



Associate Vice President for Academic Affairs
Student Academic Success & Engagement
Phone 518-783-2341 • gbraddock@siena.edu

April 2022

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
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 5). 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 April 5). 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 Fall Schedule Planning Form (available on the checklist) as soon as you have set up your Siena email account. We'll use the information that you provide about your academic interests 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 Fall Schedule Planning Form (see #4 above). You selected {major name} as your major during the admissions process. If you wish to pursue a different major, please complete a [Change of Major Form](#) as soon as possible. Every effort will be made to develop a schedule that suits your interests and satisfies Siena requirements.

The number of courses and credits that you take in the Fall will depend on your major, but your schedule will not exceed 17 credits. You will be able to view your schedule in mid-July 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

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

School of Liberal Arts: Siena Hall 204; 518-783-2325

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

School of Business students – All Business students must take Business Mathematics. You will receive information about a mathematics placement assessment, which will be available beginning on **May 23**. If you have questions, please contact Dr. Joseph McCollum at jmccollum@siena.edu

School of Science students – All Science Majors EXCEPT Nursing and Health Studies should expect an email containing a link to take an online math skills placement called ALEKS PPL, which will determine which math course you are ready for. If you do not complete this online exam by **June 15**, you will automatically be placed in Precalculus for the Fall semester. Please contact Mathematics Department Head Jon Bannon (jbannon@siena.edu) with any questions.

All students – If you anticipate taking Spanish or French and indicate it on the Fall Schedule Planning 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