

University Academic and Student Services

Accessibility/Accommodations

Siena Heights University's [Office of Accessibility](#) can help qualified students with disabilities and make sure they have equal opportunity to participate in, and enjoy the benefits of University services, programs, and activities. Contact the office or visit their webpage for more information and to talk about options for removing barriers in any Siena course, including accommodations.

As a student, you are not required to disclose a disability, and only you can begin the accommodations process. Grades earned before verification of a disability by the Office of Accessibility will not be changed.

You can find the accessibility policies of SHU's third-party resources on their respective websites. The links are below.

Institution and Learning Management System (LMS)

- [Canvas and Canvas Studio Accessibility Statement](#)
- [Microsoft Products Accessibility Statement](#)
- [Watermark Insights Accessibility Statement](#)

External Applications integrated with the LMS

- [Cengage Group Accessibility Statement](#)
- [Examity Accessibility Statement](#)
- [McGraw Hill Accessibility Statement](#)
- [Pearson Accessibility Statement](#)
- [Turnitin Accessibility Statement](#)

Advising

Advising at Siena is conducted in different ways depending upon which college (College of Arts and Science, College for Professional Studies, or Graduate College) at the university you are enrolled in. Log in to your personal University account ([My Siena](#)) to find the name and contact information of your advisor.

You can also find phone numbers for important offices on campus here:

[Departments and Offices](#)



Bookstore

Find the required textbooks for your courses, Siena gear, and more at the [Siena Heights University Bookstore](#). Textbooks can be purchased, rented, or sold back to the bookstore. You can also find the list of your required texts here and choose to purchase them through other sources.

Career Services

The primary mission of Career Services at Siena Heights University is to provide students and alumni assistance with identifying a career, developing a professional plan, evaluating and implementing career choices and creating a professional image. Additional information for students, alumni, and employers can be found at our [Career Services homepage](#).

Citation

Credible academic research at the college level and beyond requires use of formal citation styles. Most courses will require you to use [APA Style](#) or [MLA Style](#), though some disciplines may require different reference styles. Always use the citation style your instructor directs you to use. The [Siena Heights Writing Center](#) can provide individualized support if you have specific questions about citation and style matters.

Diversity and Inclusion

The [Office of Diversity and Inclusion](#), consistent with the mission of Siena Heights University, seeks to purposefully promote an inclusive campus environment that values the uniqueness of each individual, diversity within our community, and the holistic development of our ever-growing student population.

Financial Aid

Siena's [Financial Aid Office](#) is here to help students make the most of their investment. It provides assistance in filing the Free Application for Federal Student Aid (FAFSA), completing financial aid paperwork, exploring alternative sources of funding, and all other aspects of navigating your financial aid award. Staff work with students to identify the best grant, loan, scholarship, and student employment opportunities to make paying for college a smooth process.

Health and Safety

Campus Safety

The Siena Heights University Public Safety Department is committed to providing respectful and professional services. Visit the [Public Safety webpage](#) to sign up for emergency text and email alerts.

Health and Counseling Centers

The Siena Heights University Counseling Center offers counseling services to students of the University at no charge. You can learn more, contact the office, and find self-help resources on the [Siena Heights Counseling Center webpage](#).

Our Adrian, MI campus also offers a Health Clinic for on campus student. Information can be found on the [Health Clinic webpage](#).

Library

The [Siena Library](#) offers a large collection of print and digital materials. Find training resources to help you access online databases as well as contact information for the library staff on the [SHU Library webpage](#).

Minimum Technical Skills Requirements

When taking a college-level course, it is important that you are comfortable with basic technical skills to navigate course requirements and provide timely submissions. You need to be able to install software and updates on your computer, know how to save, retrieve, and share files, and have basic web literacy. You will also need to be familiar with navigating the Siena Heights Learning Management System (LMS), including posting in discussion, submitting assignments, and messaging your professor.

Minimum Technology Requirements

It is important to ensure your hardware and software applications are working properly prior to the start of your online course. While Canvas is mobile and tablet friendly, the use of a laptop or desktop computer is strongly recommended to complete course assignments. If you need technical assistance, contact our IT Assistance Center or eLearning_support@sienaheights.edu. For technical assistance with Canvas, 24/7 support is provided by contacting 877-703-3906.

- Basic Computer Specifications: <https://community.canvaslms.com/docs/DOC-2059>
- Browser Compatibility: <https://community.canvaslms.com/docs/DOC-1284>



Privacy Policy

Siena Heights University is committed to ensuring the privacy and accuracy of your confidential information. Please access the full [Siena Heights University privacy statement](#) here.

Below, you can access the privacy policies of third-party services commonly used in Siena courses.

Institution and Learning Management System (LMS)

- [Canvas and Canvas Studio Privacy Statement](#)
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Required Course Materials

You can use the [Siena Heights University Bookstore](#) to find course materials for your classes. Materials may be listed as “required” or “recommended”. Required course materials are those which you must purchase in order to successfully complete the assigned work in the course. It is highly recommended that you rent or purchase required materials early so you will have access to them on the first day of class. Recommended materials may offer supplemental information to support your learning throughout the course, but they are not mandatory. If you do not acquire recommended materials, you can still complete necessary coursework. Some courses may not require course materials; this will always be stated clearly on the bookstore website.

Student Code of Conduct/Handbook/Netiquette/Withdrawal Policy/Honesty Policy

All persons taking courses at Siena Heights University, both full time and part time, pursuing undergraduate, graduate, distance learning or non-degree programs on any campus are held accountable by the Code of Student Conduct. The full policy can be found the [SHU Student Life webpage](#).

Students enrolled in online courses at Siena must understand and adhere to the expectations for enrollment in an online course. This includes observing proper netiquette.

Syllabus

Each Canvas course includes a syllabus section which you can navigate to using the menu on the left-hand side of the screen as detailed in this guide: [How do I use the Syllabus?](#). If you do not find the syllabus here, contact your instructor directly for instructions.

Technical Support/ IT Help Desk

If you have trouble with your online Canvas course, you can contact the Canvas Help Desk. More information can be found on the [Siena IT website](#). Contact Canvas support about any problem, even if your personal computer may be the cause of the issue (e.g., system slowness, error message).

Siena Heights University also has university wide technical support for those who need assistance on or off campus. The [IT Services webpage](#) offers training resources and contact details for the department. You can also [submit a request directly to the IT Helpdesk](#).

Testing Center

The mission of the Office of Accessibility (OA) [Testing Center](#) is to provide examinations to students registered with SHU in a professional, secure and accessible environment that supports academic success. The OA Testing Center seeks to provide a testing space that promotes a positive testing experience for students through a clean, comfortable, quiet and user-friendly environment. Get more [information about the Testing Center here](#).

Title IX

In compliance with Title IX, Siena Heights University prohibits discrimination on the basis of sex in employment as well as in admissions, enrollment, and in the provision of all services, programs and activities. The University's Policy Statements outlining these prohibitions may be accessed online: Discrimination, Harassment, Sexual Harassment, and Related Inappropriate Conduct Policy, Affirmative Action Policy. More information about SHU's compliance can be found on the [University Title IX webpage](#).



TRIO Student Support Services

[TRIO Student Support Services](#) is a federally funded program which provides individualized support and academic resources for students who are low-income, first-generation college students, and/or students with disabilities to help them succeed and graduate from Siena Heights University.

Tutoring

Students may request a tutor by approaching the faculty teaching their course. Students can also visit The Math Cave located on the basement-level of the Science building. The [Writing Center](#) offers tutoring assistance to graduate and undergraduate students virtually or in person in the SHU Library. Students may also attend academic workshops in The Learning Room located in the library.



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