Siena Heights University at JCC
Winter 2008 Newsletter
& Course Schedule
Thinking about Graduate School? Graduate programs are now offered at the following campuses: Metro Detroit, Lake Michigan, Battle Creek, Rochester Hills and Harper Woods. For a list of our degrees offered, visit us online at: http://www.sienaheights.edu/GraduateStudies.aspx or contact us by phone at: 1.800.521.0009 ext.7666

<table>
<thead>
<tr>
<th>Winter 2008</th>
<th>Summer 1 2008</th>
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Questions? Contact our office:
Siena Heights University
at Jackson Community College
2111 Emmons Road
James McDivitt Hall, Room 126
Jackson, MI 49201
Office: 517.796.8672 · Fax: 517.796.8637
Website: www.sienaheights.edu/jcc/

Lesley Weidner, Assistant Director: lweidner@sienaheights.edu
Leslie Ungar, Administrative Assistant: lungar@sienaheights.edu
Jeremy Frew, Director: jfrew@sienaheights.edu
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Siena Heights University Has A New Website Address!
www.sienaheights.edu

Please update your records accordingly.
Our email addresses have also changed and
now end in: @sienaheights.edu instead of @sienahts.edu

If you have any questions, please feel free to contact us!
Welcome to Siena Heights University!

The mission of Siena Heights, a Catholic university founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

**Jackson Area Bachelor Degrees:**
- Accounting
- Applied Science
- Business Administration
- Criminal Justice
- Multidisciplinary Studies

**Lansing Area Bachelor Degrees:**
- Applied Science
- Community Services
- Multidisciplinary Studies
- Professional Communication

**How to Find Us**
The Siena Heights office is located in Room 126 of James McDivitt Hall on the campus of Jackson Community College.

2111 Emmons Road  
James McDivitt Hall, Room 126  
Jackson MI 49201

Phone: 517.796.8672  
Fax: 517.796.8637

Please call ahead for office hours.

**Visit Our Website**
General information regarding the Siena Heights University program in Jackson can be found on our website:

http://www.sienaheights.edu/~jcc/

- Current Newsletter & Schedule
- Registration Information
- Room Assignments
- Grade Reports
- Financial Aid Information
- Refund Policy
- Class Cancellations
- Majors
- Degree Completion Center Locations
- University Catalog

WINTER 2008 CLASSES BEGIN:  
Online & in Jackson: January 5
Paper Registration
Registration forms must be completed and turned into the Jackson office no later than January 4, 2008. Registrations will be accepted late if space is available.

Note: It is the student's responsibility to ensure that prerequisites are fulfilled. Students not meeting requirements will be notified and dropped from the course. Siena Heights University reserves the right to cancel courses or make schedule adjustments at any time during registration due to low enrollments or schedule conflicts.

Registration Forms
To guarantee your place in a course, you may use the paper form in the back of this newsletter. We will enroll you when online registration opens. Registrations will be honored on a first come, first serve basis.

Web Registration
Web Registration is located by clicking on the “My Siena” link (for My Siena login information, see page 7) on our homepage and then selecting the Online Registration link.

Click on the Student button. The password menu box will appear for you to sign in. Your user name is your Siena Heights University student ID number. Your password is the two digit numeric month of your birth; last two digits of the year of your birth followed by the last four digits of your social security number (helpful hint: Example 05601234: Month is 05; Year is 1960 and Social Security is 1234.) Security Note: We highly recommend that you change your password after you initially access your web registration.

Tuition
Jackson site tuition is $295 per credit hour and Online courses are $345 per credit hour plus a $90 non-refundable technology fee.

See page 6 for information on tuition payment and billing information.
Tuition Payment Requirements

Registered students’ account balances must be paid-in-full by January 4, 2008 or students must be enrolled in the TuitionPay Payment Plan before December 20, 2007. If you register after the semester begins, you must either pay in full or sign up for the payment plan the day you register or you will be assessed a $100 late fee. You can view or print your statement on-line under your “My Siena” account.

Financial Aid students: If you anticipate a balance greater than your award amount, you will need to pay the difference by the first day of class or sign up for a payment plan. If this difference is not paid you will be assessed a $100 late fee.

TO VIEW STUDENT ACCOUNT INFORMATION & TUITION BILL ONLINE
1. Go online to www.sienaheights.edu and click on “Online Registration”.
2. Sign in using your user name and password (see page 5 for login info)
3. Click on “Student Account” in the left hand column.
Course and Fee Statement: Calculates charges if you are registered for future semesters.
Statement of Account: Complete listing of all charges, financial aid and credits. If you are receiving financial aid and it is not reflected in your Statement of Account, please call the Financial Aid Office at 517.264.7130.

Payment Options

MAKE PAYMENT WITHOUT PAYMENT PLAN
Credit Card or ACH payment: Click on “Online Bill Payment” at the bottom of “Statement of Account”, you will be linked to an authorized, 3rd-party payment agent, SallieMae. Payments may be withdrawn directly from your checking or savings account or made using a VISA or MasterCard. Your Statement of Account will be updated the following business day.

Cash (in person at the Adrian campus only), check or by Money Order: Make check or money order payable to Siena Heights University and include your student ID number. Mail or deliver in person (Monday-Friday 8 am-5 pm) to:
Siena Heights University
Attn: Business Office
1247 E Siena Heights Dr
Adrian, MI 49221

MAKE PAYMENT WITH PAYMENT PLAN
This is set up through the TuitionPay Payment Plan administered by SallieMae. The TuitionPay payment plan is the only payment plan available at Siena Heights University. Payment installments can span over 2 months. The cost to enroll is a $30 or $15 dollar non-refundable enrollment fee ($30, if you are on a 15 week schedule or $15 if you are on an 8 week schedule).

Important: To set-up a 2 month payment plan you must enroll before December 20, 2007. After this date, you must make your first payment online or over the phone at the time of enrollment.
To Enroll: Visit www.tuitionpayenroll.com & complete the online enrollment form or call 1.800.635.0120 to speak with a TuitionPay Consultant.

QUESTIONS? Please contact the Business Office at:
1.800.521.0009 extension 7110 or 7111
**PLEASE READ: My Siena Information**

**Attention Students!** Siena Heights University is implementing a new online information system. It can be accessed from our homepage and clicking on the My Siena link. At this site, you will be able to access a wide variety of information relating to you as a SHU student.

- **Online Registration:** Click on this link to Register for classes using your traditional login.
- **Tuition Payment**
- **From Jackson Site Link:**
  - News and Events from your Academic Advisor and main campus
  - Newsletters, Schedules, Course Locations, Registration forms, etc
  - Syllabi for current and future semesters
  - And much, much more!

This username and password will be different from the username and password you use for online registration. To find out your “My Siena” username and password:

1. Go to [www.sienaheights.edu](http://www.sienaheights.edu)
2. On the upper middle part of your screen, click on “Online Registration”
3. Now click on the button that says “For Students”
4. Username = your student ID number; Password (unless you’ve changed it) = two digits of the month you were born, last two digits of the year you were born, last four digits of your social security number (no spaces or dashes). If this does not work, try again. If it still doesn’t work, you need to contact the Registrar’s Office (1-800-521-0009) and ask to have your password reset.
5. You will now see your name appear at the top of the screen.
6. On the left side of your screen, click on the “Biographical” button
7. In the upper right side of your screen, click on “Other Login Information”
8. About half way down on your screen, you will see a sentence that states “Your login name for MySiena is SIENANET_________ and your default password is ________.” THIS IS THE INFO YOU NEED – Save this for future reference.
9. Close out this browser and follow the directions below to access My Siena.

**To access My Siena, follow the directions below:**
1. Go to [www.sienaheights.edu](http://www.sienaheights.edu)
2. On the upper middle part of your screen, click on “My Siena”
3. Now enter the login name (username) and password you retrieved from the steps listed above. Note: you MUST include the “SIENANET” in the beginning of your login name.
4. You should now be logged into My Siena—Home. On this page, a few important links include: Online Registration, Make Payment for Tuition and Jackson Link.
5. Scroll to the bottom of the screen to “Campus Links” section—now click on “Jackson”
6. You will now be on the Jackson homepage.
7. You will see several folders listed containing important information relating to the items listed above (syllabi, registration forms, course locations, etc.) Explore and enjoy!

Thank you for your patience as we adjust to our new web pages! We welcome suggestions!
# Winter 2008 Course Offerings at Jackson

Weeknight classes are: 6pm-9pm  
Saturday classes are: 9am-5pm

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title and Information</th>
<th>Day of Week</th>
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</table>
| ACC441   | **Auditing** (Campbell) - Blended Online Course  
Dates: 1/19; 3/29 (NOTE: this class meets from 9am—noon) | Saturday |
| ACC460   | **Advanced Accounting** (Bernardo)  
Dates: 1/8—4/22 | Tuesday |
| BAM479   | **Strategic Management** (Allore)  
Dates: 1/7—4/21 | Monday |
| CRJ340   | **Juvenile Justice** (Arrington)  
Dates: 1/5; 1/26; 2/16; 3/8 | Saturday |
| CRJ380   | **Cooperative Work Experience**—By permission only. Contact the SHU @ JCC office for requirements. Deadline: 12/10/07 |  
| CRJ440   | **Criminal Law** (Sheridan)  
Dates: 1/8—4/22  
NOTE: This class meets from 7-10pm | Tuesday |
| CRJ445   | **Contemporary Issues in Criminal Justice** (Stadelman)  
Dates: 1/9—4/23 | Wednesday |
| LAS301   | **The Adult Learner** (Rana)  
Dates: 1/19; 2/9; 3/1; 3/29 | Saturday |
| LAS401   | **Senior Seminar** (Maison)  
Dates: 1/19; 2/9; 3/1; 3/29 | Saturday |
| MGT452   | **Leadership** (Skrzynski)  
Dates: 1/12; 2/2; 2/23; 3/15 | Saturday |
| MKT350   | **Consumer Behavior** (Motz)  
Dates: 1/5; 1/26; 2/16; 3/8 | Saturday |
| RST314   | **World Religions** (Ferguson)  
Dates: 1/12; 2/2; 3/15; 4/12 | Saturday |
| SOC341   | **Research in the Social Sciences** (Tobias)  
Dates: 3/3—4/21 | Monday |

## Online Health Care Management Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title and Information</th>
<th>Day of Week</th>
</tr>
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</table>
| HCM440   | **Financial Management in Health Care Institutions**  
Dates: 1/5-2/28 | Online |
| HCM441   | **Medical Ethics/Legal Aspects of Health Care**  
Dates: 3/1-4/24 | Online |

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**Bookstore Information** — Textbooks are available at the JCC bookstore, Barnes & Noble Bookstore on Main Campus, and whywaitforbooks.com. Book editions sometimes change unexpectedly after our newsletter has been printed. The JCC bookstore will order the correct edition. If you choose to purchase your book from some other source, please call to verify the correct edition before you order. Contact the bookstore at 517.796.8440 for store hours. Please call ahead to make sure textbooks are in stock.
Winter 2008 Book List and Pre-Class Assignments
Pre-Class assignments are expected to be completed by first class meeting.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Text(s)</th>
<th>Pre-Class Assignment</th>
</tr>
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<tbody>
<tr>
<td>CRJ340</td>
<td>Juvenile Delinquency, Siegel, Welsh, and Senna. 9th ed. ISBN: 0534645668</td>
<td>Read ch. 1-6. Answer questions 4 &amp; 5 on pg. 100</td>
</tr>
<tr>
<td>CRJ380</td>
<td>By permission only. Contact SHU @ JCC office for requirements.</td>
<td>CRJ380 course packet available on MySiena.</td>
</tr>
<tr>
<td>CRJ440</td>
<td>Criminal Procedure, Ferdico; 9th edition. ISBN: 9780534629199</td>
<td>Read Chapter 4</td>
</tr>
<tr>
<td>CRJ445</td>
<td>Book(s) &amp; pre-class assignment will be posted on MySiena by December 1. Please contact the SHU @ JCC office if you have questions.</td>
<td></td>
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</tbody>
</table>
Confession, Tolstoy; 1996. ISBN: 9780393314755 | None |
| MKT350   | Consumer Behavior; Hoyer and MacInnis; 4thnd Ed. ISBN:978-0618643721 | Read Chapters 1-4 |
| SOC341   | Exploring research, Salking; 6th Ed. ISBN: 9780131937633 | Students must login to MySiena to view pre-class assignment. |
## On-Line Course Important Information

Siena Heights University offers a series of classes totally online that are available for all degree completion center students statewide. Online courses are available through the Siena Heights University Metro Detroit program. Registration fills up quickly for these classes. Early registration is recommended. All registrations are accepted on a first come, first serve basis.

### Questions: 1-800-787-7784 or email: apinkett@sienaheights.edu

**Tuition:** Tuition for On-Line classes is $345 per credit hour plus a non-refundable $90 technology fee for each On-Line class.

**Class Length:** All on-line classes are eight weeks long.

**Orientation Requirement:** Students are required to do an Orientation Class on-line prior to their first enrollment in an on-line class.

**Enrollment Information:** To enroll in an online class, you must register through your degree completion center. You must also have a working email address.

**Textbooks:** Textbooks are available online. Go to the Metro Detroit link under Degree Completion Centers from Siena’s homepage. Click on MBS Bookstore. (Books are NOT available at the JCC Bookstore.)

**Credits:** All classes are 3 credits unless otherwise noted.

### Chart Key for Listings on page 11:
- **TOL:** Totally on-line (No face-to-face meetings)
- **BOL:** Blended on-line (Two face-to-face meetings and the rest is completed on-line.)

---

Questions about Online Classes?
Contact Angela Pinkett by telephone at 1-800-787-7784 or email: apinkett@sienaheights.edu
## Winter 2008 On-Line Course Listings

### Winter Session 1 TOL—January 5 thru February 28

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<thead>
<tr>
<th>Course Code</th>
<th>Mode</th>
<th>Title</th>
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<tbody>
<tr>
<td>BAM 465 SJ</td>
<td>TOL</td>
<td>Management Information Systems</td>
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<tr>
<td>HCM440 SJ</td>
<td>TOL</td>
<td>Medical Ethics/Legal Aspects of Health Care</td>
</tr>
<tr>
<td>MGT360 SJ</td>
<td>TOL</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>MGT360 SK</td>
<td>TOL</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>PHI361 SJ</td>
<td>TOL</td>
<td>Philosophy of Religion</td>
</tr>
<tr>
<td>RST318 SJ</td>
<td>TOL</td>
<td>Values in Videos</td>
</tr>
<tr>
<td>RST318 SK</td>
<td>TOL</td>
<td>Values in Videos</td>
</tr>
<tr>
<td>SOC312 SJ</td>
<td>TOL</td>
<td>Marriage and Family Relations</td>
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### Winter Session 2 TOL—March 1 thru April 24

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<thead>
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<th>Title</th>
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<tr>
<td>HCM441 SN</td>
<td>TOL</td>
<td>Financial Management of Health Care Institutions</td>
</tr>
<tr>
<td>LAS301 SO</td>
<td>BOL</td>
<td>Adult Learner (Meets 9am-12pm 3/1 &amp; 4/19 @ MDP)</td>
</tr>
<tr>
<td>LAS401 SO</td>
<td>TOL</td>
<td>Senior Seminar: Integrative Experience</td>
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<tr>
<td>LAS401 SP</td>
<td>TOL</td>
<td>Senior Seminar: Integrative Experience</td>
</tr>
<tr>
<td>LAS401 SQ</td>
<td>TOL</td>
<td>Senior Seminar: Integrative Experience</td>
</tr>
<tr>
<td>MGT485 SN</td>
<td>TOL</td>
<td>Special Topics: Career Management</td>
</tr>
<tr>
<td>MGT485 SO</td>
<td>TOL</td>
<td>Special Topics: Career Management</td>
</tr>
<tr>
<td>MKT310 SN</td>
<td>TOL</td>
<td>Marketing Principles and Cases</td>
</tr>
<tr>
<td>PHI320 SN</td>
<td>TOL</td>
<td>Social Ethics</td>
</tr>
<tr>
<td>PHI320 SO</td>
<td>TOL</td>
<td>Social Ethics</td>
</tr>
<tr>
<td>PHI485 SN</td>
<td>TOL</td>
<td>Special Topics: Gender Studies</td>
</tr>
<tr>
<td>PHI485 SO</td>
<td>TOL</td>
<td>Special Topics: Gender Studies</td>
</tr>
<tr>
<td>PSY325 SN</td>
<td>TOL</td>
<td>Stress Management</td>
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<tr>
<td>PSY325 SO</td>
<td>TOL</td>
<td>Stress Management</td>
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Note: There is a $90 non-refundable technology fee applied to each on-line class.
## Tentative Future Course Schedule

### Summer Session I 2008
- **ACC 376** Accounting Information Systems
- **BAM 311** Business Ethics
- **CRJ 341** Law Enforcement & Community Relations
- **CRJ 380** Internship/Co-op Work Program
- **LAS 301** The Adult Learner
- **PHI 320** Social Ethics

### Summer Session II 2008
- **BAM 441** Communication Skills for Managers
- **LAS 401** Senior Seminar
- **RST 318** Values in Video
- **SOC 341** Research in the Social Sciences
- **SWK 346** Social Work and Policing the Community

### Fall 2008
- **ACC 342** Intermediate Accounting
- **CRJ 380** Internship/Co-op Work Program
- **CRJ 441** Courtroom Demeanor and Technique
- **CRJ 445** Contemporary Issues in Criminal Justice
- **CRJ 495** Senior Seminar
- **FIN 340** Managerial Finance
- **LAS 301** The Adult Learner
- **MGT 361** Organizational Behavior
- **MKT 470** Global Marketing
- **PHI 329** Technology and the Human Condition

### Winter 2009
- **ACC 441** Auditing
- **ACC 460** Advanced Accounting
- **BAM 479** Strategic Management
- **CRJ 340** Juvenile Justice
- **CRJ 380** Internship/Co-op Work Program
- **CRJ 440** Criminal Law
- **CRJ 445** Contemporary Issues in Criminal Justice
- **LAS 301** The Adult Learner
- **LAS 401** Senior Seminar
- **MGT 452** Leadership
- **MKT 350** Consumer Behavior
- **RST 314** World Religions
- **SOC 341** Research in the Social Sciences

### Office Closings
- **Thanksgiving** November 21-23, 2007
- **Martin Luther King Day** January 21, 2008
- **Good Friday** March 21, 2008
Graduation Information

Main Campus Commencement Ceremony: May 4, 2008 in Adrian, MI. Graduation information is managed by main campus. Students planning to graduate in May 2008, August 2008 or December 2008 must have a completed graduation review with their advisor and Graduation Application on file by the following dates:

May 2008................................................November 15th, 2007
August 2008.................................................May 1st, 2008
December 2008...........................................September 1st, 2008

Important:
All in-progress course work being completed at other universities/colleges, that are needed for graduation at Siena Heights, must be completed with grades posted and official transcripts received by SHU by April 25th, 2008 for May 2008 graduation; by July 25th, 2008 for August 2008 graduation and by November 25th, 2008 for December 2008 graduation. A graduation review will not be done unless all official transcripts are received and credit is officially posted on your Siena Heights' transcript by the Office of the Registrar.

Honors
Honors are given only at the time of graduation. All degree requirements must be complete at that time. Siena Heights University configures honors on all credits from degree granting institutions. Please consult the catalog, page 158, for further information on university honors.

Congratulations December 2007 Graduates!!!

VaMecia Allen—Criminal Justice
Kathy Bellew—Criminal Justice
Christopher Boulter—Public Safety Studies
Kara Brainard—Criminal Justice
Sara Cares—Criminal Justice
Henry Castle, Jr.—Criminal Justice
Kwan Chau—Business Administration
Paula Dolson—Accounting
Joshua Freeman—Criminal Justice
Heather Fritz—Business Administration
Daniel Garrison—Criminal Justice
Dennis Gould—Criminal Justice
Kimberly Harvey—Criminal Justice
Brandeel Hoyt—Criminal Justice
Kyle McKnight—Criminal Justice
SHELLY MEGISON—Accounting

Jason Meyers—Criminal Justice
Sandra Monahan—Criminal Justice
Mary Ostrowski—Accounting
Karrie Perkin—Business Administration
Alicia Proskie—Criminal Justice
Jennifer Putnam—Business Administration
Jeremy Resor—Business Administration
Rebecca Roberts—Criminal Justice
Samantha Roggow—Criminal Justice
Brian Rose—Business Administration
Shellie Sanders—Criminal Justice
Gregg Stefansky—Applied Science, EET
Sarah Stemen—Criminal Justice
Evan Stuart—Criminal Justice
Michael Vaughn—Criminal Justice
Patrick Waldron—Criminal Justice
Debra Williams—Criminal Justice
**General Information**

**Saturday Attendance Policy**
Students are expected to attend all scheduled class meetings. The general policy for Saturday scheduled classes is students missing one or more sessions of class will result in the student automatically being dropped from the course. Due to the nature of Saturday scheduled classes, missing one session is equal to missing three weekly scheduled classes. To avoid being dropped from a Saturday class, note the dates on which the class takes place before signing up. If you have a conflict with at least one of the dates listed, you should not sign up for that course.

**Weather Policy**
When JCC classes are cancelled due to severe weather, Siena courses scheduled for that same day will be cancelled as well. If you are unsure about a class cancellation, call the Siena Heights office at 517.796.8672. Class cancellations will be posted on voicemail.

**Transcripts**
All transcripts must be sent to Siena Heights University at JCC for credit transfer within your first semester of attendance (unless you are doing concurrent work with another institution). This includes your high school transcript. Credit will not be transferred until all documents have been submitted to the Siena Heights University at Jackson center office.

**Add/Drop Policy**
If you decide to drop a class, an official written ADD/DROP slip must be obtained from the Siena Heights University office on the campus you attend. You must sign the ADD/DROP slip and turn it into one of the Siena staff in the office, OR FAX the signed drop slip to our office at 517.796.8637. The DROP will be effective on the day a member of the Siena staff receives the signed written drop slip from you.

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**Money Matters**

**Higher-One Card**
Where: In your mail! Do not discard this card! Even if you did not request one to be sent to you, you still need to keep it.

Why: This card is used for all Siena Heights University student’s business transactions—whether you receive financial aid or not. It is essential that you keep the card and follow the enclosed instructions on how to activate your card.

Need more information? Please visit www.EasyRefundCard.com

**Financial Aid Information**
Office of Financial Aid
1247 East Siena Heights Drive
Adrian, MI 49221

Toll Free Phone: 1.800.521.0009
Phone: 517.264.7130  *  Fax: 517.264.7734
Federal School Code: #002316
Office Hours: Monday thru Friday: 8am-5pm
Website: http://www.sienaheights.edu/~faid/

You can also check the status of your financial aid by signing into your secure student “My Siena” login and then clicking on Online Registration or visiting:
https://admin.sienaheights.edu

Once you are signed in, make sure your set options box is set to the correct session and then click on Financial Aid.
Siena Heights University at Jackson
Registration Form

Name__________________________________________ ID#__________________________________________

Home Address_________________________________ City __________________State______ Zip_________

Home Phone (___)______________________________ Cell Phone (___)______________________________

Work Phone (___)______________________________ E-mail _______________________________________

<table>
<thead>
<tr>
<th>Session</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Location</th>
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Please be sure to sign below. No registration can be accepted without a signature.

Signature____________________________________________________________ Date__________________________

Students are responsible for knowing and meeting all prerequisites and degree requirements.

Register Early to guarantee a spot in the class!