



# Distance Learning Programs

## 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 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](mailto: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.