BACHELOR OF APPLIED SCIENCE
Program Information Packet  |  2013-2014

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A Unique Opportunity! for Applied Science Professionals

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, public safety 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, public safety or occupational “major” the student has already completed.

Program Benefits
• Designed for AAS graduates and professionals with allied health, public safety, technical, or vocational training and experience.
• The completed AAS major or completed training, licensure, and experience transfers into the designated BAS major.
• Candidates may transfer up to 90 semester hours of credit toward bachelor degree requirements.
• Transfer credit is accepted from college study, college-equivalent military, professional, or corporate training and/or CLEP and DANTES.
• The BAS degree plan builds on the specialized applied science major and broadens students’ intellectual capabilities applicable in real-world experiences.
• Over 35 years of proven student satisfaction, employer acceptance and graduate program transferability.

Call or email today!
Distance Learning Programs
Phone: 866.937.2748
Email: online@sienaheights.edu | Web: www.sienaheights.edu/onlineprogram
Distance Learning Programs

Bachelor Degree Requirements

1. Students may enter the program after completing a minimum of 60 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 from a community college or English Composition I & ENG 341 (where 341 is offered online at SHU). This requirement must be fulfilled within the first four months 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 from community college or other appropriate institution
   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. Please refer to page 2 for general BAS major requirements.

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

7. All students must complete 30 semester hours of courses at the 300-400 level. This can be fulfilled through the residency noted above.

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 Liberal Arts 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. Required courses taken with Siena Heights University: 9 semester hours
      PHI 329: Technology and the Human Condition (or Religious Studies)
      LAS 301: The Adult Learner
      LAS 401: Senior Seminar Integrative Experience
Program Points and Sample Course Layout

Program Points

• **Your remaining degree requirements:** A transfer credit evaluation prior to your first Siena course will determine your remaining requirements for the bachelor degree. Please refer to the Bachelor Degree Requirements within the information packet for details.

• **Your Siena residency:** A minimum Siena residency* of 30 semester hours (10 courses) can be completed in as little as 20 months. Residency may be fulfilled with online courses; it does not require attendance on campus. Please refer to Bachelor Degree Requirements within the information packet or academic catalog for details.

• **Your Siena coursework:** Upper-division coursework is offered in areas such as business, general management, health care management, technology management, liberal arts, professional communications, and social sciences. Three of the 10 courses in your residency will be LAS 301, LAS 401, and a Philosophy or Religious Studies course. Refer to the sample layout below.

• **Your course schedule:** Your academic advisor typically creates and will register you for your schedule of classes. In many instances, students complete their residency with the same group of students [or cohort]. Students also may have the opportunity to create a “flex” schedule that fits with their life schedule and future goals.

• **For those with specific requirements:** Students will complete a specific schedule of classes created by and in consultation with their academic advisor. Please refer to the specific requirements noted for your major and/or minor to ensure fulfilling degree requirements.

• **Time length of Online Courses:** Completely Online courses are offered every eight (8) weeks with the possibility of completing at least two (2) classes in a given semester.

• **Delivery Format for Online Courses:** 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 consult with your advisor for more information.
Sample Course Layout

YEAR 1
Fall Semester
- Fall 1 (First 8 week session): LAS 301 – The Adult Learner
- Fall 2 (Second 8 week session): 300/400 Course

Winter Semester
- Winter 1: 300/400 Course
- Winter 2: 300/400 Course

Summer Semester
- Summer 1: 300/400 Course
- Summer 2: 300/400 Course

YEAR 2
Fall Semester
- Fall 1: 300/400 Course
- Fall 2: 300/400 Course

Winter Semester
- Winter 1: 300/400 Course
- Winter 2: LAS 401 – Senior Seminar

Course Note: In addition to LAS 301 and LAS 401, one (1) 300/400 course will be Philosophy or Religious Studies.

This is a sample layout. Each student’s schedule is individually designed to fulfill degree requirements and may be different from the sample layout.
Pre-Admissions Process

Transfer Credit Evaluation
Students must submit copies of transcripts and other related documents such as certificates, licensures of training and a current resume for a preliminary transfer credit evaluation prior to taking your first course with the Distance Learning Program. This evaluation is a helpful tool that 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, where applicable, of the following documentation:

- Academic Transcripts
- Military 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, and program of study) to:

Fax: 517.264.7703, 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 Application Process Checklist for more information regarding the admissions process.
Distance Learning Programs

Admissions Process

We are pleased that you have chosen to apply to Siena Heights University!

Procedures for Admissions
The Application for Admission and official transcripts/ appropriate documents are required for your student record as well as to highlight your transfer credit on your Siena Heights University transcript.

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. Go to www.sienaheights.edu, select “Apply Online” under Quick Links. Select “Undergraduate Application” and complete the application in its entirety. 
   Note: Select “Online Program” as location of attendance within the application.

2. Official transcripts mailed directly from EACH college/ university, including each military branch, previously attended to the Distance Learning Programs Office.
   Request EACH official 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, emailed, or mailed to the Distance Learning Programs Office).

4. If applicable to your major: letter(s) of related work experience must be MAILED on company letterhead with written signature from a supervisor or HR representative directly to Siena Heights University. Please use mailing address listed above.

5. An official high school transcript mailed to the Distance Learning Programs Office.

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 Transcripts

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 the transcript and mail to:

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

2013 - 2014 Tuition/Fees and Financial Aid

Undergraduate Tuition (All tuition and fees are subject to change)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per semester hour)</td>
<td>$440</td>
</tr>
<tr>
<td>Technology Fee (per course)</td>
<td>$90 non-refundable</td>
</tr>
</tbody>
</table>

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 or mailed to the Business Office at Siena Heights University. A 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 My Siena portal.

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:
Office of Financial Services (located on the main campus): 800.521.0009, ex. 7110
Active-Duty and Veterans can contact the VA Coordinator at 800.521.0009, ex. 7123

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

Textbooks
Textbooks are required to complete the program. Course syllabi are available through the My Siena portal prior to the start of the semester.

Cost of textbooks and other related instructional materials range per course. Textbooks can be purchased from the Barnes and Noble Bookstore at Siena Heights University or your preferred vendor of online bookstores. 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.