Directions: It will take about 30 minutes to do this guide, complete before joining the zoom session.

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/advisement/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 Kwei 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 Kwei 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-

B. Transfer Students: Without a HUS Associate Degree-

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 MQM, but then must take a Scientific World course.

E. Interdisciplinary Course Must have an ID section. Do not take SB2000ID as it is 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


-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 an 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 (8856). 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 classes for the next semester in October/March. Field/Internships have NO exception 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)

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

-For All Non-Advisement Inquiries: Contact the Student Welcome Center/Info: 718-260-5520 Lib Bldg. 1st Fl or ONLINE CATALOG
## ASSOCIATE DEGREE PROGRAM (60 Credits)

**SEMESTER 1 (15 credits)**
- **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
- **ENG 1101** English Composition I: CUNY Reading/Writing

**SEMESTER 2 (15 credits)**
- **HUS 1202** Community Mental Health: Pre/Co with HUS 1101
- **HUS 1206** Group Dynamics: Pre/Co with HUS 1101
- **MAT 1190** Math & Quantitative Reasoning (MQR): CUNY Reading/Writing/Math
- **ENG 1101** English Composition I: CUNY Reading/Writing

**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 HEA1400 HIV/AIDS.
- **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**: CUNY Reading/Writing (Take ANY LA for 3cr if speech was completed at another college)
- **PSY 2301** or higher PSY Course Code: PSY 1101 Introduction to Psychology

**SEMESTER 4 (15 credits)**
- **HUS 2401** Gerontology: HUS 1101 Intro to HUS
- **HUS 3601** Professional Internship I: HUS 2405 (WI); Title IV; Learning Contract; Orientation; Application Deadline 12/1 or 5/1.

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## 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 (WI)
- **HUS 3504** Group Process & Practice: Pre/Co with HUS 2405 (WI)
- **HUS 3610** Research Methods: (Do not take SBS2000ID) HUS 2405 (WI); Title IV; Learning Contract; Orientation; Application Deadline 12/1 or 5/1.

**SEMESTER 6 (15 credits)**
- **HUS 4701** Professional Internship I: HUS 2405 (WI); Title IV; Learning Contract; Orientation; Application Deadline 12/1 or 5/1.
- **HUS 4801** Professional Internship II (4 credits/WI): HUS 4702 (WI); Title IV; Learning Contract
- **HUS 4803** Resource Development in Human Services: HUS 2405 (WI)
- **HUS 4804** Management Concepts: HUS 2405 (WI)

**SEMESTER 7 (16 credits)**
- **HUS 4801** Professional Internship II (4 credits/WI): HUS 4702 (WI); Title IV; Learning Contract
- **HUS 4803** Resource Development in Human Services: HUS 2405 (WI)
- **HUS 4804** Management Concepts: HUS 2405 (WI)

**SEMESTER 8 (14 credits)**
- **HUS 4801** Professional Internship II (4 credits/WI): HUS 4702 (WI); Title IV; Learning Contract
- **HUS 4803** Resource Development in Human Services: HUS 2405 (WI)
- **HUS 4804** Management Concepts: HUS 2405 (WI)

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**FOR BS DEGREE 60 GEN ED CREDITS ARE REQUIRED**