

# **Siena Heights University**

## **Fall 2009 Newsletter**

For Degree Completion Centers in

BATTLE CREEK \* BENTON HARBOR \* JACKSON \* LANSING



# **Think HIGHER!**





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# Welcome to Siena Heights University!

The mission of Siena Heights, a Catholic university founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

## **Battle Creek Area**

### **Bachelors Degrees**

Applied Science  
Business Administration  
Business Administration—Accounting  
Human Services Administration  
Public Services Administration  
Multidisciplinary Studies

## **Benton Harbor Area**

### **Bachelors Degrees**

Applied Science  
Business Administration  
Business Administration—Accounting  
Community Services— Family Systems  
Multidisciplinary Studies

## **Jackson Area**

### **Bachelors Degrees**

Accounting  
Applied Science  
Business Administration  
Criminal Justice  
Multidisciplinary Studies

## **Lansing Area**

### **Bachelors Degrees**

Applied Science  
Community Service—Family Systems  
Professional Communication  
Multidisciplinary Studies



## **Visit Our Website**

General information regarding all  
Siena Heights University  
programs can be found on our website:

<http://www.sienaheights.edu>

**Fall 2009 CLASSES BEGIN:**

**August 31st**

# Fall 2009 Registration Starts July 6th!

## Register early as most classes have pre-class assignments.

Course syllabi and pre-class assignments will be available online in *My Siena* two weeks before the start of class. All courses are 3 credit hours. Your class schedule can also be viewed online through *My Siena*.

## Web Registration

Web Registration can be found by clicking on the *My Siena* link on our home page. Once you have logged into *My Siena* click on the Students tab. From the Students tab find the Online Registration heading and select Register for courses. It is that easy!! Within the Registration heading you can also search for courses and view your student schedule.

Your username and password for *My Siena* are the same as the username and password you use for Webmail and ECollege. If you have forgotten your username or password please call the Siena Heights computer help desk at 800.521.0009 or 517.264.7655.



## Paper Registration

When Registration opens, your Registration will be honored on a first-come, first-serve basis as long as space is available. Registration forms (on the back cover) must be completed and turned in to your SHU Degree Completion Center office.

## Registration Note

*It is the student's responsibility to ensure that prerequisites are fulfilled. Students not meeting requirements will be notified and dropped from the course. Siena Heights University reserves the right to cancel courses or make schedule adjustments at any time during registration due to low enrollments or schedule conflicts.*

## Tuition

Tuition is \$320 per credit hour for traditional classes and \$375 per credit hour plus a \$90 non-refundable technology fee for online classes.



## REFERRAL BONUS

Receive a Barnes and Noble Gift card for registered student referrals!  
Contact your SHU Degree Completion Center office for further details!

# SHU Online Library Information!

## How Do I.....



### **...find the library's webpage?**

At the Siena Heights University Webpage ([www.sienaheights.edu](http://www.sienaheights.edu)), on the sidebar, located on the left side you will see Library, click on it. The Library webpage will appear. In the center of the page there will be four areas for you to choose:

Library Catalog

Databases

Important Information

Interlibrary Loan

### **...access library resources from off campus?**

SHU's library electronic databases are limited to current SHU students. After accessing the webpage, click on the Databases tab, a screen will appear entitled Remote Patron Authentication with an image of a magnifying glass. You will be prompted to login with the same SHU username and password you use for My Siena. (Should you have trouble with your login please contact the SHU helpdesk at 800.521.0009.)

### **...get help with library research?**

SHU's Public Services/ Reference Librarian is Melissa Sissen or Library Director Bob Gordon can assist you with your questions via phone or email. A response can generally be expected within a 24 hours. They can be reached by phone at 800.521.0009 or by email at [msissen@sienaheights.edu](mailto:msissen@sienaheights.edu) or [rgordon@sienaheights.edu](mailto:rgordon@sienaheights.edu).

### **...get books and articles not at Siena?**

SHU students can request materials from other libraries through the interlibrary loan service. Please check the SHU catalog first to make sure the item is not already in the SHU collection. On the library's webpage find the Interlibrary Loan tab, click on it and complete the form. Remember to click on the submit button. Articles are yours to keep but books must be returned. The interlibrary loan process can take up to 4 weeks to get materials...plan ahead! Many articles can be scanned and sent to you in a PDF file...if a book is sent to your home address you will be required to cover the return postage back to the SHU Library. All interlibrary books **MUST** be returned to the SHU Library to complete the borrowing process and the proper paperwork.



# Helpful Hints!

## Grammar Tips

Here are a few helpful website's providing tips on grammar:

<http://grammar.quickanddirtytips.com/>

<http://grammar.ccc.commnet.edu/grammar/>

<http://essayrater.com/grammar/>



## Summarizing and Paraphrasing

When you are incorporating outside material into your own work (such as for a research paper) you will need to know how to *summarize* and how to *paraphrase*. In both instances, you are restating someone else's ideas *in your own words*. What's the difference? When you summarize, you condense the original material--you use less words to cover the same idea. When you paraphrase, you use roughly the same number of words to restate the original idea. The most important thing to remember, whether you are summarizing or paraphrasing, is that you **must not** borrow too much from your original source. *You must use your own words and your own phrasing*. If you do not change enough of the vocabulary and sentence structure of the original passage, you have plagiarized.

## Plagiarism is....

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one's own work; using the ideas, acts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research. (SHU Catalog 2008-2010 pg179)

## APA Style is....

APA Style is required when writing papers for SHU. The criteria for this writing style can be found in the text required for all courses:

Maimon, Elaine & Peritz, Janice (2006). *A Writer's Resource: A Handbook for Writing & Research*. McGraw Hill, ISBN: 0073259381

Additional APA websites are:

[www.mhhe.com/awr](http://www.mhhe.com/awr)

[www.apastyle.org](http://www.apastyle.org)



# Money Matters

## HIGHER-ONE CARD

Watch for your Higher-One card in the mail!



This card is used for ALL Siena Heights University student business transactions whether you receive financial aid or not. It is essential that you keep the card and follow the instructions that come with it on how to activate the card. Need more information...visit [www.EasyRefundCard.com](http://www.EasyRefundCard.com) or call the SHU Business Office.

## FINANCIAL AID INFORMATION

SHU federal school code is: 002316. You can contact the Office of Financial Aid Monday thru Friday 8am-5pm at 800.521.0009 or 517.264.7130, the fax is 517.264.7734. The mailing address is: Siena Heights University, Attention: Office of Financial Aid, 1247 E Siena Heights Dr, Adrian, MI 49221.

## TO VIEW STUDENT ACCOUNT INFORMATION, TUITION BILL & FINANCIAL AID ONLINE

Go online to [www.sienaheights.edu](http://www.sienaheights.edu) click on *My Siena* and then go to the Student tab and Online Registration

- ☺ Course and Fee Statement: Calculates charges if you are registered for future semesters.
- ☺ Statement of Account: Complete listing of all charges, financial aid and credits. If you are receiving financial aid and it is not reflected in your Statement of Account, please call the Financial Aid Office at 517.264.7130.

## TUITION PAYMENT REQUIREMENTS

Registered students' account balances must be paid-in-full by August 28, 2009 or students must be enrolled in the new *TuitionPay* Payment Plan before August 10, 2009. If you register after the semester begins, you must sign up for the payment plan the day you register or you will be assessed a \$100 late fee. You can view or print your statement online under your "*My Siena*" account.

**Financial Aid students:** If you anticipate a balance greater than your award amount, you will need to pay the difference by the first day of class or sign up for a payment plan. If this difference is not paid you will be assessed the \$100 late fee.

## MAKE PAYMENT WITHOUT PAYMENT PLAN

Credit Card or ACH payment: Click on "Online Bill Payment" in the Online Registration section of *My Siena* and you will be linked to an authorized, 3<sup>rd</sup> party payment agent, SallieMae. Payments may be withdrawn directly from your checking or savings account or made using a VISA or MasterCard. Your Statement of Account will be posted to your account within 2-3 business days.

Cash (in person at the Adrian campus only). Check or by Money Order: Make check or money order payable to Siena Heights University and include your student ID number. Mail or deliver in person (M-F 8am-5pm) to: Siena Heights University, Attention: Business Office, 1247 E Siena Heights Dr, Adrian, MI 49221.

## MAKE PAYMENT WITH PAYMENT PLAN

This is set up through the *TuitionPay* Payment Plan administered by SallieMae. The *TuitionPay* payment plan is the only payment plan now available at Siena Heights University. Payment installments can span over 2 months. The only cost to enroll is a \$30 or \$15 dollar non-refundable enrollment fee (\$30, if you are on a 15 week schedule or \$15, if you are on an 8 week schedule).

Important: To set-up a 2 month payment plan you must enroll before August 10, 2009 for the Fall semester. After this date, you must make your first payment online or over the phone at the time of enrollment.

To Enroll: Visit [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com) & complete the online enrollment form or call 1.800.635.0120 to speak with a *TuitionPay* Consultant.

**QUESTIONS? Please contact the Business Office at:  
1.800.521.0009 extension 7110 or 7111**

## Website and Textbook Info!

### Attention Students! *My Siena* ...it's simple to use!

Siena Heights University has a great online information system. It can be accessed from our home-page by clicking on the *My Siena* link. The site will allow you to easily access a wide variety of information relating to you as a SHU student.

- Campus Information
- Links to Off-Campus Sites with Syllabi and Course Information
- Bills and Financial Aid Information
- Registration Information
- Academic Information and Student Profile

Your *My Siena* username and password are the same as the username and password you use for Webmail and ECollege.

If you have forgotten your username or password or if you have questions or concerns please call the Siena Heights computer help desk at 800.521.0009 or 517.264.7655.

### To access *My Siena*, follow the directions below:

1. Go to [www.sienaheights.edu](http://www.sienaheights.edu)
2. On the upper middle part of your screen, click on *My Siena*
3. In the specified field at the top left enter your username and password and click "Login"
4. You should now be logged into *My Siena* - Home. The Home tab has a list of frequently asked questions that will help you to easily navigate through the site.
5. Below your login information will also be other tabs labeled Community, Students and My Pages. On each of these tabs you can navigate to different points of interest...Explore!
6. Your Degree Completion Center can be found within the Students tab. Be sure to check this link frequently for updates, syllabi and course information!

## Order Books Online at the Barnes & Noble SHU Bookstore

TEXTBOOKS FOR ALL SHU CAMPUSES

can be found at [www.whywaitforbooks.com](http://www.whywaitforbooks.com) or  
at the bookstore link on the SHU website.

(Be sure to set the options for the correct semester!)

SHU Bookstore has USED TEXTBOOKS and UPS shipping!

Barnes & Noble at SHU is the only bookstore that can,  
DIRECTLY CHARGE YOUR SHU FINANCIAL AID  
for textbooks and school supplies.

Students may view Financial Aid bookstore balance in *My Siena*.

Watch your SHU email and *MySiena* for updates and news regarding textbooks, financial aid,  
book BUY BACK and other bookstore related news. All students can get better than academically priced  
software and hardware at [www.campusEstore.com](http://www.campusEstore.com).

You can also purchase spirit wear and gifts!

## Fall 2009 Course Offerings at Battle Creek

# Battle Creek Fall 2009

Course /Section	Course Title / Instructor Information	Day / Dates/Time
ACC441 KA	<b>Auditing</b> Instructor: Washington Email: dmwashington@ci.battle-creek.mi.us	Wednesday 9/2—12/16 6pm—9pm
ACC460 KA	<b>Advanced Accounting</b> Instructor: Walman Email: swalman@kvcc.edu	Thursday 9/3—12/17 6pm—9pm
BAM311 KA	<b>Business Ethics</b> Instructor: Badra Email: rbadra@kvcc.edu	Tuesday 9/1—10/20 6pm—9pm
BAM479 KA	<b>Strategic Management</b> Instructor: Allore Email: emallore@yahoo.com	Wednesday (BOL) 9/2—12/16 6pm—9pm
ENG341 KA	<b>Advanced Expository Writing</b> Instructor: Chapman Email: thchapman@aol.com	Wednesday 9/2—12/16 6pm—9pm
FIN309 KA	<b>Personal Financial Planning</b> Instructor: Staples Email: chrisstaples6@juno.com	Tuesday 9/1—10/20 6pm—9pm
FIN340 KA	<b>Managerial Finance</b> Instructor: Staples Email: chrisstaples6@juno.com	Thursday 9/3—12/17 6pm—9pm
HSA/PSA331 KA	<b>Fundamentals of HSA/PSA</b> Instructor: Macon Email: wyndellman@yahoo.com	Saturday 9/12, 10/3, 10/24, 11/14, 12/5, 12/19 9am—2pm
HSA/PSA341 KA	<b>Introduction to Social Research</b> Instructor: Rothrock Email: chroth01@charter.net	Wednesday 9/2—12/16 6pm—9pm
HSA/PSA480 KA	<b>Internship</b> Instructor: Macon Email: wyndellman@yahoo.com	To Be Arranged
LAS301 KA	<b>The Adult Learner</b> Instructor: Rocklin Email: mikerocklin@yahoo.com	Monday 9/14—11/2 6pm—9pm
LAS401 KA	<b>Senior Seminar: Integrative Experience</b> Instructor: Burd Email: mary.burd@dla.mil	Monday 9/14—11/2 6pm—9pm
MGT450 KA	<b>Labor Relations</b> Instructor: Doonan Email: doonanj@kalamazoocity.org	Saturday 9/12, 10/3, 10/17, 11/14 9am—5pm
MKT351 KA	<b>Advertising and Promotion</b> Instructor: Kennedy Email: carlakennedy@sbcglobal.net	Tuesday 10/27—12/15 6pm—9pm
PHI320 KA	<b>Social Ethics</b> Instructor: Badra Email: rbadra@kvcc.edu	Saturday 9/19, 10/10, 11/7, 11/21 9am—5pm
PSY431 KA	<b>Attitude Change and Persuasion</b> Instructor: Wheeler Email: beatrice.wheeler@sbcglobal.net	Tuesday 10/27—12/15 6pm—9pm
ACC376 SA ACC485 SE	<b>Accounting Information Systems Forensics</b>	ONLINE 8/29—10/23 ONLINE 10/19—12/12
HCM301 SA/SB HCM440 SE/SF	<b>Perspectives in Health Care Management Medical Ethics/Legal Aspects of Health Care</b>	ONLINE 8/29—10/23 ONLINE 10/19—12/12

## Battle Creek FUTURE Course Offerings

Tentative Winter 2010		Tentative Summer 1 2010	
ACC342	Intermediate Accounting II	ACC451	Federal Taxation—Individual
BAM311	Business Ethics	HSA/PSA480	HSA/PSA Internship
BAM441	Communication Skills for Managers	LAS301	The Adult Learner
BAM479	Strategic Management	MGT360	Human Resource Management
ENG341	Advanced Expository Writing	MKT470	Global Marketing
FIN340	Principles of Managerial Finance	SOC379	Issues in Social Justice
LAS301	The Adult Learner	ACC485	Forensics
LAS401	Senior Seminar: Integrative Experience	Online	
HSA/PSA332	Fundamentals of HSA/PSA II	HCM440	Medical Ethics/Legal Aspects of Health Care
		Online	
		Tentative Summer 2 2010	
HSA/PSA433	Budgeting for HSA/PSA	ACC463	Financial Statement Analysis
HSA/PSA480	HSA/PSA Internship	BAM441	Communication Skills for Managers
HSA/PSA495	Senior Seminar	HSA/PSA434	Critical Issues in HSA/PSA
MGT357	Operations Management	LAS401	Senior Seminar: Integrative Experience
MKT350	Consumer Behavior	MGT302	Management Principles and Cases
PHI329	Technology and the Human Condition	MGT452	Leadership
PSY441	Group Dynamics	RST314	World Religions
ACC376	Accounting Information Systems	HCM441	Financial Management of Health Care Institutions
Online		Online	
HCM441	Financial Management of Health Care Institutions		
Online			
HCM444	Strategic Planning in Health Care Management		
Online			

**ALL SYLLABI AND PRE-CLASS ASSIGNMENTS  
CAN BE FOUND ONLINE IN *MY SIENA!*  
Login to *My Siena*, click on the Students tab,  
then on Battle Creek and then Important Documents.**



### Textbook Information

Textbooks are available at the KCC Bookstore, Barnes & Noble SHU Bookstore on Main Campus, and whywaitforbooks.com  
Please call ahead to make sure textbooks are available. KCC: 269.965.4128 or B/N SHU Bookstore: 517.264.7911

## Fall 2009 Course Offerings at Benton Harbor

# Benton Harbor Fall 2009

Course/Section	Course Title /Instructor Information	Day /Times/ Dates
ACC441 LA	<b>Auditing</b> Instructor: Geddes Email:	Saturday 9/9, 10/10, 10/31, 11/21 9am—5pm
BAM441 LA	<b>Communication Skills for Managers</b> Instructor: Email:	Saturday TBD 9am—5pm
BIO301 LA	<b>Environmental Biology</b> Instructor: Schodorf Email:	Tuesday 9/15—12/15 6pm—9pm
CSV320 LA	<b>Community Service Systems</b> Instructor: Brenneise Email: coralbrenneise@hotmail.com	Monday 9/14—12/14 6pm—9pm
ENG341 LA	<b>Advanced Expository Writing</b> Instructor: Sarra Email:	Thursday 9/10—12/17 6pm—9pm
FIN340 LA	<b>Managerial Finance</b> Instructor: TBD Email:	Monday 9/14—12/14 6pm—9pm
LAS301 LA	<b>The Adult Learner</b> Instructor: Rocklin Email: mikerocklin@yahoo.com	Wednesday 9/9—10/28 6pm—9pm
LAS301 LB	<b>The Adult Learner</b> Instructor: Rocklin Email: mikerocklin@yahoo.com	Tuesday 10/27—12/15 6pm—9pm
LAS401 LA	<b>Senior Seminar: Integrative Experience</b> Instructor: Reuss Email: dalereuss@sbcglobal.net	Wednesday 9/9—10/28 6pm—9pm
MGT357 LA	<b>Operations Management</b> Instructor: Sagala Email: petersagala@hotmail.com	Tuesday 9/1—10/20 6pm—9pm
MKT351 LA	<b>Advertising and Promotion</b> Instructor: Lafrenz Email:	Tuesday 10/27—12/15 6pm—9pm
PHI329 LA	<b>Technology and the Human Condition</b> Instructor: Badra Email: bbadra1579@aol.com	Thursday 9/3—10/22 6pm—9pm
PSY312 LA	<b>Interventions with Children and Families (0-6)</b> Instructor: Sylvester Email:	Tuesday 9/1—10/20 6pm—9pm
PSY340 LA	<b>Social Psychology</b> Instructor: Lynch Email: therese.lynych@sbcglobal.net	Saturday 9/12, 10/3, 11/14, 12/12 9am—5pm
SOC341 LA	<b>Research in the Social Sciences</b> Instructor: Maysick Email:	Thursday 9/3—11/19 6pm—9pm
ACC376 SA ACC485 SE	<b>Accounting Information Systems Forensics</b>	ONLINE 8/29—10/23 ONLINE 10/19—12/12
HCM301 SA/SB HCM440 SE/SF	<b>Perspectives in Health Care Management Medical Ethics/Legal Aspects of Health Care</b>	ONLINE 8/29—10/23 ONLINE 10/19—12/12 ONLINE

# Benton Harbor FUTURE Course Offerings

Tentative Winter 2010	Tentative Summer 1 2010
ACC460 Advanced Accounting/Not for Profit	LAS301 The Adult Learner
ACC463 Financial Statement Analysis	MAT143 Statistics and Society
BAM311 Business Ethics	MKT470 Global Marketing
BAM479 Strategic Management	PSY340 Social Psychology
CSV495 Community Service Practice	PSY452 Family Social Issues
LAS301 The Adult Learner	RST410 Peacemaking
LAS401 Senior Seminar: Integrative Experience	SOC341 Research in the Social Sciences
MGT360 Human Resource Management	ACC485 Forensics Online
MGT361 Organizational Behavior	
MKT350 Consumer Behavior	
PHI385 Philosophy of Criminal Justice	
PSY360 Counseling Techniques and Practice	
PSY432 Crisis in Adolescence	
SOC355 Investigative Techniques in Social Science	
ACC376 Accounting Information Systems Online	
	Tentative Summer 2 2010
	LAS401 Senior Seminar: Integrative Experience
	MGT450 Labor Relations
	PHI320 Social Ethics
	PSY360 Counseling Techniques and Practices
	SOC312 Marriage and Family Relations
	SOC355 Investigative Techniques in Social Services

**ALL SYLLABI AND PRE-CLASS ASSIGNMENTS  
CAN BE FOUND ONLINE IN *MY SIENA!*  
Login to *My Siena*, click on the Students tab,  
then on Benton Harbor and then Important Documents.**



### Textbook Information

Textbooks are available at the LMC Barnes & Noble Bookstore. Book editions sometimes change unexpectedly; the bookstore will order the correct edition. If you choose to purchase your book from some other source, please verify the correct edition before you order. Contact the bookstore at 269.927.6713 for store hours and to make sure textbooks are in stock.

## Fall 2009 Course Offerings at Jackson

Jackson Fall 2009	Course/Section	Course Title /Instructor Information	Day /Times/ Dates
	ACC342 JA	<b>Intermediate Accounting II</b> Instructor: Allore Email: emallore@yahoo.com	Thursday 9/10—12/17 6pm—9pm
	CRJ380 JA	<b>Internship/Cooperative Work Experience</b> Deadline to register: August 10, 2009 Contact SHU Degree Completion Center at JCC for detailed requirements.	By permission only.
	CRJ441 JA	<b>Courtroom Demeanor and Technique</b> Instructor: Radecki Email: tradecki@sienaheights.edu	Saturday 10/3, 10/24, 11/14, 12/12 9am—5pm
	CRJ445 JA	<b>Contemporary Issues in Criminal Justice</b> Instructor: Stadelman Email: dstadelman@yahoo.com	Tuesday 9/8—12/15 6pm—9pm
	CRJ495 JA	<b>Senior Seminar</b> Instructor: Teunion-Smith Email: dteunion@sienaheights.edu	Monday 8/31—12/14 6pm—9pm
	FIN340 JA	<b>Principles of Managerial Finance</b> Instructor: Blackerby Email: wblacker@sienaheights.edu	Tuesday 9/8—12/15 6pm—9pm
	LAS301 JA	<b>The Adult Learner</b> Instructor: Rana Email: arana@sienaheights.edu	Wednesday 9/9—10/28 6pm—9pm
	LAS301 JB	<b>The Adult Learner</b> Instructor: Rana Email: arana@sienaheights.edu	Monday 10/26—12/14 6pm—9pm
	LAS401 JA	<b>Senior Seminar: Integrative Experience</b> Instructor: Maison Email: maisonnormanw@jccmi.edu	Saturday 9/26, 10/17, 11/7, 12/5 9am—5pm
	MGT361 JA	<b>Organizational Behavior</b> Instructor: Skrzynski Email: tods3@yahoo.com	Saturday 9/12, 10/24, 11/14, 12/12 9am—5pm
	MKT470 JA	<b>Global Marketing</b> Instructor: Motz Email: motzw@lcc.edu	Saturday 9/19, 10/10, 10/31, 11/21 9am—5pm
	PHI329 JA	<b>Technology and the Human Condition</b> Instructor: Ferguson Email: terryferg@juno.net	Saturday 9/26, 10/17, 11/7, 12/5 9am—5pm
	ACC376 SA ACC485 SE	<b>Accounting Information Systems</b> <b>Forensics</b>	<b>ONLINE 8/31—10/24</b> <b>ONLINE 10/19—12/12</b>
	HCM301 SA/SB HCM440 SE/SF	<b>Perspectives in Health Care Management</b> <b>Medical Ethics/Legal Aspects of Health Care</b>	<b>ONLINE 8/29—10/23</b> <b>ONLINE 10/19—12/12</b>

# Jackson FUTURE Course Offerings

Tentative Winter 2010		Tentative Summer 1 2010	
ACC441	Auditing	BAM311	Business Ethics
ACC460	Advanced Accounting	CRJ341	Law Enforcement and Community Relations
BAM479	Strategic Management	CRJ380	Internship/Cooperative Work Experience
CRJ340	Juvenile Justice	LAS301	The Adult Learner
CRJ380	Internship/ Co-op Work Program	PHI320	Social Ethics
CRJ440	Criminal Law	ACC485	Forensics Online
CRJ445	Contemporary Issues in Criminal Justice	HCM440	Medical Ethics/Legal Aspects of Health Care Online
LAS301	The Adult Learner	<b>Tentative Summer 2 2010</b>	
LAS401	Senior Seminar: Integrative Experience	BAM441	Communication Skills for Managers
MGT452	Leadership	CRJ343	Comparative Criminal Justice Systems
MKT350	Consumer Behavior	LAS401	Senior Seminar: Integrative Experience
RST314	World Religions	RST318	Values in Videos
SOC341	Research in the Social Sciences	SOC341	Research in the Social Sciences
ACC376	Accounting Information Systems Online	HCM441	Financial Management of Health Care Online Institutions
HCM441	Financial Management of Health Care Online Institutions	HCM441	Financial Management of Health Care Online Institutions
HCM444	Strategic Planning in Health Care Management Online		

**ALL SYLLABI AND PRE-CLASS ASSIGNMENTS  
CAN BE FOUND ONLINE IN *MY SIENA!*  
Login to *My Siena*, click on the **Students** tab,  
then on **Jackson** and then **Important Documents**.**



### Textbook Information

To order books please click on the Bookstore link on the Siena Heights University home page [www.sienaheights.edu](http://www.sienaheights.edu), or login directly to [whywaitforbooks.com](http://whywaitforbooks.com). You may search other online book vendors, but please be sure that you have the correct edition and ISBN of the book for the course. Textbooks are also available at the JCC Bookstore; we recommend that you call ahead to ensure their availability at 517.796.8440.

## Fall 2009 Course Offerings at Lansing

# Lansing Fall 2009

Course/Section	Course Title / Instructor Information	Day / Dates /Time
BAM441 NA	<b>Communication Skills for Managers</b> Instructor: Skrzyński Email: tods3@yahoo.com	Saturday 9/5, 10/17, 11/7, 12/5 9am—5pm
CVS320 NA	<b>Community Service Systems</b> Instructor: Steingold Email: steingoldj@sbcglobal.net	Saturday 9/12, 10/3, 10/24, 11/14 9am—5pm
ENG341 NA	<b>Advanced Expository Writing</b> Instructor: Siebert Email: cjsiebert@bsu.edu	Saturday 9/12, 10/3, 10/24, 11/14 9am—5pm
LAS301 NA	<b>The Adult Learner</b> Instructor: Owens Email: owensj@lcc.edu	Tuesday 9/1—10/20 6pm—9pm
LAS301 NB	<b>The Adult Learner</b> Instructor: Owens Email: owensj@lcc.edu	Tuesday 10/27—12/15 6pm—9pm
MGT452 NA	<b>Leadership</b> Instructor: Motz Email: motzw@lcc.edu	Monday 8/31—12/14 6pm—9pm
MGT485 NA	<b>Decision Making for Managers</b> Instructor: Motz Email: motzw@lcc.edu	Thursday 9/10—12/17 6pm—9pm
PCM340 NA	<b>Professional Speaking</b> Instructor: DeKlerk Email: juliedeklerk@hotmail.com	Saturday 10/10, 10/31, 11/21, 12/19 9am—5pm
PHI320 NA	<b>Social Ethics</b> Instructor: Hausmann Email: genehausmann@msn.com	Saturday 10/10, 10/31, 11/21, 12/19 9am—5pm
PSY360 NA	<b>Counseling Techniques and Practices</b> Instructor: Madigan Email: m2@cablespeed.com	Thursday 10/22—12/17 6pm—9pm
PSY432 NA	<b>Crisis in Adolescence</b> Instructor: Moravec Email: dagmarmoravec7@aol.com	Monday 8/31—10/26 6pm—9pm
RST324 NA	<b>Western Religions</b> Instructor: Ferguson Email: terryferg@juno.com	Wednesday 9/2—10/21 6pm—9pm
SOC341 NA	<b>Research in the Social Sciences</b> Instructor: Radecki Email: tradecki@sienaheights.edu	Tuesday 10/27—12/15 6pm—9pm
SOC355 NA	<b>Investigative Techniques in Social Sciences</b> Instructor: Lewis Email: kenyattalewis@gmail.com	Saturday 9/26, 10/17, 11/7, 12/5 9am—5pm
LAS301 NC	<b>The Adult Learner</b> Instructor: Owens Email: owensj@lcc.edu	Thursday 9/3—10/22 9am—12:00pm
PHI329 NA	<b>Technology and the Human Condition</b> Instructor: Ferguson Email: terryferg@juno.com	Wednesday 10/21—12/16 9am—12:00pm
SOC350 NA	<b>Conflict Resolution</b> Instructor: Madigan Email: m2@cablespeed.com	Thursday 9/3—10/22 1pm—4pm
HCM301 SA/SB	<b>Perspectives in Health Care Management</b>	<b>ONLINE</b>
HCM440 SE/SF	<b>Medical Ethics/Legal Aspects of Health Care</b>	<b>ONLINE</b>

# Lansing FUTURE Course Offerings

Tentative Winter 2010		Tentative Summer 1 2010	
LAS301	The Adult Learner	BAM441	Communication Skills for Managers
LAS401	Senior Seminar: Integrative Experience	ENG445	Shakespeare
PHI329	Technology and the Human Condition	LAS401	Senior Seminar: Integrative Experience
ENG341	Advanced Expository Writing	MGT302	Management Principles and Cases
MGT302	Management Principles and Cases	RST318	Values in Video
MGT361	Organizational Leadership	SOC312	Marriage and Family Relations
CSV495	Community Service Practice	SOC314	Ethnic Dimensions of American Society
SOC314	Ethnic Dimensions of American Society	HCM440 Online	Medical Ethics/Legal Aspects of Health Care
PSY452	Family Social Issues	<b>Tentative Summer 2 2010</b>	
RST314	World Religions	BAM311	Business Ethics
PSY312	Interventions Children & Families (0-6)	LAS301	The Adult Learner
SOC350	Conflict Resolution	PHI329	Technology and the Human Condition
PCM495	Professional Communication Seminar	PSY313	Interventions with Children and Families (6-12)
HCM441 Online	Financial Management of Health Care Institutions	PSY340	Social Psychology
HCM444 Online	Strategic Planning in Health Care Management	SOC355	Investigative Techniques in Social Services
		HCM441 Online	Financial Management of Health Care Institutions

## ALL SYLLABI AND PRE-CLASS ASSIGNMENTS

**CAN BE FOUND ONLINE IN *MY SIENA!***

**Login to *My Siena*, click on the Students tab,  
then on Lansing and then Important Documents.**



### Textbook Information

Textbooks are available at Gibson's Books & Beans: 316 N. Capitol Avenue, Lansing, MI. Gibson's phone number is: 517.487.3769. Please call ahead to make sure textbooks are available and for store hours.

Text are also available at Barnes & Noble SHU Bookstore on Main Campus, and [whywaitforbooks.com](http://whywaitforbooks.com). Book editions can change unexpectedly; if you choose to purchase your book from some other source, please verify the correct edition before you order.

## Fall 2009 Course Offerings Online

# Online Fall 2009

Fall 2009 Session 1 TOL 8/29—10/23		
BAM311	SA	Business Ethics
HCM301	SA	Perspectives in Health Care Management
HCM301	SS	Perspectives in Health Care Management
LAS301	SA	The Adult Learner
MGT302	SA	Management Principles and Cases
MGT302	SB	Management Principles and Cases
PHI362	SA	Social and Political Philosophy
PSY433	SA	Death and Dying
RST301	SA	Theological Inquiry
SOC379	SA	Issues in Social Justice
Fall 2009 Session 1 BOL (Meetings Varied)		
BAM441	SA	Communication Skills for Managers (9am-12pm Saturday 10/10)
BAM479	SA	Strategic Management (6pm-9pm Tuesday TBD)
Fall 2009 Session 2 TOL 10/24—12/18		
HCM440	SE	Medical Ethics/ Legal Aspects of Health Care
HCM440	SF	Medical Ethics/ Legal Aspects of Health Care
LAS301	SF	The Adult Learner
LAS401	SE	Senior Seminar: Integrative Experience
LAS401	SF	Senior Seminar: Integrative Experience
LAS401	SI	Senior Seminar: Integrative Experience
MGT452	SE	Leadership
MGT452	SF	Leadership
PHI329	SE	Technology and the Human Condition
PHI329	SF	Technology and the Human Condition
RST302	SE	Introduction to Hebrew Scriptures
RST303	SE	Introduction to Christian Scriptures
SOC312	SE	Marriage and Family Relations

## Online Course Important Information

Siena Heights University offers a series of classes totally online that are available for all Degree Completion Center students statewide. Online courses are available through the Siena Heights University Metro Detroit program. Registration fills up quickly for these classes. Early registration is recommended. All registrations are accepted on a first come, first serve basis.

**Online Tuition:** Tuition for Online classes is \$375 per credit hour plus a non-refundable \$90 technology fee for each Online class.

**Class Length:** All online classes are eight weeks long, unless noted.

**Orientation Requirement:** Students are required to do an Orientation Class online prior to their first enrollment in an online class.

**Enrollment Information:** To enroll in an online class, you can register through your Degree Completion Center or through *My Siena*. You **MUST** also have a working email address.

**Textbooks:** To order books please click on the MBS Direct bookstore or Barnes & Noble link ([whywaitforbooks.com](http://whywaitforbooks.com)) located at [www.sienaheights.edu/mdp](http://www.sienaheights.edu/mdp). You may also search other online book vendors, but please ensure that you have the correct edition and ISBN of the book for the course. (Books are NOT available at Degree Completion Center bookstores.)

**Syllabi:** Syllabi will be available on the website **TWO WEEKS** prior to the start of classes. To access your course syllabi, you must log in through *My Siena* click on the Students tab, then Metro Detroit, then [Important Documents](#).

**Credits:** All classes are 3 credits unless otherwise noted.

**Chart Key for Listings on page 14:**

**TOL:** Totally online (No face-to-face meetings)

**BOL:** Blended online (Two or more face-to-face meetings and the rest is completed online.)

For details concerning online courses please logon to *My Siena* click on the Students tab, then Metro Detroit, then [Important Documents](#), and then Fall 2009 Course Schedule.



### Questions about Online Classes?

Contact the Metro-Detroit Center at 1-800-787-7784  
or email: [koutlaw@sienaheights.edu](mailto:koutlaw@sienaheights.edu)

## Educational Opportunities

### SIENA HEIGHTS UNIVERSITY GRADUATE STUDIES



Siena Heights University offers coursework leading to a Master of Arts in Leadership degree that provides the student an opportunity to choose a concentration in:

**Education**  
**Emergency Management**  
**Health Care**  
**Homeland Security**  
**Not-for-Profit**  
**Nuclear Power Administration**  
**Organization**  
**Public Service**

The graduate program at SHU offers a flexible, innovative approach to education that offers evening and weekend courses, online courses, credit and transfer options, individualized academic advising and dedicated faculty with career credentials!

Graduate programs are now offered at several Degree Completion Centers!

For a list of our degrees offered, visit us online at:  
<http://www.sienaheights.edu/GraduateStudies.aspx>  
or contact :

Cindy Jones  
269.921.4645  
cjones1@sienaheights.edu

Jill Gardner-Bakewell  
877.438.1596  
jbakewel@sienaheights.edu

## RELIGIOUS STUDIES

Siena Heights University is  
offering a **TOTALLY**  
**ONLINE** Religious Studies  
minor!

For more information  
Contact your Degree  
Completion Center.



# Important Dates

## Graduation Information!

Graduation information is managed by the Registrars Office on the main campus in Adrian. Students planning to graduate in May, August, or December must complete graduation review with their advisor and have a Graduation Application on file at their assigned Degree Completion Center by the following dates:

December .....	July 15, 2009
May .....	November 15, 2009
Early Participation for August.....	November 15, 2009
August .....	April 15, 2010

### **Important:**

All in-progress course work being completed at other universities/colleges, that are needed for graduation at Siena Heights, must be completed with grades posted and official transcripts received by SHU before the Registrar cut off date which will be determined each semester. A graduation review will not be done unless all official transcripts are received and credit is officially posted on your Siena Heights transcript by the Office of the Registrar.

### **Honors**

Honors are given only at the time of graduation. All degree requirements must be complete at that time. Siena Heights University configures honors on all credits from degree granting institutions. Please consult the 2008-2010 catalog, page 171, for further information on university honors.



## Office Closings

Independence Day.....	July 3-4, 2009
Labor Day.....	September 5-7, 2009
Thanksgiving.....	November 25-29, 2009
Christmas.....	December 24-31, 2009
New Years.....	January 1-3, 2009

# General Semester Information

## Attendance Policy

Class attendance is expected. At the beginning of each semester, each instructor will announce requirements concerning class attendance. Students who are frequently absent can expect to have grades adversely affected by those absences. (Undergraduate Catalog 08-10)



## Saturday Attendance Policy

Students are expected to attend ALL scheduled classes. The policy for Saturday scheduled classes is: **students that miss one or more sessions of class will be automatically dropped from the course.** Due to the nature of Saturday scheduled classes, missing one session is equal to missing three weekly scheduled classes. To avoid being dropped from a Saturday class, note the dates on which the class takes place before signing up. If you have a conflict with ANY of the dates listed, assume you should not sign up for that course.

## Add/Drop/Withdrawal Policy

If you decide to add, drop or withdrawal from a class, an official written FORM must be filled out and submitted to the Siena Heights University office. The instructor should also be notified of the change in status. The ADD/DROP/WITHDRAWAL will be effective on the day received. Please note: Financial Aid eligibility can be effected if classes are dropped. (See the Undergraduate Catalog pg 173 for more information.)



## Weather Policy

When classes at our host community college campus are cancelled due to severe weather, Siena courses scheduled for that day will be cancelled as well. If you are unsure about a class cancellation, call your SHU Degree Completion Center office. Class cancellations will be posted on voicemail and on the SHU Website. Remember to sign up for SHU ALERTS, Siena Heights University's state-of-the-art notification system which instantly sends emergency messages. For more information check it out at :

<http://www.sienaheights.edu/CampusSafety.aspx>

## Transcripts

All official transcripts must be sent to your Siena Heights University Degree Completion Center office for credit transfer within your first semester of attendance (unless you are doing concurrent work with another institution). This includes your high school transcript. Credit will not be transferred until all documents have been submitted.



## Siena Heights University Registration Form

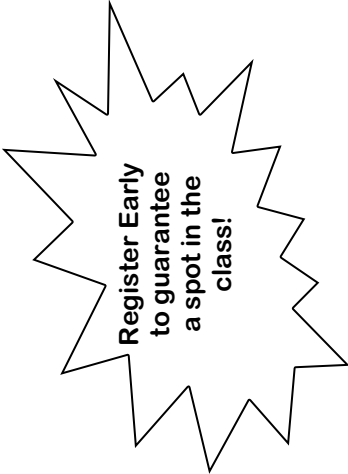
Name \_\_\_\_\_ ID# \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Email \_\_\_\_\_

Session	Course Number	Course Title	Location



*G.M. students and Financial Aid recipients: Attach G.M. TAP form or proof of financial award.  
Students are responsible for knowing and meeting all prerequisites and degree requirements.*

**Please be sure to sign below. No registration can be accepted without a signature.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Sienna Heights University at LCC - University Center**  
PO Box 40010—MC8200S  
Lansing, MI 48901-7210