HUMAN SERVICES ADVISING TIP SHEET

1. Students must earn a minimum of 120 credit hours to earn their bachelor's degree. It is the student's responsibility to keep track of earned credit hours to ensure that the 120-credit hour minimum will be met upon graduation.

2. Students must check the Registrar's website to determine their registration "time ticket." Please note that time ticket registration dates/times coincide with "earned" credit hours (i.e., it does not take into account courses students are currently taking).

3. All prerequisites and co-requisites must be met for each and every course in the program. Prerequisites and co-requisites are never waived. It is the student's responsibility to ensure that his/her schedule of courses complies with these requirements.

4. A grade of "C" or better is required in SOC 201S, PSYC 201S, PSYC 203S, HMSV 339, HMSV 341, HMSV 343W, HMSV 368, 440W, and HMSV 468.

5. Upper division requirements can be met through one of the following options:
   1. Option D: Students must complete two 300 or 400-level courses in a college and program outside of the student's major and not required by the major. The two courses do not need to be from the same college or program but cannot be from the college which houses the student's major. For HMSV students, courses offered through the Darden College of Education do not qualify.
   2. Minor: Students must meet with an advisor in the minor department of choice to officially declare the minor and to obtain information regarding minor requirements. Students may not major and minor in the same program. HMSV advisors only advise HMSV majors and HMSV minors.
   3. Approved Focus Area Cluster: Your HMSV advisor can declare your cluster choice for you.
   4. 2nd Major or 2nd Degree: Students must meet with an advisor in the department which houses the 2nd major. The advisor in that department will officially declare the 2nd major and provide the student with a curriculum sheet.

6. All students, including transfer students, are required to take, and successfully pass, the Writing Sample Placement Test prior to registering for any class. Students who have not successfully passed the WSPT before their second semester at ODU, will have a registration block placed on their account. Registration blocks are not removed until student successfully passes the exam. Additional information on the WSPT is available on the Academic Enhancement website: http://uc.odu.edu/academicskills

7. All students enrolled in undergraduate degree programs must pass ENGL 110C (or its transfer equivalency) with a grade of C (2.0) or better in order to register for ENGL 211C or 221C or 231C. Students must also pass ENGL 211C or 221C or 231C (or its transfer equivalency) with a grade of C (2.0) or better in order to quality to register for a writing intensive (W) course. Finally all undergraduate students must complete their W course in the major at Old Dominion University and earn a grade of C (2.0) or better in order to earn a baccalaureate degree.

8. For future reference, the internship application deadlines are as follows: January 15 for fall internship in the same year, May 15 for spring internship for the following year, and September 15 for summer internship for the following year. Students with questions regarding internship should contact Ms. KC Joachim, the Internship Coordinator, at kjoachim@odu.edu Please note that missing the application deadline by even one day will delay a student's internship for an entire semester. In addition, all coursework must be completed prior to the start of the internship. In other words, students are not permitted to take any courses with their internship.

9. For future reference, information regarding graduation and applying for graduation can be found on the Commencement website at: http://www.odu.edu/ao/commencement/ You must register for Commencement by the deadlines posted on the Commencement website.

10. Requirements for graduation include a minimum cumulative GPA of 2.0 overall, and a minimum GPA of 2.0 in the major and minor. Please note: These minimum GPA requirements are also required in order for students to begin their HMSV internships.

11. Students must complete the Senior Assessment during their final semester. Information on the assessment is available at: http://www.odu.edu/academics/graduation-commencement/exit/assessment Students will receive an email invitation to complete the assessment, three weeks into the students' graduating semester. The Senior Assessment is a university requirement for graduation.
12. **Students are responsible for all information contained in the HMSV program handbook, HMSV internship handbook, curriculum sheets, and university catalog.** Students are responsible for documenting their progress and verifying that they are meeting the program and university requirements. Although advisors try their best to provide accurate information to students, **students are ultimately responsible for making sure their program requirements are met.** All program documents and handbooks are located on the HMSV website at: http://education.odu.edu/chs/academics/human_services/

13. Course requirements and degree progress can be tracked on DegreeWorks which is accessible on LEO.

14. HMSV students are required to attend either a group or individual advising session when they first declare HMSV as their major. Although students are not required to attend an advising session every semester, they are encouraged to do so in order to track their progress and learn of any updates in the HMSV program. Individual advising sessions are conducted at the Career & Academic Resource Center (CARC). CARC is located in the Darden College of Education in Room 126. Walk-ins are available during fall and spring semesters, Monday—Friday from 9am-4pm. Summer hours vary. Appointments can be scheduled by calling 757-683-3523 or via an e-mail to carc@odu.edu. In the e-mail, state your major, the purpose of the advising session, and three days and three times you are available to meet with an advisor. It is recommended that you schedule your appointment at least two to three weeks prior to pre-registration each semester to ensure you are able to meet with an advisor before you schedule your courses.

Suggested Course Sequencing for Human Services Majors:

Upon completion of all General Education courses...

**Semester 1:**
- HMSV 339
- HMSV 341
- HMSV 343W
- HMSV 346
- Course for minor or elective

**Semester 2:**
- HMSV 368
- HMSV 440W
- HMSV 444
- HMSV 344
- Course for minor or elective

**Semester 3:**
- HMSV 441
- HMSV 447 or 448 or 449
- HMSV 491
- Course for minor or elective
- Course for minor or elective

**Semester 4:**
- HMSV 468: Internship