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 and successful history of serving adult learners. Our completely-online Bachelor of Business Administration (BBA) 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 sequence of courses with each course completed generally one at a time every eight (8) weeks (with the exception of BAM 479: Strategic Management which is offered in a 15-week completely online format). While the program is designed in a structured format, we recognize that circumstances on occasion may require flexibility with your course schedule.

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 “transfer credit evaluation” sheet in this packet to start the evaluation process. You may need as little as the courses within our online program to achieve your Bachelor of Business Administration Degree!

We look forward to hearing from you soon.

Sincerely,

Lori Timmis
Director, Distance Learning Programs
College for Professional Studies
Siena Heights University
Phone: 866.937.2748
Fax: 517.207.6516
online@sienaheights.edu
Open New Doors
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.

Coursework Designed to Help You Succeed
The courses you will take as part of the Online Business Administration major may include:

**Business courses completed at SHU:**
- Management Principles and Cases*
- Marketing Principles and Cases*
- Managerial Finance
- Leadership
- Business Ethics
- Organizational Behavior
- Human Resource Management
- Management Information Systems
- Strategic Management
*Course equivalents are accepted; consult with an advisor for information

**Pre-Requisite Courses That Can Transfer into Siena:**
- Principles of Accounting I
- Principles of Accounting II
- Microeconomics
- Macroeconomics
- Statistics
- Business Communications
- Intro to Business
- One Business Elective [optional]

Bachelor of Business Administration Distinctions
- Designed for Associate in Business graduates with a minimum of three years work experience in the business field.
- BBA courses are designed in an 8-week completely online format (with the exception of BAM 479: Strategic Management which is offered in a 15-week completely online format). SHU’s Online Program has a 97% retention rate.
- Students can complete their coursework in a cohort sequence with generally the same students throughout their program, or create a “flex” schedule that works best according to the student’s individual schedule.
- Personalized advising; an advisor will create your BBA degree plan prior to starting the program and be in contact with you throughout the program.
- Outstanding full-time faculty with vast experience in the business field and online instruction.

Call or email today!
Online Degree Program
866.937.2748
online@sienaheights.edu
www.sienaheights.edu/online
BBA Degree Requirements

COGNATE REQUIREMENTS  
20 semester hours
- ACC 203 Principles of Accounting I 4
- ACC 240 Principles of Accounting II 4
- BAM 218 Introduction to Information Systems 3
  or BAM 465 Management Information Systems
- ECO 221 Microeconomics 3
- ECO 222 Macroeconomics 3
- MAT 143 Introduction to Statistics 3
  or MAT 174 Data Analysis and Statistics

CORE REQUIREMENTS  
18 semester hours
- BAM 101 Introduction to Business 3
  or MGT 440 Small Business Management
- BAM 201 Business Communications 3
  or BAM 441 Communication Skills for Managers
- FIN 340 Managerial Finance(required at SHU) 3
- MGT 310 Management: Principles and Cases 3
- MKT 310 Marketing: Principles and Cases 3
- BAM 479 Strategic Management (required at SHU) 3

ELECTIVE REQUIREMENTS  
15 semester hours
Any Approved BAM, ECO, FIN, MGT, or MKT electives; Twelve hours must be at 300/400 level and must be completed at Siena Heights University

TOTAL FOR MAJOR  
53 semester hours
Transfer students must complete at least 18 BBA credits, within a minimum 30 semester hour residency, at Siena Heights University

LIBERAL ARTS EDUCATION REQUIREMENTS  
20-22 semester hours
This applies to transfer students who have 60 or more credits at the time of admission

LIBERAL ARTS ELECTIVES  
49-51 semester hours

TOTAL FOR DEGREE  
120 semester hours

Siena Heights University
A proud tradition of innovative response to changing social needs - Siena Heights University, founded in 1919, serves students locally, on the main campus in Adrian, Michigan; regionally, at eight degree completion centers in southern Michigan; and globally, through distance learning programs and courses.

Siena Heights University is regionally accredited through the North Central Association of Colleges and Secondary Schools: The Higher Learning Commission. For more information on Siena Heights University, visit www.sienaheights.edu.
CREDIT EVALUATION AND MAJOR PLAN
Bachelor of Business Administration Online

NAME: 
STUDENT #: 

DATE ENROLLED: 

<table>
<thead>
<tr>
<th>Siena Heights University Course # and Title</th>
<th>Institution</th>
<th>Course #</th>
<th>Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cognate Requirements</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>ACC 203 - Prin of Accounting I</td>
<td>Transfer</td>
<td>ACC 240 - Prin of Accounting II</td>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>BAM 218 - Intro to Information Systems</td>
<td>Transfer</td>
<td>ECO 221 - Microeconomics</td>
<td>Transfer</td>
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<tr>
<td>ECO 222 - Macroeconomics</td>
<td>Transfer</td>
<td>MAT 143 - Descrip. Statistics</td>
<td>Transfer</td>
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<tr>
<td><strong>Core Requirements</strong></td>
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</tr>
<tr>
<td>BAM 101 - Intro to Business or MGT 440-</td>
<td>SHU or</td>
<td>BAM 201 - Business Comm or BAM 441</td>
<td>Transfer</td>
<td></td>
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<tr>
<td>Small Business Mgt.</td>
<td>Transfer</td>
<td>Comm. Skills for Mgrs.</td>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>FIN 340 - Managerial Finance</td>
<td>SHU</td>
<td>MGT 302 - MGT Prin and Cases</td>
<td>SHU or Transfer</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>MKT 310 - MKT Prin and Cases</td>
<td>SHU or Transfer</td>
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<tr>
<td></td>
<td></td>
<td>BAM 479 - Strategic Management</td>
<td>SHU</td>
<td></td>
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<tr>
<td><strong>Elective Requirements</strong></td>
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<tr>
<td>Business Elective (BAM, FIN, MGT, MKT, ACC, ECON)</td>
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<tr>
<td>Business Elective (BAM, FIN, MGT, MKT, ACC, ECON)</td>
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<td>SHU</td>
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</tbody>
</table>

Elective Requirement Note: 12 of the 15 semester hours must be at 300/400 level

Major Notes: 18 credits must be from SHU; minimum 2.50 gpa required in the major. 53 semester hours are required for the major.

* Course Equivalent Note: MGT 302 & MKT 310 course equivalents are accepted provided the transferring course is at junior or senior level; otherwise, to apply a comparable lower-division transfer course to either of these courses, the student must earn a C or better in a specified Management or Marketing validator (only certain MGT or MKT courses qualify as validators).
### A. MAJOR REQUIREMENTS

#### Cognate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Transfer or SHU</th>
<th>20 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 203 Principles of Accounting I</td>
<td>Transfer</td>
<td>4</td>
</tr>
<tr>
<td>ACC 240 Principles of Accounting II</td>
<td>Transfer</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: 6 credits minimally are required in Accounting Principles. Students with less than 8 credits in Accounting Principles will need to make up the difference in approved BAM electives. Please consult with your advisor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Transfer or SHU</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAM 218 or BAM 465</td>
<td>Transfer or SHU</td>
<td>3</td>
</tr>
<tr>
<td>ECO 221 Microeconomics</td>
<td>Transfer</td>
<td>3</td>
</tr>
<tr>
<td>ECO 222 Macroeconomics</td>
<td>Transfer</td>
<td>3</td>
</tr>
<tr>
<td>MAT 143 Introduction to Statistics</td>
<td>Transfer</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Transfer or SHU</th>
<th>18 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAM 101 Introduction to Business OR</td>
<td>Transfer or SHU</td>
<td>3</td>
</tr>
<tr>
<td>MGT 440 Small Business Management</td>
<td>Transfer</td>
<td>3</td>
</tr>
<tr>
<td>BAM 201 Business Communications</td>
<td>SHU</td>
<td>3</td>
</tr>
<tr>
<td>FIN 340 Managerial Finance</td>
<td>SHU</td>
<td>3</td>
</tr>
<tr>
<td>MGT 302 Management</td>
<td>SHU</td>
<td>3</td>
</tr>
<tr>
<td>MGT 302 Management Principles/Cases*</td>
<td>SHU</td>
<td>3</td>
</tr>
<tr>
<td>BAM 479 Strategic Management</td>
<td>SHU</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Elective Requirements

Note: 12 of the 15 semester hours must be at 300/400 level

<table>
<thead>
<tr>
<th>Course</th>
<th>SHU</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Elective</td>
<td>SHU</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective</td>
<td>SHU</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective</td>
<td>SHU</td>
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<tr>
<td>Business Elective</td>
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<tr>
<td>Business Elective</td>
<td>SHU</td>
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</tr>
<tr>
<td>Business Elective</td>
<td>SHU</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Residency Requirement:
A minimum of 18 semester hours is required for the BBA major with a minimum 2.5 GPA.

### B. LIBERAL ARTS EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>20-22 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(60+ transfer track – refer to LAE requirements for more information)</td>
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</tr>
</tbody>
</table>

### C. LIBERAL ARTS ELECTIVES

(Other courses transferred to SHU)

#### Total for Degree

<table>
<thead>
<tr>
<th>Degree</th>
<th>120 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for Degree</td>
<td></td>
</tr>
</tbody>
</table>

* MGT 302 and MKT 310 course equivalents are accepted provided the transferring course is at junior or senior level. Otherwise, to apply a comparable lower-division transfer course to either of these courses, the student must earn a C or better in a specified Management or Marketing validator at Siena Heights University (certain MGT or MKT courses qualify as validators).
Siena Heights University’s Bachelor of Business Administration (BBA) Online Cohort program, regionally accredited through the North Central Association (NCA) of Colleges and Secondary Schools, can be designed for students to complete their degree completely online as a cohort, or group, benefiting from the experiences of other cohort members.

Students complete the program coursework within a two year period by attending classes in a completely online format. *Each course runs one at a time, every eight weeks (**BAM 479 is offered in a 15-week completely online format). Participants log in to the online delivery system, eCollege®, via the World Wide Web. Course work and assignments for each course 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 degree. Please see your advisor for more information.

Pre-requisite business courses that will need to transfer to SHU:

- Principles of Accounting I (ACC 203)
- Principles of Accounting II (ACC 240)
- Microeconomics (ECO 211)
- Macroeconomics (ECO 222)
- Statistics (MAT 143)
- Business Communications (BAM 201)
- Intro to Business (BAM 101); optional
- One Business Elective (BAM, FIN, MGT, MKT, ACC, ECON); optional

**SAMPLE** Cohort Course Sequence *(Course sequence is subject to change)*

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter Semester</strong></td>
<td><strong>Winter Semester</strong></td>
</tr>
<tr>
<td>LAS 301 – The Adult Learner *</td>
<td>BAM 311 – Business Ethics</td>
</tr>
<tr>
<td>MGT 302 – Management Princ./Cases or other MGT course</td>
<td>MGT 361 – Organizational Behavior</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td><strong>Summer Semester</strong></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>MKT 310 – Marketing Princ./Cases or other MKT course</td>
<td><strong>BAM 479 – Strategic Mgmt. (15-week completely online format)</strong></td>
</tr>
<tr>
<td>MGT 452 – Leadership</td>
<td>LAS 401 – General Ed. Seminar*</td>
</tr>
</tbody>
</table>

(*Denotes Liberal Arts Ed. Req.)
MGT 302: MANAGEMENT PRINCIPLES AND CASES (Core Requirement) 3 semester hours
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.
Pre-requisite: English Composition II recommended.

MKT 310: MARKETING PRINCIPLES AND CASES (Core Requirement) 3 semester hours
Demonstrates the role of marketing in the company, emphasizing the management of the marketing mix including product planning, promotion, distribution and pricing. Special attention is given to the role and significance of evaluating customer needs, target market and opportunity analysis. This course helps students to make marketing decisions in the context of general management.
Pre-requisite: Business Communications and Microeconomics or Macroeconomics recommended.

FIN 340: MANAGERIAL FINANCE (Core Requirement) 3 semester hours
Develops students as active financial analysts, planners and decision-makers at the operating and strategy setting levels. Applying their Accounting and Economics knowledge, students address financial analysis, capital budgeting, long-term financing and working capital management – all with the aim of maximizing resource efficiency and effectiveness. Considers the financial consequences of marketing and management decisions, emphasizes increased market globalization and online information accessibility.
Pre-requisite: ACC 240 & MAT 143; ECO 222 recommended; completion of one online course preferred.

BAM 479: STRATEGIC MANAGEMENT (Core Requirement) 3 semester hours
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.
Pre-requisite: All Required Courses in the BBA major; completion of one (1) online course preferred.

BAM 441: COMMUNICATION SKILLS FOR MANAGERS 3 semester hours
(Cognate Requirement, if necessary, or Optional Elective)
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 3 semester hours
(Cognate Requirement, if necessary, or Optional Elective)
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.
Pre-requisite: BAM 218 recommended.
BAM 311: BUSINESS ETHICS (Optional Elective) 3 semester hours
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. **Pre-requisite:** MGT 302 or MKT 310.

MGT 452: LEADERSHIP (Optional Elective) 3 semester hours
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. Management Validator. **Pre-requisite:** MGT 302 or permission.

MGT 440: SMALL BUSINESS MANAGEMENT (Optional Elective) 3 semester hours
This course will provide an appropriate body of knowledge to individuals who are interested in owning and operating a small business. Topics covered will include a procedural system for establishing a new business, providing physical facilities, financing, organizing, and the management of the small business. This course will require the student to develop a small business plan. **Pre-requisite:** Instructor Approval.

MGT 485: CAREER MANAGEMENT (Optional Elective) 3 semester hours
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.

MKT 350: CONSUMER BEHAVIOR (Optional Elective) 3 semester hours
A study of the dynamics of human behavior and how it relates to the purchase decision. Focuses on the understanding the mental, emotional and physical activities that people engage in when selecting, purchasing, using and disposing of products and how marketers can use this knowledge to better satisfy needs and desires and achieve marketing objectives. Marketing Validator. **Pre-requisite:** MKT 310.

MKT 351: ADVERTISING AND PROMOTION (Optional Elective) 3 semester hours
An introduction to theory and practice in the planning, execution and evaluation of persuasive campaigns involving print, television and radio. The objective of this course is to develop in students some of the basic skills required to understand can create advertising strategies, using both media and copy, in order to achieve marketing objectives. Marketing Validator. **Pre-requisite:** MKT 310.

MGT 360: HUMAN RESOURCE MANAGEMENT (Optional Elective) 3 semester hours
From the manager, employee and practicing professional vantage points, this course studies the strategic, operational and administrative contributions of Human Resource Management. Students examine HR planning, equal employment, staffing, HR development, compensation, performance management, & employee relations in a more diverse, global, regulated and litigious environment. This course includes a variety of training and development techniques. Management Validator. **Pre-requisite:** MGT 302.
MGT 361: ORGANIZATIONAL BEHAVIOR (Optional Elective)  3 semester hours
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 management teams, stress, conflict, change, politics, careers and organization cultures. Management Validator. **Pre-requisite:** MGT 302.

LAS 301: THE ADULT LEARNER  (LAE Requirement)  3 semester hours
This course fosters integration of life and educational experiences; 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:** English Composition I and II (or equivalent) or approval from program director.

LAS 401: LIBERAL ARTS EDUCATION SEMINAR  (LAE Requirement)  3 semester hours
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); completion of one online course preferred.

PHI 329: TECHNOLOGY & THE HUMAN CONDITION (LAE Requirement)  3 semester hours
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. 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?
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 Bachelor of Business Administration (BBA) program contains a sequence of online courses generally 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.

ADMISSIONS REQUIREMENTS (Consult with an advisor for more information)
1. Associate degree in a business related field or completion of pre-requisite courses: Accounting I, Accounting II, Microeconomics, Macroeconomics, Statistics, Business Communications, Intro to Business [preferred], any business elective [optional]. Minimum of 75 semester hours preferred.

2. Cumulative GPA of 2.5 or higher.

3. Three years work experience in a business related field.

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. (Refer to the Undergraduate Catalog regarding policies on transfer credit.)

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

3. Verification of three years work experience.

4. An official high school transcript.

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

IMPORTANT FINANCIAL AID NOTE: The admissions process must be complete to process your financial aid award.
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
2009-2010 Tuition and Fees
Distance Learning Programs

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 just prior to 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 $100 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 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 start the financial aid process by going to www.sienaheights.edu/financialaid.aspx. For distribution of funds, your admissions file must be complete.

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.