Distance Learning Programs

Program Information Packet | 2012-2013

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SIENA HEIGHTS UNIVERSITY
Distance Learning Programs

Earn Your Bachelor's Degree Online with Siena Heights University!

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, public safety, occupational or technical "major" the student already has completed. Prior health care, public safety, trade/technical or occupational associate degrees and/or corporate training and related work experience is transferred to Siena Heights as a completed major and combined with Siena Heights course work for the bachelor's 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 major is designed for those who have significant college credit in a variety of different disciplines. This degree program is ideal for students seeking to wrap up their prior college work into a bachelor's degree.

Putting Quality into Online Course Delivery

The Online Program has a 94% retention rate and is a 2009 recipient of the Dennis Franz Memorial Partnership Award as part of the 10th Annual Pearson eCollege Users Conference. The Online Program is regionally-accredited through The Higher Learning Commission: North Central Association.

Flexible Schedule Options

The Online Program is available in a cohort model, which means a group of students complete their degree program together as a group (or cohort). Students also have the opportunity to create a "flex" schedule that fits with their life schedule and future goals.

Most students complete one class at a time, in eight week sessions, for approximately 20 months, taking a minimum of ten classes. Please refer to the individual program sheets for more information on major and overall degree requirements.

Siena Heights University—A Michigan-based "Bricks and Mortar" University

Siena Heights University's main residential campus (residence halls, athletic teams, etc.) is located in Adrian, Michigan, just 45 minutes southwest of Ann Arbor. A Catholic university founded by the Adrian Dominican Sisters in 1919, Siena Heights University has been a pioneer in providing bachelor degree completion programs to working adults, having been the first private higher education institution in Michigan to offer such programs in the mid 1970's.

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

The Next Step—Contact Siena Heights University!

Students can transfer up to 90 semester hours of eligible college credit to apply to the 120 semester 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 University to achieve your bachelor degree!***

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

Call or email today!

Distance Learning Programs
Phone: 866.937.2748
Email: online@sienaheights.edu
Web: www.sienaheights.edu/onlineprogram

Opportunity U
SIENA HEIGHTS UNIVERSITY
Distance Learning Programs

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 grads with allied health, public safety, technical, and selected occupational majors.
- The specialized *completed* AAS major transfers in to the designated major with the BAS Degree.
- 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 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 those 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.
- Over 30 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

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.

Administrative Assistant
Administrative Executive Assistant
Administrative Legal Assistant
Administrative Medical Assistant
Administrative Office Systems
Agricultural Sales and Services
Agriscience
Airframe and Power Plant
Airframe Maintenance Technology
Allied Health/Medical Services
Apprenticeships (8000 hr min)
Architectural Commercial Design
Architectural Computer Graphics
Architectural Construction Technology
Architectural Drafting
Architectural Technology
Autobody Repair Program
Automobile Servicing
Automotive Body Repair
Automotive Engineering Technology
Automotive Mechanics
Automotive Service Technology
Automotive Technology
Aviation Flight Technology
Aviation Maintenance Technology
Aviation Mechanics
Aviation Mechanics/Airframe
Avionics
Avionic Systems Technology
Biomedical Electronics
Biomedical Engineering Technologist
Broadcast Arts Technology
Broadcast Communications
Business Computer Programming
Business Information Technology
Business Systems Support Specialist
Cardiovascular Technology
Carpentry
Chemical Technology
Civil Architectural Technology
Civil Construction
Civil Technology
Climate Control Technology
Collision Repair
Communications Technology
Computer Aided Design - Mechanical Design
Computer Aided Design - Tool Design
Computer Aided Drafting
Computer Aided Drafting & Design
Computer Aided Drafting Technology
Computer Assisted Manufacturing
Computer Engineering Technology Computer Graphics Technology
Computer Hardware Engineering Technology
Computer Information Systems
Computer Information Systems - Microcomputer
Computer Information Systems - Programming
Computer Information Systems - Web Specialist
Computer Networking
Computer Programming Specialist
Computer Technology
Computerized Numerical Control
Construction Management
Construction Management Technology
Construction Supervision
Construction Technology
Corrections
Cosmetology
Cosmetology Management
Court & Conference Reporting
Crime Laboratory Technician
Criminal Justice - Law Enforcement
Criminal Justice with Academy
Criminal Justice/Corrections
Culinary and Hospitality Management
Culinary Skills & Management
Customer Energy Specialist
Dental Hygiene
Diagnostic Medical Sonography
Diagnostic Medical Sonography Echocardiography
Diagnostic Medical Sonography Vascular Technology
Dietetic Technology
Drafting & Design
E-Commerce
Electrical/Electronics Technology
Electrical Line Design
EET-Computer Technology Option
EET-Electronics Technology Option
EET-Industrial Electronics and Control Technology Option
EET-Telecommunications Technology Option
Electrician
Electromechanical Technology
Electronic Communications
Electronic Service Technology
Electronic Technology/Microcomputer Support
Electronics & Computer Tech
Electronics Technology
Emergency Medical Services
Emergency Medical Technician
Emergency Medical Technology
Emergency Room/Multi-Skilled Health Care Technology
Emergency Services Technology
EMT/Paramedic
Energy Technology
Environmental and Natural Resources
Environmental, Health, and Safety Technology
Facility Maintenance Program
Fire Fighter Technology
Fire Protection Technology
Fire Science
Fire Science Technology
Fire Technology
Foodservice Systems Management
General Technology
Hazardous Materials
Health Information Technology
Heating, Ventilation and Air Conditioning
Heavy Equipment Maintenance Technology
Horticulture
Hospital Pharmacy Technology/Medicine Technology
Hospitality and Tourism Management
Hospitality Management
Industrial Automation Technology
Industrial Computer Graphics Technology
Industrial Drafting Technology
Industrial Electricity/Electronics Technology
Industrial Machine Tool
Industrial Maintenance Technology
Industrial Management
Industrial Millwright
Industrial Pipefitting
Industrial Plastics
Industrial Refrigeration/Air Conditioning
Industrial Robotics
Industrial Sheet Metal
Industrial Technology
Industrial Training
Industrial Welding
Information Technology
Interior Design
Interior Design Assistant
Interior Design Technology
Internet Professional
Journeyperson Industrial
Land Surveying Technology
Landscape Architecture
Landscape Design
Landscape Horticulture
Law Enforcement
Lawn and Ornamental Plant Maintenance
Legal Assistant
Legal Office Systems
Legal Secretary
Licensed Practical Nursing
Machine Maintenance
Machine Tool Technology
Machinist Toolmaker
Magnetic Resonance Imaging
Manufacturing Engineering
Manufacturing for Quality Production
Manufacturing Technology
Massage Therapy
Master Automotive Technician
Meat Cutting
Mechanical Design Technology
Mechanical Engineering Technology
Mechanical/Manufacturing Engineering Technology
Media Technology
Medical Assistant
Medical Billing Specialist Training
Medical Insurance Specialist
Medical Laboratory Technology
Medical Office Coordinator
Medical Office Systems
Medical Secretary
Metallurgy & Materials Science
Metrology Technology
Microcomputer Applications Specialist
Microcomputer System Support
Microcomputers for Business
MOCAC
Multimedia Production
Nuclear Medical Technology
Nuclear Technology
Numerical Control Programming
Nursing (associate R.N.)
Occupational Therapy Assistant
Office Administration
Office Automation Specialist
Paralegal Technology
Paramedic/Firefighter
Pharmacy Technology
Physical Therapist Assistant
Plastics Technology
Powerplant Maintenance Technology
Production Technology
Property Assessment Administration
Public Safety Studies
Public Services Administration
Quality Assurance
Quality Systems Technology
Quantity Food Preparation
Radiation Therapy Technology
Radio/Television Broadcasting
Radio/TV Technology
Radiographer
Radiography
Radiologic Technology
Registered Nurse
Residential Building
Respiratory Care Technology
Respiratory Therapy
Robotic Technology
Scientific and Tech. Communication
Sign Language Interpreter
Skilled Trades & Apprenticeship
Substance Abuse Counseling
Surgical Technologist
Surgical Technology
Systems Analyst
Technical Apprentice/Skilled Trades
Technology, Applied Studies
Welding & Cutting Technology
Tool, Fixture or Die Design
Trade & Apprenticeship Programs
Vehicle Design
Veterinary Technology
Video Production
Web Developer
Web Master
Welding
Welding Technology
Word Processing
Word/Information Processing

SIENA HEIGHTS UNIVERSITY
Distance Learning Programs

Tie All Your Credits Together!

Bachelor of Arts in Multidisciplinary Studies

Program Description

The Bachelor of Arts in Multidisciplinary Studies is designed 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. 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 such as:
Art • Communication Arts • English • Foreign Languages
History • Music • Philosophy • Religious Studies

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

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

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 University 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.

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SIENA HEIGHTS UNIVERSITY
Distance Learning Programs

Your Business Plan

Bachelor of Business Administration Online

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 94% 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!

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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 or BAM 465 Management Information Systems	3
• ECO 221 Microeconomics*	3
• ECO 222 Macroeconomics*	3
• MAT 143 Introduction to Statistics* or MAT 174 Data Analysis and Statistics	3

* Courses that would need to transfer in (unless already taken at the main campus)

CORE REQUIREMENTS	18 semester hours
• BAM 101 Introduction to Business or MGT 440 Small Business Management	3
• BAM 201 Business Communications or BAM 441 Communication Skills for Managers	3
• 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.

Bachelor Degree Requirements

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 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.

6. All students must complete 30 semester hours <u>in residency</u> 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 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:** 300/400 courses are offered in curriculum areas such as business, management, liberal arts, 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 who elect a Business Administration major, require specific classes for their Applied Science major or Multidisciplinary Studies major, or who qualify and choose to elect a minor will complete a specific schedule of classes created by an advisor. Please refer to the specific requirements noted for your major and/ or minor for further information.
- **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 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 Application Process Checklist for more information regarding the admissions process.

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 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 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 Siena Heights University].

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** which may be faxed, emailed, or mailed to Siena Heights University.

Important Note: If you are seeking Financial Aid, in order to process your financial aid award, the admissions process ***MUST*** be complete.

Distance Learning Programs

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 transcript and mail to:

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

2012 - 2013 Tuition/Fees and Financial Aid

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

Tuition (per semester hour)	$425
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 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

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.