Blue Tiger Textbook Access Program will be charged a set fee each semester that provides them access to their textbooks in Canvas.

Students who would like to opt out of the program and purchase their own textbooks can do so at [bkstr/lincolnustore/home](http://bkstr/lincolnustore/home). Instructions on exiting the program through the opt-out portal will be sent to your student email at the beginning of each semester.

## BLUE TIGER PORTAL ACCOUNT: EMAIL, CANVAS, SELF SERVICE

Set up your **Blue Tiger Portal Access** at [bluetigerportal.lincolnu.edu](http://bluetigerportal.lincolnu.edu). Here, you will have access to your LU email account, CANVAS, Self Service, and more.

Email: All communications from Lincoln University will be sent to your LU email account. It is your responsibility to check your email for any correspondence. There is an option to set up your LU emails to automatically go to your home email account and/or mobile device.

CANVAS: This is the learning platform used by LU. All online and hybrid courses will be accessed on CANVAS. Some seated courses may also utilize CANVAS.

Self Service: Access to student information and resources.

New students that have trouble logging in for the first time should contact the IT Department for assistance at 573-681-5888 or [HelpDesk@LincolnU.edu](mailto:HelpDesk@LincolnU.edu).

## FORT LEONARD WOOD ACCESS

Only individuals with DoD ID cards or Fort Leonard Wood visitor's passes may enter Fort Leonard Wood.

To request a pass for an informational seminar, advising meeting, class, etc., email [flw@lincolnu.edu](mailto:flw@lincolnu.edu) or call the office at 573-329-5160 and provide the requested information.

Passes must be requested a **minimum** of 8 days in advance in order to be processed.

If you have further questions, please direct them to the Visitor Control Center at 573-596-0590.

Renewal: For students, faculty, and staff who have a current pass to enter Fort Leonard Wood: check the expiration date of your pass.

To ensure that you continue to have access to Fort Leonard Wood, you will need to request to renew your pass no more than 30 days in advance of the date of expiration. A new pass will take a minimum of two weeks to process. 30 days before your pass expires, send an email indicating that you will need a new pass to [flw@lincolnu.edu](mailto:flw@lincolnu.edu) or call the office at 573-329-5160.