



Directions: It will take about 30 minutes to do this guide, complete before arriving. *Advisors need: Audit/Transcript/This Guide or we cannot advise.*

BRING/EMAIL FOR ONLINE ALL THREE DOCUMENTS: We cannot fill this form out for 700+ students!

The Chair and Internship Coordinator are NOT on advisement: SEE AN ADVISOR FOR ALL QUESTIONS

The Course Planner, in catalog, is for student to determine graduation semester-it is NOT THE ADVISEMENT GUIDE!

Step 1. Print the following 3 items: DEGREE WORKS AUDIT; TRANSCRIPT; THIS GUIDE and have the CityTech LA site up-search Liberal Arts or <http://www.citytech.cuny.edu/gen-ed/liberal-arts-sciences.aspx> The LA page will also show if a course meets Pathways categories, etc., so it is a VERY helpful site. USE IT!

Step 2. Find a course and Check It Off on the Degree Works Audit.

Step 3. Next check off the same course on the HUS Advisement Guide

Step 4. Finally, check off the same course on the Transcript

Repeat Steps 2-4 for each course.

Step 5: Now review the Audit & Transcript. Are there any courses without a Check mark? Can they be plotted? Note courses from a non-HUS major are not transferable. Also, sometimes transfers have an excess of LA credits that cannot be plotted, but will remain on record.

DEGREE WORKS AUDIT LIMITATIONS/IMPORTANT TO KNOW:

Note: There is a major flaw in Degree Works Audit, where it does not plot 120 credits. Nor does it say 'still need liberal arts'. It is a programming issue that cannot be fixed. Here is some guidance:

LIBERAL ARTS: Degree Works Audit does not plot all of the 60 credits of Liberal Arts courses in the main section of the Audit instead, LA course are located on the bottom of the audit: 'elective classes allowed'. The Degree Works for many of the LA will not say: 'STILL NEED LIBERAL ARTS' so you need to count your LA to be sure you have 60. Some students think they are finished because there are no 'still needed' on the audit, but students may still need LA courses to make 60 credits. <http://www.citytech.cuny.edu/gen-ed/liberal-arts-sciences.aspx>

TAP FLAGS: Be prepared for a TAP Flag: TAP will often flag these LA courses, since they are not plotted and remain on the bottom of the audit, and TAP thinks they are not valid. To rectify this TAP Flag, do the Advisement Guide, then tell any Advisor what course(s) are being flagged. Ask the Advisor to email Kwesi Reid, in Registrar and copy TAP. Mr. Reid will then inform TAP of your status as needing the course(s). Be sure it is a course you need. Note that Kwesi Reid assesses all HUS degrees. We do not award the degree, only Registrar can. We only offer the courses.

General Information:

A. Transfer Students: With a HUS Associate Degree-make sure you check with an Advisor before taking ANY HUS/HEA Associate courses, as you may not need them. See Transfer Office if you need your HUS Associate courses plotted.

B. Transfer Students: Without an HUS Associate Degree-Students need to complete all the major course requirements, including the 60 Human Service Courses. . Often, transfers come with a lot of LA courses, so be aware that your plan may no longer be seamless-sometimes the student can only go part-time due to prerequisites. **As per department curriculum policy, we do not allow students to skip prerequisites.**

C. Associate HEA Courses: Students can take another one for a LA credit, just not HIV/AIDS.

D. MAT 1272 Double Duty: counts for the HUS statistics requirement and the Scientific World (SW) category for 3 credits (not 6). Some students may also plot MAT 1272 in MQR, but then must take a Scientific World course.

E. Interdisciplinary Course MUST have an ID section. *Do not take SB2000ID as it the same as HUS 3610.* Do not take both Health PsyID and Health Psy-Credits given for only one. See ID page, and options if graduating. ID courses are filled quickly. <https://www.citytech.cuny.edu/advisement/interdisciplinary.aspx>, or search *Interdisciplinary* on website

F. - Writing Intensive Courses

-Non-Major Writing Intensive (WI) Requirements: <http://www.citytech.cuny.edu/advisement/writing-intensive.aspx>

-HUS Major WI Requirement is fulfilled as all HUS field/internship courses are designated as WI. Students have to complete WI for Liberal Arts/Gen Ed as well.

G. *Check The Prerequisite(s) for HUS/HEA courses in the online catalog:

<http://www.citytech.cuny.edu/catalog/docs/catalog.pdf> **Registrar will drop student from course without prerequisites.**

H. Override for a Course: If you need an override for a OPEN section, and there is a valid glitch email the Chairperson. In the subject line put your Emplid ID/FULL NAME. In the email (only from your CityTech email) indicate the Course (HUS 1101) Open course section (E856). Overrides are given for glitches and closed field/internship sections. We do not give overrides for personal schedules, financial aid, or closed sections. Classes have a cap, so please do not request an override unless you qualify. This is a Dept. policy that all faculty/Chair must follow. Note: Do not ask an instructor to allow you into their class, as they do not have the authority.

I. Course Offerings & FIELD INTERNSHIP: We only offer what is on CUNYfirst as we do at least one section in the day or eve/weekends. Summer & Winter Session has limited offerings. We figure out the the courses for the next semester in October/March. **Field/Internships have NO exception application due dates: 12/1 for spring, & 5/1 for summer/ fall.**

J. Come to Advisement Early in the Semester-as the line gets long: We have approximately 14 hours of advisement per week, for 14 weeks (196 hours!) Please arrange your schedule. We have limited advisement in Winter and Summer Sessions. We will send schedules to CityTech emails and other information on a regular basis. (Faculty are off in summer)

Students are responsible for reading their CityTech email, catalog, College Website, etc. Students who have not done this have graduated later than expected. If you are not getting our emails, see our Administrative Assistant in A805.

Students need to complete 60 Liberal Arts/Pathways and 60 HUS credits = 120 credits - Count your credits~ as the Degree Works Audit will not plot 120 credits nor all of the 60 Liberal Arts/Pathways required credits.

-Questions about your audit? Email: DegreeWorks@citytech.cuny.edu

-For All Non-Advisement Inquires: Contact the Student Welcome Center/Info: 718-260-5520 Lib Bldg. 1st Fl or ONLINE CATALOG

HUMAN SERVICES ADVISEMENT GUIDE

To complete this guide, follow all directions → → →

Check off courses using Audit/Transcript/Catalog and Links

Circle, or list, the course code for courses completed that have several choices

	ASSOCIATE DEGREE PROGRAM (60 Credits)		8/7/2020 jp 11/14/2020
<input type="checkbox"/>	SEMESTER 1 (15 credits)	PRE or Co-REQUISITES	NOTES
/	HUS 1101 Introduction to Human Services	CUNY Reading/Writing	
/	HUS 1201 Elements of Counseling	Pre/Co with HUS 1101	
/	HUS 1203 Human Service Seminar	Pre/Co with HUS 1101	
/	MAT 1190 Math & Quantitative Reasoning (MQR)	CUNY Reading/Writing/Math	Gen Ed
/	ENG 1101 English Composition I	CUNY Reading/Writing	Gen Ed
	SEMESTER 2 (15 credits)		
/	HUS 1202 Community Mental Health	Pre/Co with HUS 1101	
/	HUS 1206 Group Dynamics (BMCC HUS Transfers must take HUS 1206)	Pre/Co with HUS 1101	
/	HUS 2305 Field Practicum I (WI)	HUS 1101/1201/1203/ENG 1101; Math certified; Title IV; orientation; Meets Deadline:12/1 or 5/1	
/	ENG 1121 English Composition II	ENG 1101	Gen Ed
/	PSY 1101 (IS) Introduction to Psychology	CUNY Reading/Writing	Gen Ed
	SEMESTER 3 (15 credits)		
/	HEA 11XX* HEA 1102 Comm Hlth/1108 Women's Hlth/1100 Human Sexuality are double duty for HUS & LA/Gen Ed, but NOT HEA 1400 HIV/AIDS.	CUNY Reading/Writing Students can also take a 2 nd Assoc. HEA* to plot for another LA on this Guide, just not HIV/AIDS	Gen Ed* but not HEA 1400
/	HUS 2307 Community Organization	HUS 1101 Intro to HUS	
	HUS 2405 Field Practicum II (WI)	HUS 2305 (WI) Field Practicum I	
/	COM 1330 Public Speaking or higher** Course Code:	CUNY Reading/Writing (Take ANY LA for 3cr if speech was completed at another college)	Gen Ed
/	PSY 2301 or higher PSY Course Code::	PSY 1101 Introduction to Psychology	Gen Ed
	SEMESTER 4 (15 credits)	Apply for AAS Degree/Gen Ed Credits:	_____
/	HUS 2401 Gerontology (Guttman HUS Transfers must take HUS 2401)	HUS 1101 Intro to HUS	
/	Government (USED) (Choose any): Course Code:	See prerequisites in catalog	Gen Ed
/	Life & Physical Sciences (LPS) (Choose any) Course Code:	See prerequisites in catalog	Gen Ed
/	Sociology (Choose Soc 1101 or higher) Course Code:	See prerequisites in catalog	Gen Ed
	Creative Expression (CE) Choose Any) Course Code:	See prerequisites in catalog	Gen Ed
----	BACHELOR DEGREE PROGRAM (60 Credits)		
	SEMESTER 5 (15 credits)		
	HUS 3501 Counseling Methods	Pre/Co with HUS 2405 (WI)	
	HUS 3503 Case Management	Pre/Co with HUS 2405 (W())	
	HUS 3504 Group Process & Practice	Pre/Co with HUS 2405 (W())	
	World Culture Course: (Choose any) Course Code:	See prerequisites in catalog	Gen Ed
	Math 1272 Statistics (Scientific World or MQR)	MAT 1190 or higher	Gen Ed
	SEMESTER 6 (15 credits)		
	HEA 35XX (Children/Drugs/Vulnerable Pop/Trauma/Social Policy)	Pre/Co with HUS 2405 (WI)	Circle Course
	HUS 3610 Research Methods (Do not take SBS2000ID)	HUS 2305 (WI); MAT 1272	
	HUS 4701 Professional Internship I	HUS 2405 (WI); Title IV; Learning Contract; Orientation; Application Deadline 12/1 or 5/1.	
	Liberal Arts (check LA link) Course Code:	See catalog Free Elective	Gen Ed
	Liberal Arts (check LA link) Course Code:	See catalog Free Elective	Gen Ed
	SEMESTER 7 (16 credits)		
	HUS 4801 Professional Internship II (4 credits/WI)	HUS 4701 (WI); Title IV; Learning Contract	
	HUS 4803 Resource Development in Human Services	HUS 2405 (WI)	
	HUS 4804 Management Concepts	HUS 2405 (WI)	

	Interdisciplinary Course (DO NOT TAKE SBS2000ID as it will not plot since it is the same as HUS 3610) ID Course Code:	See prerequisites in catalog Course MUST have ID section or will not plot for an Interdisciplinary course. No exceptions	Gen Ed
	Liberal Arts (check LA link) Course Code:	See prerequisites in catalog Free Elective	Gen Ed
	SEMESTER 8 (14 credits)		
	HUS 36XX (Child/Alcohol/Vulnerable Pop/Criminal Justice)	HUS 2405 (WI)	Circle Course
	HUS 4802 Volunteerism (2 credits)	HUS 2405 (WI)	
	Liberal Arts (check LA link) Course Code:	See prerequisites in catalog Free Elective	Gen Ed
	Liberal Arts (check LA link) Course Code:	See prerequisites in catalog Free Elective	Gen Ed
	Liberal Arts (check LA link) Course Code:	See prerequisites in catalog Free Elective	Gen Ed
	FOR BS DEGREE 60 GEN ED CREDITS ARE REQUIRED	Associate/BS Gen Ed Total to date:	_____