

FIRST STEPS at LINCOLN UNIVERSITY
School of Nursing - Fort Leonard Wood Campus

Attend Informational Seminar	Mandatory for all new and potential students. No cost to attend. Lasts 30-45 minutes. Held monthly, except May through July and December. Sign up in office or call 573-329-5160.
FINANCIAL AID	
<p>Complete FAFSA yearly at www.fafsa.ed.gov to apply for Federal Pell Grant and Student Loans.</p> <ul style="list-style-type: none"> Verify all documents are received (WebAdvisor-Correspondence Menu). Verification – If selected for verification, you will be notified via LU e-mail. It is your responsibility to follow through with the e-mail request. Your financial aid will be delayed until this is complete. Award email notification sent within 3-4 weeks once FAFSA and receipt of any required documentation has been received in the LU Financial Aid office. Access award letter via WebAdvisor. 	<p>Financial Aid processing may take up to 6 weeks. If you plan to begin class before your Financial Aid is awarded you will need to make payment arrangements (pay in full, sign up for payment plan, etc.).</p> <p>Deadline: April 1 – Applications submitted after April 1 will access limited funds and may cause a delay in the processing time frame.</p> <p>Refunds will be issued via Direct Deposit within 14 days of excess funds received. Complete Authorization Agreement for Direct Deposit at the Fort Leonard Wood Campus Office.</p> <p>LU school code: 002479</p>
Complete Master Promissory Note and Loan Counseling at www.studentloans.gov to apply for student loans.	
Veteran’s Education Benefits – go to www.gibill.va.gov for information, eligibility requirements and to apply.	Submit Certificate of Eligibility received from Department of Veterans Affairs to the campus office and complete enrollment certification form at time of registration and each subsequent semester.
MyCAA – go to https://aiportal.acc.af.mil/mycaa for more information, eligibility requirements and to apply.	Obtain copy of Graduation Checklist/AAS Student Planning Worksheet and MyCAA letter from academic advisor at campus office to submit with application.
Army Tuition Assistance	For more information, eligibility requirements and to apply, go to www.goarmyed.com . Need assistance? Contact or visit the Truman Education Center 573-596-0172.
Third Party Assistance and Scholarships	Submit billing forms and checks to the Fort Leonard Wood Campus office. For more information call 573-329-5160.
ADMISSIONS	
Complete LU application	<ul style="list-style-type: none"> Complete in campus office or online at www.lincolnu.edu. Active Army using tuition assistance will complete the Common Application at www.goarmyed.com.
<p>Request transcripts be sent to LU:</p> <ul style="list-style-type: none"> High school (If less than 30 college credits transferring from an accredited school.) All college transcripts including dual credit CLEP and DANTES Official transcripts Military members – official Joint Services Transcript, The Community College of the Air Force (CCAF), or Coast Guard Institute 	<p>*All transcripts must be received before registering for class.</p> <p>Mailing address: Lincoln University 4904 Constitution Avenue Fort Leonard Wood, MO 65473</p> <p>Electronic transcripts: flw@lincolnu.edu</p>
ACT Testing	ACT is required for admissions for those students who have less than 30 transfer credits. SAT accepted in lieu of ACT. Score reports must be sent to Lincoln University if they are not on high school transcript. If needed, register to take ACT at

	http://www.actstudent.org . ACT scores must be received before registering for class.
REGISTRATION/PAYMENTS/TEXTBOOKS	
Meet with LU academic advisor to make plan, after attending mandatory Information Seminar. <ul style="list-style-type: none"> Bring unofficial transcripts 	To schedule appointment, call 573-329-5160.
Meet with LU academic advisor to enroll: <ul style="list-style-type: none"> Fall Classes <ul style="list-style-type: none"> Preregistration in April Regular registration in August the week before classes begin Spring classes <ul style="list-style-type: none"> Preregistration in November Regular registration in January the week before classes begin Summer classes <ul style="list-style-type: none"> Preregistration in April Regular registration in May the week before classes begin 	Obtain a current course schedule at the Fort Leonard Wood campus office.
Active Army using tuition assistance	After meeting with LU academic advisor and selecting courses for the upcoming semester, enroll in courses and request tuition assistance at www.goarmyed.com .
Make payment arrangements: <ul style="list-style-type: none"> Active Army apply for Tuition Assistance www.goarmyed.com Submit invoicing forms for third party assistance (VA, scholarships, MyCAA) by the payment deadline or program parameters. Pay in full online through WebAdvisor or cashier's office by calling 573-681-5085. Please remember that if you call during peak registration times you may have difficulty making contact. Sign up for deferred payment plan via WebAdvisor. 50% of balance must be paid prior to enrolling in the NelNet/FACTS payment plan. The earlier you register and sign up for the payment plan, the more payment options available. \$25.00 fee assessed for payment plan. 	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. Once your financial arrangements are made, track the status of your account via WebAdvisor. You are responsible for the balance of your account, regardless of the payment method. For more information contact the campus office at 573-329-5160 or the cashier's office at 573-681-5085.
Textbooks – LU Bookstore	To access your books visit https://www.bkstr.com/lincolnustore . For assistance contact the LU bookstore at 573-681-5277.
Blue Tiger Portal Account: Email/Canvas/WebAdvisor/ Self Service	
Setup Blue Tiger Portal Access – A single, sign-on portal available for faculty, staff and students. To access the portal, go to: https://bluetigerportal.lincolnu.edu . Here you will have links to your Lincoln University email account, CANVAS, WebAdvisor, Self Service and much more. <ul style="list-style-type: none"> Effective August 27, 2012 all communications from Lincoln University will be sent to your Lincoln University email account. 	Visit www.lincolnu.edu and click on sign in at the top of the page or go to https://bluetigerportal.lincolnu.edu . When the Blue Tiger Portal page loads, you will see information on the right hand side of the page for a link to What's My User ID; Reset Password; Forgot Password and options for contacting the help desk online, via phone at 573-681-5888 or email helpdesk@lincolnu.edu Regular onsite support hours are

<ul style="list-style-type: none"> • Option to set up your LU email messages to automatically go to your home email account and/or mobile device. • CANVAS is the learning platform used by LU. Access by logging into the Blue Tiger Portal. All online courses will be accessed on CANVAS. Individual instructors in seated classes (held at Fort Leonard Wood) may utilize various parts of CANVAS and will notify you in class. • WebAdvisor – access your class schedule, grades, transcripts, financial aid, payment plan, student account and much more. • Self Service- access to student information and resources. 	<p>Monday-Friday 8:00am – 5:00pm, Excluding Holidays. Summer onsite support hours are Monday-Thursday 7:30am - 6:00pm, Excluding Holidays.</p> <p>Select What’s My User ID to begin and follow the prompts.</p>
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FORT LEONARD WOOD ACCESS

<p>If you do not have an ID Card issued by the Department of Defense, you will need to obtain a visitor’s pass, effective August 30, 2014, to enter Fort Leonard Wood.</p> <p>To apply for a pass: Send email to flw@lincolnu.edu or call the office 573-329-5160 to let Lincoln University know that you will need an access pass.</p> <p>Go to https://vcc1.icmvcc.com/im3500/Registration.aspx and enter the following information: Sponsor’s email (angela.r.garrett.civ@mail.mil). Visitor’s email Drivers License and State Beginning date of visit: ask campus office Ending date of visit: ask campus office Last name First name Middle Name Suffix Date of Birth Color of hair Color of eyes Sponsoring organization: Truman Education Center</p>	<p>If you have further questions, please direct them to the Visitor Control Center at 573-596-0590.</p> <p>Renewal: For students and faculty who have a current pass to enter Fort Leonard Wood, you need to check the expiration date. 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. It will take a minimum of two weeks to process. To begin the process of renewal, when you are 30 days out, send an email indicating that you will need a new pass and go to https://vcc1.icmvcc.com/im3500/Registration.aspx and enter your information.</p> <p>Once you have submitted your request on the website, you will be sent an email to let you know that the Visitor’s Control Center has received your request.</p>
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