

GEN ED PATHWAYS REQUIREMENTS Use CUNYfirst Student Summary** & Transcript to complete guide **Write in Search: Student Summary/Emplid ID			
Required Common Core	Course Code #	PRE- or Co-REQUISITES/ COMMENTS	Credits Earned
ENG 1101 English Composition I	ENG1101	CUNY Reading/Writing	
ENG 1121 English Composition II	ENG 1121	ENG 1101	
Math & Quantitative Reasoning (MQR; MAT 1190 or higher)	MAT 1190	CUNY Reading/Writing/Math	
Life & Physical Sciences (LPS) (Choose any)	BIO1101	See Catalog	
General Education Requirement	Course Code #		
US Experience in Diversity (Any Government)	GOV 1101	See Catalog	
Individual and Society (PSY 1101)	PSY1101	CUNY Reading/Writing	
Flexible Common Core For AAS just choose one For BS take all three:	Course Code #	PRE- or Co-REQUISITES/ COMMENTS	Credits Earned
World Culture (WC)	AFR1120	See link above	
Creative Expression (CE)	ENG2400	See link above	
Scientific World (SW) MAT 1272 (statistics) required for BS degree.	MAT1272	FOR BS: MAT 1272 is only plotted once either in MQR or SW, not both (3 CREDITS). See link above	
One Additional Flexible Common Core	Course Code #	PRE- or Co-REQUISITES/ COMMENTS	Credits Earned
Additional Flexible Common Core (Choose any LA)	PSY307	See link above	
College Option	Course Code #	PRE- or Co-REQUISITES/ COMMENTS	Credits Earned
Speech and Oral Communication			
COM 1330 Public Speaking or higher	COM1330	CUNY Reading/Writing	
Interdisciplinary (ID) Course (BA degree only) DO NOT TAKE SBS2000ID it will not meet the requirement for HUS 3610. MUST be an ID section	SOC2380ID	https://www.citytech.cuny.edu/advisement/interdisciplinary.aspx	
Additional Human Services Required Gen Ed For AAS & BS	Course Code #	PRE- or Co-REQUISITES/ COMMENTS	Credits Earned
Sociology (Choose SOC 1101 or higher)	SOC1101	See Catalog	
DEV PSY 2301 or higher PSY	PSY2310	PSY 1101	
Additional Liberal Arts Requirement	Course Code #	PRE- or Co-REQUISITES/ COMMENTS	Credits Earned
Additional Liberal Arts (Writing Intensive: WI)	ANT1104	See link above for WI courses	
Additional Liberal Arts (Writing Intensive: WI)	THE2380	See link above for WI courses	
Additional Liberal Arts (Any)	HEA1108	https://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx	
Additional Liberal Arts (Any)	AFR1321	https://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx	

Additional Liberal Arts (Any)	THE2380	https://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx	
			Total: 57

HUMAN SERVICES ASSOCIATE DEGREE PROGRAM 30 CREDITS		
Required Course	Pre-Requisite	Credits Earned
HUS 1101 Introduction to Human Services	CUNY Reading/Writing	3
HUS 1201 Elements of Counseling	Pre/Co with HUS 1101	3
HUS 1203 Human Service Seminar	Pre/Co with HUS 1101	3
HUS 1202 Community Mental Health	Pre/Co with HUS 1101	3
HUS 1206 Group Dynamics (BMCC HUS Transfers must take HUS 1206)	Pre/Co with HUS 1101	3
HUS 2305 Field Practicum I (WI) if student has an associate degree in another major, see advisor to take Field Practicum I with other HUS courses.	Pre:HUS 1101, 1201, and 1203, ENG 1101, Math certificate, Pre-placement form; Title IX , Resume; Learning Contract	3WI
HEA 11XX* HEA 1400 HIV/AIDS/HEA 1102 Comm Hlth/1108 Women's Hlth/1100 Human Sexuality: Students can also take a 2nd or 3rd Assoc. HEA* course and plot in LA	Reading and writing certified	3
HUS 2307 Community Organization	Pre with HUS 1101	3
HUS 2405 Field Practicum II (WI)	Pre with HUS 2305	3WI
HUS 2401 Gerontology (Guttman HUS Transfers must take HUS 2401)	Pre with HUS 1101	3
		Total Earned Credits: /30

HUMAN SERVICES BACHELOR DEGREE PROGRAM 33 Credits		
Required Course	Pre-Requisite	Credits Earned
HUS 3501 Counseling Methods	Pre/Co with HUS 2405	3
HUS 3503 Case Management	Pre/Co with HUS 2405	3
HUS 3504 Group Process & Practice	Pre/Co with HUS 2405	3
HEA 35XX (Children/Drugs/Vulnerable Pop/Trauma/Social Policy)	Pre/Co with HUS 2405 Indicate which HEA 35XX	3
HUS 36XX (Child/Alcohol/Vulnerable Pop/Criminal Justice/Diversity)	Pre HUS 2405 Indicate which HUS 36XX	3
HUS 3615 Research Methods (Previously HUS 3610) (Do not take SBS2000ID)	Pre/Co with HUS 2305 and MAT 1272	3
HUS 4701 Professional Internship I (WI)	Pre HUS 2405	3WI
HUS 4801 Professional Internship II (4 credits/WI)	Pre HUS 4701	4WI
HUS 4802 Volunteerism	Pre HUS 2405	2
HUS 4803 Resource Development in Human Services	Pre HUS 2405	3
HUS 4804 Management Concepts	Pre HUS 2405	3
		Total Earned Credits: /33

SAMPLE SEMESTER BY SEMESTER SCHEDULE	
ASSOCIATE DEGREE PROGRAM (60 CREDITS)	
SEMESTER 1 (15 credits) *complete or field internship and graduation will be delayed	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • *HUS 1101 Introduction to Human Services • *HUS 1201 Elements of Counseling • *HUS 1203 Human Service Seminar • MAT 1190 Math & Quantitative Reasoning (MQR) • *ENG 1101 English Composition I
SEMESTER 2 (15 credits)	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HUS 1202 Community Mental Health • HUS 1206 Group Dynamics (BMCC HUS Transfers must take HUS 1206) • HUS 2305 Field Practicum I (WI) • ENG 1121 English Composition II • PSY 1101 (IS) Introduction to Psychology
SEMESTER 3 (15 credits)	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HEA 11XX: Take any for 3 credits: HEA 1102 Comm Hlth//1108 Women's Hlth/1100 Human Sexuality. Take another, for 3 credits, and plot it in semester 6 & 8 Liberal Arts courses: http://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx • HUS 2307 Community Organization • HUS 2405 Field Practicum II (WI) • COM 1330 Public Speaking or higher • PSY 2301 or higher PSY
SEMESTER 4 (15 credits-Gen Ed Credits) APPLY ONLINE FOR YOUR 60 CREDIT HUS AAS DEGREE WITH REGISTRAR	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HUS 2401 Gerontology (Guttman HUS Transfers must take HUS 2401) • Government (USED) (Choose any GOV): • Life & Physical Sciences (LPS) (Choose any: http://www.citytech.cuny.edu/advisement/flexible-core.aspx) • Sociology (Choose SOC1101 or higher) • Creative Expression (CE) (Choose any: http://www.citytech.cuny.edu/advisement/flexible-core.aspx)
BACHELOR DEGREE PROGRAM (60 Credits) (APPLY FOR ASSOCIATE DEGREE IN HUS)	
SEMESTER 5 (15 credits)	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HUS 3501 Counseling Methods • HUS 3503 Case Management • HUS 3504 Group Process & Practice • HEA 35XX (Children/Drugs/Vulnerable Pop/Trauma/Social Policy/) • Math 1272 Statistics (Scientific World or MQR)-If plotted for MQR, then SW course MUST be completed
SEMESTER 6 (15 credits)	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HUS 36XX (Child/Alcohol/Vulnerable Pop/Criminal Justice) • HUS 3615 Research Methods (Do not take SBS2000ID) • HUS 4701 Professional Internship I • Interdisciplinary Course (DO NOT TAKE SBS2000ID as it may not plot since it is the similar to HUS 3610) • World Culture (WC) Course: (Choose any: http://www.citytech.cuny.edu/advisement/flexible-core.aspx)
SEMESTER 7 (15 credits)	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HUS 4801 Professional Internship II (4 credits/WI) • HUS 4802 Volunteerism (2 credits) • Liberal Arts (WI) (From LA link: http://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx) • WI link: https://www.citytech.cuny.edu/advisement/gen-ed.aspx • Liberal Arts (WI) (From LA link: http://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx) • WI link: https://www.citytech.cuny.edu/advisement/gen-ed.aspx • Liberal Arts (any) (From LA link:http://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx)
SEMESTER 8 (12 credits)	
_____ _____ _____ _____ _____	<ul style="list-style-type: none"> • HUS 4803 Resource Development in Human Services • HUS 4804 Management Concepts • Liberal Arts (any) (From LA link:http://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx) • Liberal Arts (any) (From LA link:http://www.citytech.cuny.edu/advisement/liberal-arts-sciences.aspx)

ADVISEMENT GUIDELINES

Please note that Degree Works Audit does not plot 120 credits and does not clearly indicate when a student still needs additional liberal arts credits to meet graduation requirements. This is a programming issue that cannot be fixed. Therefore, it is important that you read the following guidelines to determine your graduation semester through course choice and plotting on the Advisement Guide.

LIBERAL ARTS REQUIREMENTS: The Degree Works Audit does not plot all the credits for Liberal Arts (LA) courses in the main section of the Audit instead, LA courses 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 TAPinfo. Be sure it is a course you need. Note Registrar awards the degree, not the dept.

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. Contact the Transfer Office if you believe any transfer credits are not correctly evaluated: <https://www.citytech.cuny.edu/registrar/credit-evaluation.aspx>

B. Transfer Students Without an HUS Associate Degree. Students need to complete all the major course requirements, including the Human Service Degree 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.** Contact the Transfer Office if you believe any transfer credits are not correctly evaluated: <https://www.citytech.cuny.edu/registrar/credit-evaluation.aspx>

C. Associate HEA Courses: Students can take another 3 credit course and plot as a LA, but not HIV/AIDS course.

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 Psy ID 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 WI link: <https://www.citytech.cuny.edu/advisement/gen-ed.aspx>

- **Non-Major Writing Intensive (WI)** Requirements: Students must complete 6 credits of WI
- **HUS Major WI Requirement** is fulfilled as all HUS field/internship courses are designated as WI. Students must complete WI for Liberal Arts/Gen Ed as well. Indicate WI courses on the Advisement Guide.

G. *Check The Prerequisite(s) for HUS/HEA courses in the online [catalog](#)
Registrar will drop students from courses 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 (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. Exception: Field Practicum I, II (HUS 2305/2405) & Professional Internship I, II (HUS 4701/4801) may require an override permission. See emails each semester for guidelines from the Department and Internship Coordinator.

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 design the course schedule for the next semester in October/March. **FIELD/INTERNSHIP: The HUS Department has a Field/Internship policy in the College catalog of a NO exception application due dates : 12/1 for the spring semester & 5/1 for the summer/fall semesters. (Application; Resume; Title IX; Completing pre-requisite courses). Internship Coordinator will do an Orientation in HUS 1203 and HUS 3501 courses as well as other dates/times. Students who then secure a Learning Contract will be given an override to register for the course. See CityTech email and HUS Website for Field Manual Guidelines. As per our policy, only one field/internship course per semester.**

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 (150+ 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). Check out the Human Service Department Website for Advisement Schedules and more: <https://www.citytech.cuny.edu/human-services/>

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, contact our Administrative Assistant in A805 or email: humanservices@citytech.cuny.edu

Students need to complete *57 Liberal Arts/Pathways* and *63 HUS credits* = 120 credits - Count your credits~ as the Degree Works Audit will not plot 120 credits nor all of the 57 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 AND COLLEGE WEBSITE FOR EVERY DEPARTMENT:: www.citytech.cuny.edu