Summer Checklist FAQs
Tips from the Student Academic Success and Engagement Office (SH 215)

Academic Interest Form (AIF)

What is it?
- By completing the Academic Interest Form, you have provided us with information about yourself, your interests, and the courses that interest you the most. We use that information to create your balanced and individualized Fall schedule.

Am I creating my Fall schedule?
- The AIF is not your Fall schedule, but the information you provide to us via the AIF helps us create your Fall schedule!

Accessibility

Can I get accommodations?
- Students requesting accommodations must provide Rob Bahny, Director of the Office of Accessibility, with current and comprehensive documentation of their disability from a qualified practitioner. Mr. Bahny will review the documentation and approve necessary accommodations based on the functional limitations of a student’s condition.
- For more information contact Rob Bahny, Director of the Office of Accessibility, at rbahny@siena.edu or (518) 783-4239. You can also fax information to (518) 782-6770.

Advisor

Do I get an advisor? When will I know who it is? How do I contact him/her?
- Yes! You should be able to view your advisor information after you receive your class schedule.
- You will meet your academic advisor on the Friday of your first week of classes.

How to find out who your advisor is:
- Go to the “Student Services” tab in Banner Self-Service; scroll past Emergency Contacts and select “Student Services” at the bottom of the page. Select “Student Records”; select the very last link labeled “Student Information.” Select a term (Fall 2018) and click Submit; your advisor is listed on the next page.

AP/CLEP/College-level courses

What is a CLEP Exam?
- A CLEP exam is a standardized test that you can take to earn the equivalent of college credits. They are offered in a variety of subjects.
- When you took the CLEP exam, you were likely asked where you wanted the scores sent. If you didn't include Siena at that time, you may request your scores by either telephoning 888-call-4AP or emailing APEXAMS@ets.org.
How can I send Siena my AP exam scores?
- If you took AP exams and received (or believe that you will receive) a score of 4 or 5 on the exam and have not yet arranged to have your AP scores sent to Siena College, please log into your College Board account (https://www.collegeboard.com) and do so as soon as possible.

How can I get credit for taking college courses before attending Siena?
- If you completed college courses for credit during high school, request an official transcript from that college or university and have it sent to the Siena College Registrar's Office, 515 Loudon Road, Loudonville, NY 12211.

What if I’ve taken Siena courses in the past?
- If you’ve taken Siena courses previously, they will already be reflected in your Siena transcript. There is nothing you need to do!

Banner Self Service

What is it?
- Banner Self Service is an online portal that you will use for many things, such as signing up for housing, accepting your financial aid, accessing your class schedule, and eventually seeing your grades.

How do I set it up?
- You will first need access to your Siena College email account. Check your Siena email, as instructions were sent there on or around May 8th. If you have not received instructions, then contact helpdesk@siena.edu or (518) 782-6000.

What if I’m locked out?
- You need to contact the ITS Help Desk to reset your login information. You can reach them by calling (518) 782-6000 or emailing helpdesk@siena.edu.

Business Services/Student Accounts

When will I receive my Fall 2018 bill?
- Siena College no longer mails paper billing statements. Your bill for the upcoming Fall semester will be available online the week of July 16th and due August 22, 2018.
- All electronic billing statements will be found online through the SAC portal at siena.afford.com. Your login information will be the same as your Siena College network credentials: your Siena email address and the password to your account.

How will I be notified my bill is available online?
- You will receive an email from Siena College letting you know a new bill is ready for viewing. You will then log into siena.afford.com to view the bill. You will also receive monthly online statements with any new activity and payments.

Can my parents view my bill online?
- Federal student privacy regulations prevent Siena from granting access to your Student Account Center (SAC) account to anyone but you.
- Students are encouraged to extend invitations to trusted third parties. Once logged-in, select “Manage Account Access” to grant others access to your account.
**What are my payment options?**

- Checks and cash are accepted for payment at the College. The College does not accept credit cards as a form of payment.
- You can pay online through the Student Account Center (SAC) at siena.afford.com by automatic withdrawal from your checking or savings account.
- Check payments can be sent to:
  
  Siena College  
  Office of Business Services  
  515 Loudon Road  
  Loudonville, NY 12211  
  *(Please include the student’s name or student ID number with payment.)*

**Can I set up a payment plan?**

- Payment plans are offered through Tuition Management Services (TMS), without interest, at a nominal enrollment fee. You may contract with TMS to pay the balance due to the College.
- The amount of your contract must cover all charges not covered by financial aid and loans in order to avoid late fees. A monthly payment plan can be set up by contacting Tuition Management Services at 800-279-1918 or enrolling through the SAC at siena.afford.com.

**What if my bill is still outstanding after the due date?**

- Late fees will start being assessed the day after the bill is due. Any balance that is not covered by financial aid or loans must be paid by the semester’s due date to avoid late fees.
- If you are receiving a payment from an outside source, you must notify the Office of Business Services by the semester’s due date in order to avoid late fees.

**Career Saint**

**What is it? How do I get into it?**

- CareerSaint is an online system that provides information about open job, internship, and work study positions. You can apply for positions online by submitting/uploading all required information.
- You can use CareerSaint by logging in using your student login information (Siena email). See this link for assistance with using CareerSaint:
  
  https://www.siena.edu/offices/cepd/students/resources/careersaint/

**Change of Major**

**I want to change my major. How do I do it?**

- If you are certain that you wish to change your major, you will need to submit a Change of Major request at this link (http://www.siena.edu/arc).
  
  ○ Entrance into several majors must be approved, so a change of major request is not automatic. You will receive an email letting you know if and when the change of major is complete.
  
  ○ We will create your schedule based on the major you indicated when you applied to Siena. If a change of major is later approved, adjustments can be made to your schedule.
• If you wish to speak with someone before you request a change of major, here are the contact numbers for the School offices:
  ○ School of Business: (518) 783-2321
  ○ School of Liberal Arts: (518) 783-2325
  ○ School of Science: (518) 783-2440

Counseling Center

I used to work with a counselor at home/school. What are my options at Siena?

• The Counseling Center is open to all students during the academic year. Once you arrive on campus, an appointment can be made by contacting (518) 783-2342.

What if I am on medication?

• You can contact the Counseling Center at (518) 783-2342 for assistance with medication management.
• You can also refer to this link for information on transferring your existing prescriptions to local pharmacies: https://www.siena.edu/offices/health-services/manage-your-prescriptions/

Current Students - Registration

I’m trying to change my schedule, but it won’t let me add/drop classes.

• The add/drop option is frozen for all students while we create the schedules for the incoming Freshman class. It will be turned back on when we complete Freshman registration, around the middle of July.

Email Account - DEADLINE: May 31st

How do I set up my email?

• Check your personal email address for set-up instructions. The deadline to set up your account is May 31st. If you have not received instructions by then, contact helpdesk@siena.edu or (518) 782-6000.

Financial Aid

• To contact the financial aid office, call (518) 783-2427 or email aid@siena.edu.

First Year Seminar

What is First Year Seminar? Do I have to take it?

• The Seminar is a 2-semester writing-intensive course that is required of all first-year students. The goal of the Seminar is to prepare you for the intellectual life of college.

Can I change my FYSM?

• The First-Year Seminar is a full year course, and we strive to place you in one of your top three theme choices. Under most circumstances, students will remain with the same faculty member and classmates for both semesters.
What do the themes mean?

- The theme of the FYSM course is used to drive the writing and discussions in class. All First Year Seminar courses contain the same core readings.

Additional information:

- The required summer reading is the graphic novel *Frankenstein*, by Gris Grimly. This reading should be completed before the first day of class. For more summer reading information, click this link:
  
  https://www.siena.edu/academics/academics-at-siena/first-year-seminar/summer-reading-for-first-year-seminar/

Health Services - DEADLINE: June 30th

Forms

- The deadline for submission for new students entering in the Fall semester is **June 30th**.
- To contact Health Services, call (518) 783-2554 or fax (518) 783-2961
- Please see this link for details about required forms, deadlines, and records:
  
  https://www.siena.edu/offices/health-services/health-requirements-for-students/

What services does the Health Center Provide?

- Please see this link: [https://www.siena.edu/offices/health-services/services-provided/](https://www.siena.edu/offices/health-services/services-provided/) for a comprehensive list of services.

Special Accommodations Policy

- Students with impairments that substantially limit a major life activity may request accommodations
  
  - *The Health Services Office reviews*: requests for medically related accommodations for housing, meals, air conditioning, parking, etc (Phone: (518) 783-2554 Fax: (518) 783-2961.)
  
  - *The Office of Accessibility reviews*: accommodation requests for service animals and emotional support animals (Phone: (518) 783-4239, Fax: (518) 782-6770.)

- Students must complete the appropriate accommodation request form and submit it to Health Services or the Office of Accessibility. See this link:
  
  https://www.siena.edu/offices/health-services/special-accommodations-policy/ for forms.

- Students with special requests due to medical conditions are strongly encouraged to make the College aware of these needs as soon as possible. For housing accommodations, new students should provide all required documentation by June 30th.

Honors

What is the Honors program? How do I get into it? Have I been accepted?

- The Honors Program expands opportunities to enhance writing and communication skills through the process of gathering, synthesizing, and analyzing evidence.
  
  - *If you have been admitted* to the program, you should have received an email confirming your Honors program status.
○ **If you have not been admitted** to the program but earn a GPA of 3.3 or higher during your first year, you will be contacted about the Honors program during your sophomore year.

- If you are interested in the program, you can contact Lois Daly by email once you’ve arrived on campus (daly@siena.edu).

**Housing - DEADLINE: June 8th**

**What do I need to do to complete my housing requirements?**

- Before you begin your housing application (in Banner Self Service), you MUST complete the following:
  - Set up Siena email account
  - Set up Banner Self Service account
  - Enter “Emergency Contacts” and “Missing Person” information in Banner Self Service

- For additional questions, visit the Community Living webpage at [https://www.siena.edu/offices/community-living/new-student-housing-information/](https://www.siena.edu/offices/community-living/new-student-housing-information/) or contact the Office of Community Living at: (518) 783-2919.

**Do I get to choose my roommate? Is there a site we can go on to pick a roommate?**

- There is a section on the housing application that explains the policy and gives instructions for requesting a specific roommate!

**Will I get put in a triple?**

- Depending on the size of the incoming freshman class, you may be assigned to an increased-occupancy triple room (a traditional double room with added furniture to accommodate three students).

- Students who are assigned to an increased-occupancy triple room will receive a credit of $750.00 at the beginning of each semester they reside in their increased-occupancy room.

**Can I tour my dorm room?**

- Unfortunately, we cannot allow students to tour the dorms during the summer, as they are currently occupied or being cleaned and painted.

**Minor/Certificate**

**I want to declare a minor; how do I do that?**

- There is no official mechanism right now by which you can declare a minor.

- Don’t worry; there is PLENTY of time for you to declare and work on your minor! We recommend that you wait until the Fall semester to do so; you may speak with your advisor (or our office - Student Academic Success and Engagement) about it, and you can declare the minor then.
Move In

When can I move into my room?
- Thursday, August 30th is the official move-in day for freshmen. You will be given a specific time to arrive on campus in a mailing that is sent in mid-August. You will not be allowed to move in earlier than this time unless you have permission from the Community Living Office.

New Student Welcome Letter

What is it?
- You should have received a welcome letter from Dr. Tamara Durant in early May. The letter instructs you to complete a number of academic tasks.
- You also received an email in your personal email account from Mr. Mark Berman, which instructs you to activate your Siena email account. Once this is completed, you will receive an email in your Siena account instructing you to set up Banner Self Service.

What if I didn’t get these letters?
- If you didn’t receive the welcome letter, you can access it on checklist.siena.edu
- If you didn’t receive the email instructing you to set up your Siena email account, you can contact helpdesk@siena.edu or (518) 782-6000.

Orientation

What is orientation?
- Orientation is a multi-day event designed to welcome and familiarize you with the Siena campus and resources. You will meet your fellow classmates, learn how to navigate the campus, and prepare for your first day of classes.

When is orientation?
- New student orientation is August 30th to September 3rd.
- Classes start on Tuesday, September 4th.

If I’m a commuter/transfer, do I have to go to Orientation?
- Commuter and Transfers students are required to attend the one-day Information Day (Orientation) on August 1st.
- Commuter and transfer students are required to attend certain events during the August 30th -September 3rd Orientation and are strongly encouraged to attend others. Students will be sent details about these requirements at a later date.

Parking (Freshman)

Can freshmen bring their own vehicles to campus?
- Resident freshmen are prohibited from having a vehicle on campus due to limited parking space
- Exceptions to this policy are for medical and employment reasons only. See this guide for more details: https://www.siena.edu/files/resources/parking.pdf#page=5
  ○ Students must request approval and present either receipt for medical treatment or a valid script from the medical practitioner on a monthly basis for a medical exception.
○ For an employment exception, students must submit copies of their pay stubs from company paychecks to the Public Safety office by the fifth of the month each month.

How do I register a vehicle on campus?
• All persons must register their vehicle with the Public Safety department.
• You must present your Siena Saint Card and a completed BOSSCARS registration form (found through Banner Self Service) to the Public Safety Office before a campus permit will be issued.

Can I have guests stay/park on campus? [Guest Parking]
• Guests must obtain a permit through Public Safety; permits are issued Monday through Friday.
• Online guest permits are valid from 6pm until 9pm on weekends only.

Placement Exams
Language (Spanish, French)
• If you anticipate taking Spanish or French and indicate it on the Academic Interest Form, you will be contacted with information about taking the necessary placement exam.

School of Science (SoS)
• Biology, Biochemistry, Chemistry, AND Exploring Science majors must take the Chemistry placement test. If you have not yet done so, contact Dr. Moriarty at dmoriarty@siena.edu.
• Calculus: Students may earn credit for Calculus I by passing an examination given by the department each fall. Incoming students must contact Dr. Ed Rogers (rogers@siena.edu) by August 1st if they wish to sit for the examination.

Post Office
When will I receive my mailbox key?
• You will receive your mailbox key when you move into your residence hall. Your mailbox key will be given to you by your Resident Director (RD). Your RD will give you this key as well as your dormitory room key. Your mailbox number will be on the key.

When can I start receiving packages and/or mail at the College?
• The College will begin accepting packages and/or mail for the Fall 2018 semester starting August 20th, 2018. Mail received prior to this date will be returned to sender.

What address do I use to receive packages/letters?
• Name (Full Legal Name)
  SPOB Box _____ (enter your box number here)
  515 Loudon Rd
  Loudonville, NY 12211

Where do I pick up my mail?
• Everyone residing on campus will receive mail (that fits in mailbox) in the Sarazen Student Union except for students residing in Snyder Hall. Students in Snyder Hall will have their mail delivered to their residence hall, and it can be retrieved through their mailbox in Snyder.
• Packages and oversized Letters: All students will pick up these items in the Sarazen Student Union at the Post Office window. You will receive an email when your package is ready for pick up, and you will need to bring your ID for your package(s) to be released to you.
I’m a commuter – can I have a mailbox on campus?

- No, mailboxes are for resident students only. No mail addressed to you should be delivered to the College. If you are not a resident student, and we receive mail on your behalf, it will be returned to sender.

Saint Card

**What is it?**

- The Saint Card is the official ID of Siena College and should be carried on you at all times.
  - Your Saint Card is used for identification as well as door access and meal plan usage. It is also your library card. It can be used for purchases at select locations on and off campus.
- You can deposit money on your Saint Plan or additional bonus dollars at the Business Services counter during normal business hours with a check or cash. You can also make deposits online with a credit card (Mastercard & Visa) at [https://get.cbord.com/siena](https://get.cbord.com/siena). Visit this page to find out where you can use these funds on and off campus: [https://www.siena.edu/offices/business-services/saint-card/purchases-with-your-saint-card/](https://www.siena.edu/offices/business-services/saint-card/purchases-with-your-saint-card/)

**How do I obtain a Saint Card?**

- If you live locally, stop by the Business Services counter in the Sarazen Student Union, Room 229 during the summer and get your Saint Card early.
- If you do not live nearby, you can still avoid the long lines on move in day by uploading a picture online. Your ID card will be printed for you and available for pick up on move in day with your room keys.
  - Use this link for additional directions on how to obtain your Saint Card and picture upload requirements: [https://www.siena.edu/offices/business-services/saint-card/how-to-obtain-your-saint-card/](https://www.siena.edu/offices/business-services/saint-card/how-to-obtain-your-saint-card/)
- Waiting until Move In Day: We will take your picture and issue your card to you on move in day. ****Wait times can exceed 1 hour****

Schedule

**Do I get to make my own schedule?**

- We create your Fall schedule because we want to provide individualized attention to your major and College requirements.
- You will receive training on how to create your Spring schedule later in the Fall!

**When and how will I be able to see my schedule?**

- Your schedule will be available to view during the middle to end of July. Once your schedule is created, you can access it in Banner Self Service by clicking “Student Services”; “Student Services” again; “Registration”; and “View Schedule by Day and Time.” Be sure to select the week of 09/10/2018 to view the full week!
- You can see a more detailed version of your schedule by clicking “Detail Schedule” on the “View Schedule by Day and Time” page.
Transfer Credits/Transcripts

- All transcripts should be sent to:
  
  Siena College
  Registrar
  515 Loudon Road
  Loudonville, NY 12211-1462

- To receive transfer credit, you must request that the official transcript be sent to Siena College. Transcripts should be sent by August 1st to ensure that your fall schedule is adjusted, if needed, to reflect the credits you’ve earned prior to the start of the semester.

Tutoring

How do I request a tutor?

- Group tutoring sessions are usually available for introductory courses - schedule is published in the Student Digest at the beginning of each semester and posted on the SASE website.
- You must attend 3 group tutoring sessions before requesting an individual tutor. If there is a circumstance that prevents a student from attending these sessions first, they should email tutoring@siena.edu.
- If a course does not have a group tutoring session available, you can email tutoring@siena.edu to request an individual tutor.

Work Study

What is work study?

- Work study is a form of financial aid that gives college students the opportunity to work part-time on campus while building their professional skills.

Am I eligible for work study?

- If you’re not sure whether you qualify for work study, you can check with the Financial Aid office: (518) 783-2427.
- If you do qualify for work study, use this link to find more information about forms/processes to secure your position: https://www.siena.edu/offices/financial-aid/work-study/

What work study positions are available?

- Check CareerSaint for available positions. See this link for assistance with CareerSaint: https://www.siena.edu/offices/cepd/students/resources/careersaint/