

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 help you prepare for your return.

**CHECK-IN ON SUNDAY, JANUARY 12:** All returning resident students should report to the Student Center on Sunday, January 12 from 12:00 p.m. – 7:00 p.m. Lincoln College staff will greet and direct you through the check-in process. The Financial Aid and Business offices will remain open until 7:00 p.m. to finalize any outstanding paperwork. You must complete the check-in process before moving into your residence hall.

**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 from the Bookroom. The Bookroom will be open on Sunday, January 12 from 3:00 p.m. until 7:00 p.m. Bookstore regular hours are 8:30 a.m. to 4:00 p.m. Monday through Friday.

**SPRING SEMESTER CLASSES BEGIN ON MONDAY, JANUARY 13.**

**SCHEDULE CHANGES:** If you need assistance in 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 instructions