

December 16, 2019

«first_name» «last_name»
«addr_line_1»
«city», «state» «zip»

Dear «first_name»:

On behalf of the College, I hope that you had a rewarding fall 2019 semester at Lincoln College! As we transition to spring 2020, we are looking forward to your return to Lincoln College in January to continue your academic career. I am sending this letter to you to help you prepare for your return.

THE FINAL REGISTRATION PROCESS WILL BE ON WEDNESDAY, JANUARY 8 OR THURSDAY, JANUARY 9: All returning commuter and part-time students should report to the Admissions office located in the Behrends building on Wednesday, January 8 or Thursday, January 9 from 9:00 a.m. –3:00 p.m. Lincoln College staff will greet and direct you through the final registration process.

PLEASE REMEMBER TO BRING A PRINTED COPY OF YOUR SPRING SCHEDULE WITH YOU. INSTRUCTIONS OUTLINING HOW TO PRINT YOUR SCHEDULE IS INCLUDED IN THIS LETTER.

TEXTBOOKS: You may pick up textbooks for the Bookroom after completing the check-in process. The Bookroom will be open from 1:00 p.m. to 5:00 p.m.

SPRING SEMESTER CLASSES BEGIN ON MONDAY, JANUARY 13.

SCHEDULE CHANGES: If you need assistance making any changes to your spring course schedule, please contact your academic advisor between Monday, January 6 through Friday, January 17.

Please note that Lincoln College offices will close at 4:00 p.m. on Friday, December 20 for winter break and will reopen at 8:00 a.m. on Monday, January 6.

We hope that you have a wonderful holiday break, and we are looking forward to seeing you in January.

Sincerely,



Michelle Baldwin
Vice President for Academic Affairs

Enclosure: Course schedule printing instruction