



Associate Vice President for Academic Affairs  
Student Academic Success & Engagement  
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May 2020

Congratulations on your acceptance to Siena College! We are all looking forward to welcoming you to campus in a few short months. I am writing to share some information about important actions to take prior to your arrival on campus.

1. Go to [checklist.siena.edu](https://checklist.siena.edu)  
This is your step-by-step guide to a smooth transition to life as a Saint. Add your checklist deadline dates to your calendar by clicking on the calendar icon. Your first step will be to...
2. Set up your Siena email account (starting April 6). Information about how to do this will be sent by our Chief Information Officer to your personal email account. After you set up your Siena email account, you will receive an email in your Siena account instructing you how to...
3. Set up your Banner Self Service account (starting May 8). You will use this account for housing, accepting your financial aid, accessing your class schedule, and (eventually) seeing your grades. It's important!
4. Complete your Academic Interest Form (available May 7) as soon as you have set up your Siena email account. This is a brief survey where you will tell us a little about yourself and your academic interests. We'll use this to create your fall schedule. More on that later.
5. Advanced Placement (AP)  
If you took AP exams and received a score of 4 or 5 on the exam and have not yet arranged to have your scores sent to Siena College, please log into your College Board account (<https://www.collegeboard.org/>) and do so as soon as possible.
6. College coursework taken in high school - If you completed college courses for credit during high school, request an official transcript from that college or university (NOT your high school) ideally no later than July 1 and have it sent to the Siena College Registrar's Office, 515 Loudon Road, Loudonville, NY 12211 so that transcripts are received by Aug. 1 at the latest.
7. Complete the remaining checklist items (e.g., uploading your photo to be pictured on your official Siena ID – the Saint Card) by the deadlines noted.

## Your fall semester schedule

We will create your fall course schedule based on your major and core requirements and answers provided on the Academic Interest Form (see #4 above). Every effort will be made to develop a schedule that suits your interests and satisfies Siena requirements.

Most first year students take four to five academic courses in their first semester amounting to approximately 12 – 16 credit hours. You will be able to view your schedule on or about July 19 by logging onto your Banner Self Service account (see #3 above).

There may be some constraints (due to particular requirements of your major, time conflicts, etc.) that prevent us from registering you for some of your preferences. Please note: First year students cannot make changes to their schedules except in the event of legitimate conflicts or problems. If you have questions, contact your School Office or Student Academic Success and Engagement:

Student Academic Success and Engagement: Siena Hall 215; 518-783-2341,  
[studentsuccess@siena.edu](mailto:studentsuccess@siena.edu)

School of Business: Siena Hall 301; 518-783-2321

School of Liberal Arts: Siena Hall 204; 518-783-4169

School of Science: Roger Bacon Hall 202; 518-783-2440

School of Business students – All Business students (except transfer students) must take a mathematics placement test. If you have not yet done so, contact Dr. McCollum at [jmccollum@siena.edu](mailto:jmccollum@siena.edu). All business students will take quantitative business analysis (QBUS 100) in their first semester. For this class, a calculator in the TI-84 family is recommended.

School of Science students – biology, biochemistry, chemistry, and exploring science majors must take the School of Science Assessment Survey. If you have not yet done so, contact Dr. Moriarty at [dmoriarty@siena.edu](mailto:dmoriarty@siena.edu).

All students – 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.

I hope this information has helped answer many of your questions. You may also reference our [new student resources page](#). Enjoy your summer, and don't forget to complete the items on the checklist! I'm looking forward to meeting you in the fall.

Sincerely,



Glenn Braddock, Ph.D.  
Associate Vice President for Academic Affairs  
Student Academic Success and Engagement