

## **Advising Tips for Students**

### **Bachelor of Applied Science in Human Services**

*You are responsible for keeping track of your progress and working with your advisor to make sure you understand what is required!*

#### **Preparing for Your Advising Appointment – on campus, by phone, or by email**

Start planning well before your enrollment date! **Before** your advising appointment:

1. Access a copy of your degree audit
  - My Washburn
    - Academic Success Tab
      - Instructions are under Academic Advising
2. Look for words “NO”/ “NOT MET” in red ink to identify courses/areas you need to complete.
3. If you have a “NO”/“NOT MET” that you don’t understand, make a note to ask your advisor.
4. A list of **courses** is available at My Washburn under the Student Tab.
5. Bring a proposed schedule of courses to appointment (or email it if doing phone/online advising).
6. If you have not prepared a list of courses, you may be asked to reschedule your appointment.

#### **Tips for selecting classes**

- Human Services Major Core Courses
  - Most even-numbered courses (like HS 300, Prevention) are offered online in fall and on-campus in spring. Most odd-numbered courses (like HS 325 Group Work) are offered online in spring and on-campus in fall. Plan ahead so you can take the format you prefer.
  - Take HS 100 and HS 131 early because they are pre-requisites for several other courses
  - You should not take HS 498 (Senior Capstone Seminar) until your final year
  - You must apply for internships in advance. October 1<sup>st</sup> is the deadline for Spring internships; March 1<sup>st</sup> is the deadline for Summer and Fall internships.
  - Summer internship slots are *very* limited and are reserved first for graduating seniors.
- Human Services Concentration Electives (Emphasis Area) Courses
  - These are courses taken to fulfill your concentration area (e.g., addictions).
  - These courses won’t show up under the *Electives* section of your degree audit until you’ve completed your concentration area and your advisor submits it for approval. Keep a list of the emphasis area courses you take to track your progress.
  - You need 5 emphasis area courses
    - At least two (6 hours) must be 300 or 400 level courses
    - These courses must be planned with your advisor before they are taken to ensure they will count as emphasis area courses
    - It may be possible to take an emphasis course from another department (talk to your advisor)
  - When you choose courses, look for emphasis courses that apply to your area of concentration. Many aren’t offered every semester, so take them when you can.

- Addictions students have additional requirements. Talk to your advisor.
- General Education Requirements
  - You can't have more than 6 hours in any one discipline. This means you can only take 6 hours of biology, or 6 hours of psychology. In some circumstances, you may be able to get credit for 8 hours of transfer natural science (e.g., biology or chemistry) IF a lecture course and lab course went together as an 8-hour package.
  - ONLY courses listed on the General Education Program Courses Guide (available at washburn.edu) will count for Gen Ed credit.
  - Must earn a D or higher
- University-wide Requirements (English, Math and PE)
  - If you have to take basic math courses (e.g., MA 103 and/or MA 104) before taking Math 110 or Math 116, be sure to plan ahead.
  - There are limited openings in online EN 300 and KN198. Most are saved for PLAN (2+2) students. If you must have these courses online, discuss this with your advisor. You may need Dean's approval to enroll in special online sections.
  - EN 101, EN 300, MA 110/116 require a C or better to pass; KN 198 requires a D.

### Transfer Students

- If you have taken a **Human Services** (or related field) course that you think should transfer, bring it to the attention of your advisor. If you are unsure, ask your advisor to review your classes with you. Otherwise, use the transfer guide which is available at washburn.edu.
- Note: just because a course transfers to WU doesn't mean it counts as Gen Ed. The transfer guide will specify which courses count for general education requirements.
- If you are taking courses at another university, make sure that at least 20 of the last 30 (or 40 of the last 60) hours are from Washburn
- PLAN students: At least 60 hours total must be from a 4-year institution
- If you have HS (or similar) courses from another school, talk to your advisor to see if any of these courses will substitute for our requirements.
- It is your responsibility to initiate the petition process for courses that did not transfer as Gen Ed credit but that you feel deserve such credit. The petition requires a course description and syllabus, along with your advisor's approval and signature.

### Satisfactory Academic Progress for Financial Aid

- Keep in mind that withdrawals after the second week of the term may count against you in terms of satisfactory academic progress for financial aid purposes (even if the course does not show up on your transcript as a W). For more info, check with the Business Office.
- If the Financial Aid office requires you to have a degree plan, you must sketch out the degree plan first before discussing it with your advisor. Your advisor can provide you with a sample.

**Additional information is available in the Student Handbook**