

HUMAN SERVICES: ADVISEMENT GUIDE/Course Plan—HUS Dept. @ A805 (Academic Complex, 285 Jay St) 718-260-5135

Directions: It will take about 30 minutes to do this guide, complete before coming to office. Advisors need: Audit/Transcript/This Guide or we cannot advise. BRING ALL THREE DOCUMENTS: We cannot fill this form out for 700+ students! (The Chair and Internship Coordinator are NOT on advisement)

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>

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

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

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

Repeat. When completed, make sure each course, on each document is checked off. This way each course has been assessed by you. Are there any courses without a Check mark?

Important: Note: Audit does not plot the Liberal Arts courses in the main section, instead LA are located in 'elective classes allowed'. So, beware-audit will not say: "still needed LA courses" (60 LA/GenEd credits are needed for BS degree. Find your LA courses there. Also, TAP will often flag these courses, thinking they are on the bottom of the audit and not correct. Do the guide, then tell any Advisor you need these courses and please email TAP and Kwesi Reid, in Registrar. Kwesi Reid assesses all HUS degrees. We do not award the degree, only Registrar can.

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.

B. Transfer Students: Without an HUS Associate Degree-Students need to complete all the major course requirements. Often transfers come with a lot of LA courses, so be aware that the plan is no longer be seamless-sometimes the student can only go part-time due to 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)

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

E. - 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.

F. *Check The Prerequisite(s) for HUS/HEA courses in the online catalog: <http://www.citytech.cuny.edu/academics/academic-catalog.aspx> **(Registrar will drop student from course without prerequisites-no exceptions-so we don't put students in courses where they have not met prerequisites.**

G. Override for a Course:

If you need an override for a OPEN section, and there is a valid glitch email the Chairperson with your Emplid ID; Course; Open course section, from CityTech email. 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 must follow.

H. Course Offerings: 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.

F. 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. Faculty are off in the summer. We will send schedules to CityTech emails and other information on a regular basis.

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 A805.

Students complete 60 Liberal Arts/Pathways and 60 HUS credits = 120 credits - Count your credits~!

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

For All Non-Advisement

Inquires: Student Welcome Center/Info: 718-260-5520 Lib Bldg. 1st Fl or ONLINE CATALOG

Students who do not complete the Advisement Guide are not ready for Advisement and will not be seen.