Congratulations on your acceptance to Siena College! We are all looking forward to welcoming you to campus in a few short months. Meanwhile, I am writing to give you a good deal of information that will be important for you to have and to act upon prior to your arrival on campus.

1. Go to checklist.siena.edu
   This is your conduit to campus. It lists everything you will need to know and do in order to make your transition to college life as smooth as possible. Download and print it. Or, add any or all of 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 May 7). 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 instructing you how to...

3. Set up your Banner Self Service account (starting May 8). You will use this account for many things, such as signing up for housing, accepting your financial aid, accessing your class schedule, and (eventually) seeing your grades. It’s important!

4. Complete your Academic Interest Form (starting May 7). 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 (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.

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) and have it sent to the Siena College Registrar's Office, 515 Loudon Road, Loudonville, NY 12211 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 deadline dates noted.
Your fall semester schedule

We will create your fall course schedule based on your major and core (College and Franciscan) requirements. By completing the Academic Interest Form (see #4 above), you are providing us with information that allows us to make every effort to include courses that interest you. We will create a schedule that best reflects your interests, major (if declared), core (College and Franciscan) requirements, and college credits transferred to Siena.

In general, 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 by July 20 by logging onto your Banner Self Service account (see #3 above).

We make every effort to create schedules based on students’ interests as well as major and core requirements, and we try to honor students’ preferences, but there may be some constraints (owing to particular requirements of your major, time conflicts, etc.) that could prevent us from registering you for some of your preferences. As such, freshmen cannot make changes to their schedules except in the event of legitimate conflicts or problems. If you have questions, you can 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: 518-783-4169
School of Science: Roger Bacon Hall 202; 518-783-2440

School of Business students – 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 Chemistry placement test. If you have not yet done so, contact Dr. Moriarty at 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 to answer many of your questions. 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,

Tamara Durant, Ph.D.
Associate Vice President for Academic Affairs
Student Academic Success and Engagement