

## ACADEMIC MATTERS NAVIGATION CHART

This chart outlines steps for university academic matters, particularly for undergraduate students, and guides students, staff, and faculty members through academic procedures and processes.

Academic Matter	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE	STEP SIX
<b>Enrollment Activities</b>						
Undeclared major Add/Drop Course	During registration period up until first day of class student meets with LLE advisor to add/drop classes and remove the advisement hold	After start of term LLE advisor or Class Dean can make changes up until deadline(s)	If unable to meet with LLE advisor complete add/drop form and submit to Registrar's Office for processing			
Declared major Add/Drop Course	During registration period up until first day of class student meets with Major advisor to add/drop classes and remove the advisement hold	After start of term Major advisor can make changes up until deadline(s)	If unable to meet with Major advisor complete add/drop form and submit to Registrar's Office for processing			
Withdraw From Course	Student meets with course instructor to discuss if withdrawing from the course is in the student's best interest	Student meets with the primary advisor and submits signed Drop/Add form	Advisor processes the request	If unable to meet with primary advisor form should be submitted to the Registrar's Office for processing		
Withdraw From University (drop all courses)	Student initiates withdrawal request with Class Dean	Student meets with the Class Dean to discuss impacts of withdrawing and other options	Class Dean submits completed withdrawal form to Registrar's Office for processing	If within withdrawal Deadline all coursework is dropped by Registrar's Office with "W" grade(s) reflected	Enrollment status is updated to withdrawn by Registrar's Office	Email confirmation sent to student and all pertinent departments

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Academic Advisement/ Registration of Courses*	Student schedules academic advising appointment	Advisor works with student to plan future course schedule	Primary advisor enrolls student in selected courses and finalizes Advisement Complete option	Student verifies course schedule		
Finalize Enrollment/ Registration (accept charges)	Student verifies course schedule (e.g. housing, health insurance, meal plan, etc.)	Student accepts financial aid award	Student views balance and pays bill/fees or sets up payment plan	Student verifies notification on LU self-service	If no verification is on LU self-service page, the student must contact the Bursar's Office by emailing <a href="mailto:Bursar@lincoln.edu">Bursar@lincoln.edu</a>	
Change of Address form (Change of Address form does not change residency status)	Change of address form can be found under Registrar's page of <a href="http://Lincoln.edu">Lincoln.edu</a>	Submit completed form to Registrar's Office	Registrar's Office processes the form			
Reinstatement of Classes Due to Attendance Purge	The Registrar's Office contacts impacted student via LU email	Student contacts instructor of impacted courses for reinstatement	If approved, instructor emails Registrar's Office for reinstatement			
Overload of Hours for a Term	Student initiates request with academic department (A justification for the request is required.)	The primary advisor and department chair evaluates request for approval or denial	Approved forms are forwarded to Academic Affairs for final approval	Academic Affairs sends approved form to Registrar's Office for processing	Registrar's Office adds additional course(s)	Student contacts the Bursar's Office to satisfy additional charges
Official Enrollment Verification (electronic)	Student downloads form from the Registrar's Office website	Student submits the form via LU email to the Registrar's Office	Registrar's Office process request and sends to designated recipient			

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Official Enrollment Verification (self-service)	Student access LU self-service to submit request	Registrar's Office process request and sends to designated recipient				
Pennsylvania Residency (currently enrolled students)	Student downloads application from the Registrar's Office website and submits completed form with documentation to the Registrar's Office	Registrar's Office verifies qualification and updates status if approved	Student is notified of qualification or non-qualification decision			
Official Transcript Evaluation (transfer credit articulation)	Student sends official transcript(s) to LU	Registrar's Office review transcript(s) for acceptance (Grade of "C" or higher)	Student verifies transfer coursework in LU self-service (1-2 weeks upon receipt of transcript)	Any inquiries should be directed to Registrar's Office		
Official Transcript Request	Student makes request through National Student Clearinghouse ( <a href="http://www.getmytranscript.com">www.getmytranscript.com</a> )	Request is processed by Registrar's Office and delivered to recipient via National Student Clearinghouse (3-5 business days)				

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Degree/Graduation Application	Registrar's Office sends an email to students who may qualify to apply for graduation	Student Completes graduation application on LU self-service	Registrar's Office sends evaluation graduation certifications to the students Major department for approval or denial	Department confirms graduation eligibility and notifies Registrar's Office	Registrar's Office performs final audit to approve or deny degree application. Degrees are conferred when all requirements are satisfied. Registrar's Office notifies student of approval or denial via LU email	Registrar's Office notifies student of approval or denial via LU email
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Guest Student Application (non-LU student)	Visiting student completes guest student application within the Registrar's Office	Registrar's Office processes form and activates non-matriculating status	Registrar's Office communicates with IT to process and issue LU credentials			
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*Note: Asterisks indicate that procedures are different for student-athletes; student-athletes must also see the Associate Athletic Director for course registration, to add and drop courses, and to withdraw from the University.*

### Academic Student Request

Change of Major/Major Declaration	Student initiates request with Major department	Approval is submitted to the Registrar's Office for processing	Student verifies change in LU self-service			
Adding a Minor	Student initiates request with Minor department	Advisor approves Minor request	Approval is submitted to the Registrar's Office for processing	Student verifies change in LU self-service		

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Adding a Double Major	Student initiates request with Major department	Approval is submitted to the Registrar's Office for processing	Student verifies change in LU self-service			
Academic Credit and Course Substitution waiver	Student submits the Course Substitution/Waiver request form to the Major/Minor department	Department Chair approves or denies request	Approved forms are submitted to Registrar's Office for processing while department notifies student of denial			
Permission to Take (current LU students transferring credit from other institutions)	Student meets with academic advisor to express interest in taking courses at another institution with course discipline department (ART for ART)	Student completes Permission to Take form with course description for approval	Completed form is sent to Registrar's Office for processing and permit is sent to student	Student submits official transcript to Registrar's Office	Registrar's Office evaluates transcript and awards or denies credits (grade of "C" or higher)	
Language Placement	Student takes Language Placement test with Language department	Scores are submitted to the English/Foreign Language department	Department processes scores and letter is issued to student	Student takes letter to Bursar's Office for payment or payment arrangement	Student takes letter with Bursar signature to Registrar's Office for final transcript processing	
Advanced Placement (AP)	Student submits Official AP records to Registrar's Office	Registrar's Office reviews and articulates courses (Score of 3 or higher)	Approved courses are inputted on transcript as a transfer course			

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International Baccalaureate (IB)	Student submits IB records to International Programs	International Programs reviews and articulates courses	Approved courses are inputted on unofficial transcript as a transfer course			
College-Level Examination Program (CLEP)	Student submits CLEP records to Registrar's Office	Registrar's Office reviews and articulates courses	Approved equivalencies are processed to the student record			
Military Credit/Joint Service Transcript	Student requests for official documentation to be sent to LU	Registrar's Office articulates courses that do not require Major approval	Department Chair verifies courses for Registrar's Office articulation			

Relevant Academic Forms can be found at:

<https://www.lincoln.edu/academics/academic-affairs/registrar/frequently-used-forms-registrar.html>