Thank you for your interest in Siena Heights University and the Distance Learning Programs. Enclosed you will find information regarding our completely online program.

Siena Heights University has a long, successful history of serving adult learners. Our completely online program is a degree completion option for those whose life commitments make it difficult to attend classes on-campus and/or at pre-determined times.

Our completely online program includes a minimum sequence of 10 courses with each course generally completed one at a time every eight (8) weeks. While the program is designed in a structured format, we recognize that circumstances may require flexibility with your course schedule. Please consult with your academic advisor in creating a schedule that works best for you!

With a structured sequence, students will have the opportunity to complete their coursework in a cohort or group. You’ll draw from your classmates experiences as well as create connections that can last long after the program has been completed.

**To View Your Information Packet:**
1. Once the pdf is open in Adobe, select “Bookmarks” - the first tab on the left.
2. Select “View” from the top horizontal toolbar, then “Page Layout” and make sure either the “Single Page” or “Continuous” option is selected.
3. Choose from the bookmark links to view the packet in your preferred order.

After you’ve had an opportunity to review the packet, the next step includes a transfer credit evaluation which will assess your current transfer credit and establish a firm plan of your remaining degree requirements. Please refer to the “pre-admissions process” in this packet to start the evaluation process. You may need as little as 10 courses to achieve your bachelor degree!

We look forward to hearing from you soon.

Sincerely,

*Lori Timmis*

Lori Timmis
Director, Distance Learning Programs
College for Professional Studies
Siena Heights University
Phone: 866.937.2748
Fax: 517.207.6516
[online@sienaheights.edu](mailto:online@sienaheights.edu)
The Bachelor of Applied Science Degree—Serving Technical and Allied Health Professionals
The Bachelor of Applied Science degree is structured on the “inverted major” concept, which builds an academic degree program around the allied health, occupational or technical “major” the student already has completed. Prior health care, trade/technical or occupational associate degrees and/or corporate training and experience is transferred to Siena Heights as a completed major and combined with Siena Heights course work for the baccalaureate degree.

The Bachelor of Business Administration Degree —Your Business Plan Online
A Bachelor of Business Administration degree from Siena Heights University will open various employment opportunities for you. BBA grads pursue careers in advertising, banking, small business ownership, manufacturing and retailing. You will master the skills employers are seeking. With Siena Heights University’s emphasis on 21st century skills and ethics, you may confidently choose to start a new career or continue your work in the business field.

Bachelor of Arts Degree in Multidisciplinary Studies — For Those Who Are “Credit- Rich”
The multidisciplinary studies degree is designed for those who have a number of college credits in a variety of different disciplines. This degree program is a great way for those who have multiple associate degrees or a large amount of credits to wrap up their prior college work into a bachelor’s degree.

Putting Quality into Online Course Delivery
Many people have concerns about the quality of online degree programs...we do too. Siena Heights has offered blended online (mixing online and in-classroom course delivery) degree programs for quite a few years, gathering experience and knowledge in online course delivery. The greater demand for a completely online degree program, combined with our confidence in delivering such a program, has led us to offer the Online Bachelor’s Degree Cohort program - which is also regionally accredited through the North Central Association (NCA) of Colleges and Secondary Schools.
The Cohort Model—Staying Connected as a Group
The Online Bachelor's Degree program is offered in a cohort model, which means a group of students begin their degree program together as a group (or cohort). Students take one class at a time, in eight week sessions, for approximately a year and a half, taking a total of ten classes together online. Sharing classes with the same students each session helps build a sense of community that many online programs lack.

Siena Heights University—A Michigan-based “Bricks and Mortar” University
Siena Heights University is a “real” school with a “real” campus (dorms, athletic teams, etc.) located in Adrian, Michigan, just 45 minutes southwest of Ann Arbor. An NCA accredited Catholic university founded by the Adrian Dominican Sisters in 1919, Siena Heights University has been a pioneer in providing bachelor’s degree completion programs to working adults, having been the first private higher education institution to offer such programs in the mid 1970’s.

The University has been serving the Metro Detroit area at its center in Southfield since 1977 and has a total of eight degree completion centers located across southern Michigan. Anytime you would like, you can visit the University’s campus or any of the University’s degree completion centers to see the place and meet the people behind your degree!

Courses to Be Offered During the Program
(Course Sequence Subject to Change — BBA majors will follow a different sequence of courses, as well as those who are on a different schedule as identified by the student and their advisor. Additional online courses may be available. Please consult with an advisor.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LAS 301</td>
<td>The Adult Learner</td>
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<tr>
<td>BAM 465</td>
<td>Management Info Systems</td>
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<tr>
<td>PSY 325</td>
<td>Stress Management</td>
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<tr>
<td>PHI 329</td>
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<tr>
<td>MGT 485</td>
<td>Career Management</td>
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<tr>
<td>MGT 452</td>
<td>Leadership</td>
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<tr>
<td>MGT 302</td>
<td>Management Principles/Cases</td>
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<tr>
<td>SOC 379</td>
<td>Issues in Social Justice</td>
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<tr>
<td>BAM 311</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>LAS 401</td>
<td>Senior Seminar</td>
</tr>
</tbody>
</table>

The Next Step—Contact Siena Heights University!
Students can transfer up to 90 hours of eligible college credits to apply to the 120-hour bachelor degree requirement. A transfer credit evaluation is required prior to admission to determine current transfer credit and remaining degree requirements. You may need only the 10 course online program at Siena Heights to achieve your bachelor degree!

For more information, contact the Distance Learning Programs at 866.937.2748 or via email at online@sienaheights.edu. You can also find information on the web at www.sienaheights.edu/online. Call or email today to find out if a Siena Heights University’s Online Bachelor Degree Program is right for you!
Siena Heights University’s Bachelor of Applied Science Degree (BAS) Program

Program Description
The Bachelor of Applied Science Degree (BAS) is a career-oriented degree designed for professionals with allied health, technical, or vocational training and experience, and graduates of two-year occupational programs. The BAS Degree is structured on the “inverted major” concept which builds an individually designed academic degree program around the allied health, technical, or occupational “major” the student has already completed.

Program Benefits
• Designed specifically for AAS grads with allied health, technical, and selected occupational majors—not for Business, Accounting, Child Development, Social Work or Art related majors.
• The specialized, extensive, in-depth completed AAS major qualifies as the BAS Degree major and is transferred to Siena Heights.
• Candidates may transfer up to 90 semester hours of credit from their AAS program, other college study, college-equivalent military, corporate or professional training and/or CLEP testing.
• The BAS Degree builds on the specialized applied science major brought to Siena Heights and broadens/expands the student’s intellectual horizons.
• Designed to take the candidate’s multi-faceted educational, training, and work history fully into account in developing his/her program.
• Designed for AAS grads who had not planned to transfer to a bachelor’s degree program—yet later in their professional lives have an interest in or see the need to complete a bachelor’s degree.
• 30 years of proven student satisfaction, employer acceptance and graduate program transferability.

Call or email today!
Online Degree Program
866.937.2748
online@sienaheights.edu
www.sienaheights.edu/online
Applied Science Associate Degree Majors That May Transfer To A Siena Heights University Bachelor of Applied Science Degree

You must have a completed AAS major in order to be eligible for the BAS Degree.
Tie All Your Credits Together!

Siena Heights University’s Bachelor of Arts in Multidisciplinary Studies

Program Description
The Bachelor of Arts in Multidisciplinary Studies is a great degree for those who have academic credit in a variety of disciplines. The major in Multidisciplinary Studies is established through the credits you have earned and/or will earn in four different academic disciplines (see below). No prior earned associate degree is needed to complete this degree. Students with at least 90 semester hours may need only 30 semester hours of study with Siena Heights University to earn a bachelor’s degree, so you may already be well on your way to earning the Bachelor of Arts in Multidisciplinary Studies!

The Multidisciplinary Studies Curriculum
A minimum of 15 semester hours are needed in each of the academic areas listed below:

Humanities
including courses in:
Art • Communication Arts • English • Foreign Languages
History • Music • Philosophy • Religious Studies

Social Sciences
including courses in:
Economics • History • Political Science
Psychology • Sociology

Natural Sciences/Math
including courses in:
Biology • Chemistry • Computer Info Systems
Mathematics • Natural Sciences • Physics
(one must be a lab)

Professional Studies
including courses in:
Accounting • Banking and Finance
Child Development • Criminal Justice • Education
Home Economics • Office Administration • Social Work

Program Distinctions
• Transfer friendly policies and services; Siena Heights allows up to 90 semester hours of transfer credit toward its 120 semester hour bachelor’s degree requirement.
• Credit available for CLEP tests and other “college equivalent” prior learning, including workplace training and hospital-based programs.
• Classes are available completely online - every 8 weeks.
• Personalized advising and outstanding faculty with real world experience.
• A university that recognizes the dignity of each student. You are treated as an individual and not a student number.

Call or email today!
Online Degree Program
866.937.2748
online@sienaheights.edu
www.sienaheights.edu/online
1. Students may enter the program after completing a minimum of 70 semester hours of credit from an accredited post secondary educational institution OR other non-traditional setting (upon review).

2. Students must complete 6 semester hours of English Composition – most commonly, English Composition I & II or CLEP: Freshman College Composition Exam. This requirement must be fulfilled within the first two semesters of the SHU online program. Consult with your advisor for more information.

3. All students must complete a minimum of 120 semester hours to receive a bachelor degree from Siena Heights University.

4. Semester hours of credit may be obtained in the following ways:
   a. Transfer credit
   b. Courses taken at Siena Heights University
   c. Credit evaluation of career training experiences
   d. Prior Learning Credit – credit awarded for life experience which could be equivalent to academic credit
   e. CLEP testing – several educational disciplines have national testing which will directly translate into credit hours

5. All students must complete a specific major with Siena Heights University.

6. All students must complete 30 semester hours in residency with Siena Heights University (both 6 & 7 can be fulfilled simultaneously).

7. All students must complete 30 semester hours of courses at the 300-400 level.

8. All students must maintain a cumulative GPA of at least 2.0 while attending Siena Heights University.

9. All students must complete the following requirements for General Education with a C or better:
   a. College Freshman Composition 6 semester hours
      See Statement 2 in relation to timeline of completion
   b. College level Math or a Lab Science 3-4 semester hours
   c. Social Science 3 semester hours
   d. Courses taken with Siena Heights: 9 semester hours
      PHI 329: Technology and the Human Condition;
      LAS 301: The Adult Learner;
      LAS 401: Senior Seminar Integrative Experience
Siena Heights University Online Cohort program, fully accredited at the national level, is designed for students to complete their degree completely online** as a cohort, or group, benefiting from the experiences of other cohort members.

Students complete 30 semester hours (10 courses) by attending classes in an online format over a period of 20 months. Each course runs one at a time, every eight weeks. Participants log in to the online delivery system, eCollege®, via the World Wide Web. Course work and assignments can be accessed at any time and from any location where Web access is available.

** Students must fulfill overall degree requirements to receive the bachelor's degree. Please see your advisor for more information.

### Cohort Program Course Sequence (Course sequence is subject to change)

#### YEAR 1

**Fall Semester**
- LAS 301 – The Adult Learner
- ENG 341 – Expository Writing or MGT 485 – Career Management

**Winter Semester**
- MGT 302 - Management Principles & Cases
- PHI 329 – Technology and the Human Condition

**Summer Semester**
- BAM 311 – Business Ethics
- PSY 325 – Stress Management

#### YEAR 2

**Fall Semester**
- MGT 452 – Leadership
- BAM 465 – Management Information Systems

**Winter Semester**
- SOC 379 – Issues in Social Justice
- LAS 401 – General Education Seminar
LAS 301: THE ADULT LEARNER (Satisfies Liberal Arts Education Requirement)
This course fosters integration of life and educational experiences consistent with the values and principles of the liberal arts at Siena Heights University. Topics include, but are not limited to: critical thinking, learning styles, adult development and lifelong learning. These topics provide a forum for open intellectual inquiry and written and oral communication which challenge students to refine and examine their personal/professional goals. **Pre-requisite:** must have English Composition I and II (or equivalent) or approval from program director.

MGT 302: MANAGEMENT PRINCIPLES AND CASES
The primary objective is the development of management skills in the framework of complex organizations. The student applies management principles to the solution of case problems. Discussion topics include decision making, managerial ethics, human behavior, planning, directing and controlling.

ENG 341: EXPOSITORY WRITING (Satisfies a Liberal Arts Education Requirement)
Extensive practice in the writing of short and extended, formal and informal essays and papers appropriate to different audiences and occasions. The student will read and analyze expository pieces in a variety of styles by contemporary authors and will exchange work and participate in peer critiques in order to develop critical competencies and advanced writing skills. **Pre-requisite:** must have English Composition I or equivalent.

PHI 329: TECHNOLOGY AND THE HUMAN CONDITION (Liberal Arts Education Requirement)
This class will inquire into the profound and subtle ways technology has changed human life by looking at both the natural and human environments. The course’s goal is to wrestle with the complex and too-little-asked question of what we mean by technological progress. This course is offered out of the belief that society has not yet learned to direct its technology instead of letting its technology direct it. The guiding principle will be that any humane policy on technology must be grounded in a well-thought out position on what constitutes progress for humanity. What is it to live a good life?

MGT 452: LEADERSHIP
This course blends the required skills, knowledge and abilities for developing leaders. Students contrast leadership and management roles using the Transformational vs. Transactional approach model while examining other theories. They consider various leader attributes, leader behaviors, follower needs and forces in the situation, including: power, organizational and societal cultures. Students identify their preferred leadership style and assess its strength and limitations. The course also features case studies, application exercises and modeling.

SOC 379: ISSUES IN SOCIAL JUSTICE
This course deals with issues of oppression (racism, sexism, ageism, etc.), particularly institutional oppression. Using simulative, experiential activities and small group discussion, students will develop a theoretical framework for understanding oppression and will begin to develop change agent skills.

PSY 325: STRESS MANAGEMENT
This class is intended to study the definition of stress, its origins, its effects, and coping skills to manage stress in our personal and professional lives. The course will study stress from both a clinical and personal perspective.
BAM 311: BUSINESS ETHICS
This course will describe the moral and religious influences that helped to shape the rise of modern American industry and will explore ethical frameworks for setting corporate social policy, and the setting of objectives for a meaningful social response from the private sector. Students will be helped to become aware of ethical categories for decision making and to develop critical thinking skills appropriate to making moral judgments in areas of business management.

MGT 485: CAREER MANAGEMENT
For the majority of individuals, work is a central facet of one’s life. People are defined by what they “do”. Implementing and maintaining a plan for this work-life journey is a necessity. This course is an examination of the factors affecting the selection and progress of an occupation/career. It explores career management methods and the all important “self” assessment. Each student develops an individualized career action plan and learns techniques of a career management process.

Pre-requisite: 5 years work experience or permission of instructor.

MGT 361: ORGANIZATIONAL BEHAVIOR
Students gain a better understanding of human behavior among individuals, within groups and organizations. Through cases, self-assessments, and experiential exercises they develop their capacity to increase job performance, work satisfaction, and organizational commitment. For workplaces of fewer boundaries, greater differences, rapid change, shifting loyalties and ethical dilemmas, students develop skill in managing teams, stress, conflict, change, politics, careers and organization cultures.

SOC 312: MARRIAGE AND FAMILY RELATIONS
An analysis of the family as a system of kinship with specified historical and cultural roots. The course covers factors affecting success in marriage, marital adjustment, varying roles of men and women, and the changing nature of families in contemporary society.

BAM 441: COMMUNICATION SKILLS FOR MANAGERS
Examination of the role of communication in achieving organizational goals. Emphasis will be placed on business relationships, managerial styles, and group interaction as components of organizational problem solving. Students will develop an ability to assess, select, compose, and evaluate messages exchanged within organizations, both oral and written.

BAM 465: MANAGEMENT INFORMATION SYSTEMS
An indepth study of the problems in managing computer based information systems. The course focuses on the definition, evaluation, installation, and continuing management of EDP systems. Issues of planning and control as well as the organizational impact of computer systems will be stressed.

LAS 401: SENIOR SEMINAR
This course represents a community of scholars engaged in free, open intellectual inquiry. The primary goal of the seminar is to enable students to integrate their undergraduate education along the lines of inquiry established by the instructor. The seminar will engage students in a significant learning experience that will call upon them to articulate their personal philosophy of life, ethics, social consciousness, and life/career aspirations and commitments. Pre-requisites: Senior standing, English Composition I & II (or equivalent) (Satisfies Liberal Arts Education Requirement.); completion of one (1) online course preferred.
TRANSFER CREDIT EVALUATION

Students must submit copies of transcripts and other related documents for a preliminary transfer credit evaluation prior to the start of the program. This evaluation is a helpful tool and will assess the total amount of current transfer credit and the remaining requirements needed to achieve the bachelor degree.

Please read the information and instructions regarding pre-admissions items carefully.

EVALUATION PROCESS

Students should submit COPIES of the following information:

- Academic Transcripts
- Certificates of Trainings and Licensures or Registries
- Current Professional Resume

Please submit the materials with a cover sheet that includes your contact information (name, phone number, address, email address & interested location and program of study) to:

FAX: 517.207.6516, Attn: Distance Learning Programs
EMAIL: online@sienaheights.edu
MAIL: Siena Heights University, 1247 E. Siena Heights Drive, Adrian, MI 49221, Attn: Distance Learning Programs

Upon review and assembly, the evaluation will be sent to you electronically. In addition to identifying remaining degree requirements, the transfer credit evaluation will identify admissions requirements. You can also refer to the Admissions Process Checklist for more information regarding the admissions process.
We are pleased that you have chosen to apply to Siena Heights University

PROCEDURES FOR ADMISSIONS
The online cohort program contains a sequence of online courses taken together as a group (or “cohort”). If you have never taken an online course, you will be provided with additional information to prepare you for online course completion at Siena Heights University.

Please read the information and instructions regarding admissions items carefully. Be diligent in submitting your application materials.

APPLICATION PROCESS
Students must complete and submit the following:

1. Application for Admission. Complete and submit the online application: www.sienaheights.edu/applicationform.aspx. Select “Online Program” as the location of attendance.

2. Official transcripts in a sealed enveloped mailed directly from EACH institution previously attended to the Distance Learning Programs Office. University policies on transfer credit are explained in the current Undergraduate Catalog.

   Request EACH transcript to be sent to: Siena Heights University, 1247 E. Siena Heights Drive, Adrian, MI 49221, ATTN: Distance Learning Programs.

3. If applicable to your major: photocopies of your resume, certificates of training and licensures [of which can be faxed or mailed to Siena Heights University]. Letter(s) of related work experience (on company letterhead with written signature from a supervisor or HR representative) must be MAILED directly to Siena Heights University. Please use mailing address listed above.

4. An official high school transcript.

5. Completion of the Distance Learning Assessment and Online Orientation.

IMPORTANT NOTE: If you are seeking Financial Aid, in order to process your financial aid award, the admissions process MUST be complete.
Request for Official Transcript

To: Registrar of College/University

Please send ___ official transcript(s) of:

Student Name ____________________________________________

Last First Middle

Address ______________________________________________________

Street City State Zip

Name(s) registered under _______________________________________

Social Security or ID # ______________________________

____________________________________________  _______________________

Student’s Signature Date

Please attach this form to transcript and mail to:

Siena Heights University
1247 E. Siena Heights Drive • Adrian, MI 49221 • ATTN: Distance Learning Programs

1247 E. Siena Heights Drive
Adrian, MI 49221
Undergraduate Tuition (All tuition and fees are subject to change)

- Tuition (per semester hour) $375
- Technology Fee (per course) $90 non-refundable

Tuition is due at the start of each 8 week course or you can select a payment plan (at a minimal cost). Payment for classes may be submitted online, phone or mail. A convenience fee will be assessed for payments made after the due date.

To ensure timely payment submission, you can review your student account and obtain an account statement through the online registration system.

Tuition must be paid in full before registering for subsequent semesters. It is the student’s responsibility to be aware of their account balances, tuition due dates, and financial aid requirements.

For more information, please contact:

Business Office (located on the main campus): 800.521.0009, ex. 7110

Financial Aid

Financial aid can be an option for students who are registered for at least six (6) semester hours in a given semester. New and continuing students can refer to the financial aid checklist to complete the financial aid process by going to www.sienaheights.edu/financialaid.aspx. For distribution of funds, all admissions documents must be on file.

For more information, please contact:

Financial Aid Office (located on the main campus): 800.521.0009, ex. 7130

Textbooks

Textbooks are required to complete the program. Cost of textbooks and other related instructional materials range per course. Textbooks can be purchased from your preferred vendor of online bookstores. You will be provided with textbook information prior to the start of each course in the program. Please check prior to your purchase to determine you have the correct edition.

Variable Costs

Students should budget for a computer, software, and Internet service provision.