Welcome from the Program Director

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 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 10 courses with each course completed one at a time every eight (8) weeks. While the program is designed in a structured format, we recognize that circumstances on occasion may require flexibility with your course schedule.

In addition, the program is generally completed as a cohort or group allowing you to gain from the experiences of others as well as create connections – of which 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 “pre-admissions process” in this packet to start the evaluation process. You may need as little as the 10 course program to achieve your bachelor 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
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, occupational or technical “major” the student already has completed (see enclosed list of approved majors).

Prior health care, trade/technical or occupational associate degrees and/or corporate training and experience is transferred to Siena Heights as a completed major and combined with Siena Heights course work for the baccalaureate degree. Students can transfer up to 90 hours of eligible college credits to apply to the 120-hour bachelor’s degree requirement. A preliminary transfer credit evaluation is required to determine current transfer credit and remaining degree requirements.

Putting Quality into Online Course Delivery
Many people have concerns about the quality of online degree programs...we do too. Siena Heights has offered blended online (mixing online and in-classroom course delivery) degree programs for quite a few years, gathering experience and knowledge in online course delivery. The greater demand for a totally online degree program, mixed with our confidence in delivering such a program has led us to offer the Online Bachelor’s Degree Cohort program.

The Cohort Model—Staying Connected as a Group
The Online Bachelor’s Degree program is offered in a cohort model, which means a group of students begin their degree program together as a group (or cohort). Students take one class at a time, in eight week sessions, for approximately a year and a half, taking a total of ten classes together online. Sharing classes with the same students each session helps build a sense of community that many online programs lack.

One Advisor Dedicated to Answering Your Questions
Throughout your bachelor’s degree program, you will have one advisor who you can contact to have your questions answered or your concerns addressed. Lori Timmis will be your program advisor and will be in touch with you each month giving you necessary information as you progress throughout your degree.

Siena Heights University—A Michigan-based “Bricks and Mortar” University
Siena Heights University is a “real” school with a “real” campus (dorms, athletic teams, etc.) located in Adrian, Michigan, just 45 minutes southwest of Ann Arbor. An NCA accredited Catholic university founded by the Adrian Dominican Sisters in 1919, Siena Heights University has been a pioneer in providing bachelor’s degree completion programs to working adults, having been the first private higher education institution to offer such programs in the mid 1970’s.

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

Courses to Be Offered During the Program

<table>
<thead>
<tr>
<th>LAS 301 The Adult Learner</th>
<th>MGT 452 Leadership</th>
<th>BAM 465 Management Info Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 329 Technology and the Human Condition</td>
<td>BAM 311 Business Ethics</td>
<td>MGT 485 Career Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAS 401 Senior Seminar</td>
</tr>
</tbody>
</table>

The Next Step—Call Lori at Siena Heights University!
If you are interested in learning more about the Online BAS Degree program, call Lori Timmis at 866-937-2748 or email her at ltimmis@sienaheights.edu. You can also find more information on the web at www.sienaheights.edu/online. If you would like to fax copies of unofficial transcripts to Lori, you can do so at 517-207-6516. Call or email today to find out if Siena Heights University’s Online Bachelor of Applied Science Degree is right for you!

Call 866-937-2748 for more information or find Siena Heights University online at www.sienaheights.edu/online
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, 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, or occupational “major” the student has already completed.

Program Benefits

• Designed specifically for AAS grads with allied health, technical, and selected occupational majors—not for Business, Accounting, Child Development, Social Work or Art related majors.

• The specialized, extensive, in-depth completed AAS major qualifies as the BAS Degree major and is transferred to Siena Heights.

• 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 brought to Siena Heights 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 AAS grads 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.

• 30 years of proven student satisfaction, employer acceptance and graduate program transferability.

Meeting You Where You Are…Taking You Where You Want to Go!

Siena Heights University Online
866-937-2748
online@sienaheights.edu
www.sienaheights.edu/online
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 Aid 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 Superintendence
- 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
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 or CLEP: Freshman College Composition Exam. This requirement must be fulfilled within the first two semesters 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
   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 in residency 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 General 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. Courses taken with Siena Heights:
      PHI 329: Technology and the Human Condition;
      LAS 301: The Adult Learner;
      LAS 401: Senior Seminar Integrative Experience
Siena Heights University Online Cohort program, fully accredited at the national level, is designed for students to complete their degree completely online** as a cohort, or group, benefiting from the experiences of other cohort members.

Students complete 30 semester hours (10 courses) by attending classes in an online format over a period of 20 months. Each course runs one at a time, every eight weeks. 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 see your advisor for more information.

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

**YEAR 1**

*Fall Semester*
- LAS 301 – The Adult Learner
- ENG 341 – Expository Writing or MGT 485 – Career Management

*Winter Semester*
- MGT 302 - Management Principles & Cases
- PHI 329 – Technology and the Human Condition

*Summer Semester*
- BAM 311 – Business Ethics
- PSY 325 – Stress Management

**YEAR 2**

*Fall Semester*
- MGT 452 – Leadership
- BAM 465 – Management Information Systems

*Winter Semester*
- SOC 379 – Issues in Social Justice
- LAS 401 – General Education Seminar

**SHU Distance Learning Programs**
Distance Learning Programs

Course Descriptions
(Note: Not all courses listed are offered in one program sequence)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS 301</td>
<td>THE ADULT LEARNER</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>This course fosters integration of life and</td>
<td>hours</td>
</tr>
<tr>
<td></td>
<td>educational experiences consistent with the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>values and principles of the liberal arts at</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Siena Heights University. Topics include, but</td>
<td></td>
</tr>
<tr>
<td></td>
<td>are not limited to: critical thinking, learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>styles, adult development and lifelong learning.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>These topics provide a forum for open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>intellectual inquiry and written and oral</td>
<td></td>
</tr>
<tr>
<td></td>
<td>communication which challenge students to refine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and examine their personal/professional goals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Pre-requisite:</strong> must have English Composition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I and II (or equivalent) or approval from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>program director.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Satisfies Liberal Art Education Requirement of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Integrated Learning</td>
<td></td>
</tr>
<tr>
<td>MGT 302</td>
<td>MANAGEMENT PRINCIPLES AND CASES</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>The primary objective is the development of</td>
<td>hours</td>
</tr>
<tr>
<td></td>
<td>management skills in the framework of complex</td>
<td></td>
</tr>
<tr>
<td></td>
<td>organizations. The student applies management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>principles to the solution of case problems.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion topics include decision making,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>managerial ethics, human behavior, planning,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>directing and controlling.</td>
<td></td>
</tr>
<tr>
<td>ENG 341</td>
<td>EXPOSITORY WRITING</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>Extensive practice in the writing of short and</td>
<td>hours</td>
</tr>
<tr>
<td></td>
<td>extended, formal and informal essays and papers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate to different audiences and occasions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The student will read and analyze expository</td>
<td></td>
</tr>
<tr>
<td></td>
<td>pieces in a variety of styles by contemporary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>authors and will exchange work and participate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in peer critiques in order to develop critical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>competencies and advanced writing skills. (</td>
<td></td>
</tr>
<tr>
<td></td>
<td>completely online format)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Pre-requisite:</strong> must have English Composition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I or equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Satisfies Liberal Art Education Requirement of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English Composition (where applicable)</td>
<td></td>
</tr>
<tr>
<td>PHI 329</td>
<td>TECHNOLOGY AND THE HUMAN CONDITION</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>This class will inquire into the profound and</td>
<td>hours</td>
</tr>
<tr>
<td></td>
<td>subtle ways technology has changed human life by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>looking at both the natural and human</td>
<td></td>
</tr>
<tr>
<td></td>
<td>environments. The course’s goal is to wrestle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with the complex and too-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>little-asked question of what we mean by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>technological progress. This course is offered</td>
<td></td>
</tr>
<tr>
<td></td>
<td>out of the belief that society has not yet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>learned to direct its technology instead of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>letting its technology direct it. The</td>
<td></td>
</tr>
<tr>
<td></td>
<td>guiding principle will be that any humane</td>
<td></td>
</tr>
<tr>
<td></td>
<td>policy on technology must be grounded in a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>well-thought out position on what constitutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>progress for humanity. What is it to live a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>good life?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Satisfies Philosophy or Religious Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Education Requirement</td>
<td></td>
</tr>
<tr>
<td>MGT 452</td>
<td>LEADERSHIP</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>This course blends the required skills, knowledge</td>
<td>hours</td>
</tr>
<tr>
<td></td>
<td>and abilities for developing leaders. Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>contrast leadership and management roles using</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Transformational vs. Transactional approach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>model while examining other theories. They</td>
<td></td>
</tr>
<tr>
<td></td>
<td>consider various leader attributes, leader</td>
<td></td>
</tr>
<tr>
<td></td>
<td>behaviors, follower needs and forces in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>situation, including: power, organizational and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>societal cultures. Students identify their</td>
<td></td>
</tr>
<tr>
<td></td>
<td>preferred leadership style and assess its</td>
<td></td>
</tr>
<tr>
<td></td>
<td>strength and limitations. The course also</td>
<td></td>
</tr>
<tr>
<td></td>
<td>features case studies, application exercises and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>modeling.</td>
<td></td>
</tr>
<tr>
<td>PSY 325</td>
<td>STRESS MANAGEMENT</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>This class is intended to study the definition</td>
<td>hours</td>
</tr>
<tr>
<td></td>
<td>of stress, its origins, its effects, and coping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>skills to manage stress in our personal and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>professional lives. The course will study stress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>from both a clinical and personal perspective.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Semester Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>BAM 311</td>
<td>BUSINESS ETHICS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course will describe the moral and religious</td>
<td></td>
</tr>
<tr>
<td></td>
<td>influences that helped to shape the rise of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>modern American industry and will explore</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ethical frameworks for setting corporate social</td>
<td></td>
</tr>
<tr>
<td></td>
<td>policy, and the setting of objectives for a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>meaningful social response from the private sector.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students will be helped to become aware of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ethical categories for decision making and to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>develop critical thinking skills appropriate to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>making moral judgments in areas of business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>management.</td>
<td></td>
</tr>
<tr>
<td>SOC 379</td>
<td>ISSUES IN SOCIAL JUSTICE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course deals with issues of oppression</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(racism, sexism, ageism, etc.), particularly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>institutional oppression. Using simulative,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>experiential activities and small group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>discussion, students will develop a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>theoretical framework for understanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>oppression and will begin to develop change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>agent skills.</td>
<td></td>
</tr>
<tr>
<td>MGT 485</td>
<td>CAREER MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>For the majority of individuals, work is a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>central facet of one’s life. People are defined</td>
<td></td>
</tr>
<tr>
<td></td>
<td>by what they “do”. Implementing and maintaining</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a plan for this work-life journey is a necessity.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is an examination of the factors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>affecting the selection and progress of an</td>
<td></td>
</tr>
<tr>
<td></td>
<td>occupation/career. It explores career</td>
<td></td>
</tr>
<tr>
<td></td>
<td>management methods and the all important “self”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>assessment. Each student develops an individual-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ized career action plan and learns techniques of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a career management process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: This course is rotated in the completely</td>
<td></td>
</tr>
<tr>
<td></td>
<td>online program ONLY</td>
<td></td>
</tr>
<tr>
<td>PHI 362</td>
<td>SOCIAL AND POLITICAL PHILOSOPHY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An examination of the writings of various</td>
<td></td>
</tr>
<tr>
<td></td>
<td>social and political philosophers, focusing on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the foundations of the state, law, rights,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>justice, equality, and the common good.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Satisfies Philosophy or Religious Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Education Requirement</td>
<td></td>
</tr>
<tr>
<td>BAM 441</td>
<td>COMMUNICATION SKILLS FOR MANAGERS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Examination of the role of communication in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>achieving organizational goals. Emphasis will</td>
<td></td>
</tr>
<tr>
<td></td>
<td>be placed on business relationships, managerial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>styles, and group interaction as components of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>organizational problem solving. Students will</td>
<td></td>
</tr>
<tr>
<td></td>
<td>develop an ability to assess, select, compose,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and evaluate messages exchanged within</td>
<td></td>
</tr>
<tr>
<td></td>
<td>organizations, both oral and written.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: This course is offered in the blended-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>online program ONLY</td>
<td></td>
</tr>
<tr>
<td>BAM 465</td>
<td>MANAGEMENT INFORMATION SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An indepth study of the problems in managing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>computer based information systems. The course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>focuses on the definition, evaluation,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>installation, and continuing management of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDP systems. Issues of planning and control as</td>
<td></td>
</tr>
<tr>
<td></td>
<td>well as the organizational impact of computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>systems will be stressed.</td>
<td></td>
</tr>
<tr>
<td>LAS 401</td>
<td>GENERAL EDUCATION SEMINAR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course represents a community of scholars</td>
<td></td>
</tr>
<tr>
<td></td>
<td>engaged in free, open intellectual inquiry. The</td>
<td></td>
</tr>
<tr>
<td></td>
<td>primary goal of the seminar is to enable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students to integrate their undergraduate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>education along the lines of inquiry established</td>
<td></td>
</tr>
<tr>
<td></td>
<td>by the instructor. The seminar will engage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students in a significant learning experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>that will call upon them to articulate their</td>
<td></td>
</tr>
<tr>
<td></td>
<td>personal philosophy of life, ethics, social</td>
<td></td>
</tr>
<tr>
<td></td>
<td>consciousness, and life/career aspirations and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>commitments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRE-REQUISITES: Senior standing, English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Composition I &amp; II (or equivalent)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Satisfies Liberal Arts Education Requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of Integrated Learning</td>
<td></td>
</tr>
</tbody>
</table>
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 cohort program contains a sequence of online courses 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.

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. University policies on transfer credit are explained in the current Undergraduate Catalog.

   Request EACH 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 or mailed to Siena Heights University]. Letter(s) of related work experience (on company letterhead with written signature from a supervisor or HR representative) must be MAILED directly to Siena Heights University. Please use mailing address listed above.

4. An official high school transcript.

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

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

- Tuition (per semester hour) $295
- Technology Fee (per course) $90 *non-refundable*

Tuition is due 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](http://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.