HUMAN SERVICES QUESTIONS AND ANSWERS

Q: How do I schedule an appointment with a Human Services Academic Advisor?

A: You can access the Book Now link on the Human Services Homepage or you can click on this link below, which will take you to the Book Now appointment system page, where you can create an account and then access the available appointment times. You are also welcome to come in as a walk-in during advising office hours and will be seen between appointments when time permits.

Book Now link: [https://booknow.appointment-plus.com/6tl416lv/](https://booknow.appointment-plus.com/6tl416lv/)
The system books out 30 days, so each day a new day is added for you to schedule an appointment.

Q: Which classes should I take if it is my first semester as a transfer student?

A: You should only take Human Services (HUSR) classes your first semester and wait to take any of the GE classes until the second semester. This will ensure that you meet the pre-reqs for your first internship the following semester, if you plan on attending full-time. It also gives the university time to update your Titan Degree Audit, so you will know exactly which GE courses you will need to take.

If you will be attending full-time you should take HUSR 201, unless you are Transferring over the equivalent from a community college, HUSR 380, HUSR 310 and HUSR 411. If you transferred over the HUSR 201 equivalent You can take a class from the advisement track you plan on following, such as HUSR 415, which is on the Mental Health, Administration and Substance Abuse tracks. If attending part-time you can take 2 of the classes listed above.

The Advisement tracks can be seen on our Human Services Website by clicking on this link: [http://hhd.fullerton.edu/husr/major.htm](http://hhd.fullerton.edu/husr/major.htm)
Q. What are advisement tracks and how do I declare one?

A. Advisement tracks are the tracks chosen to equip you to work in the field you would like to pursue or to equip you for a graduate or credential program that you plan on pursuing, upon completion of your Bachelor degree. There are several tracks to choose from that can be found on the Human Services Website on the following link: http://hhd.fullerton.edu/husr/advisement.htm

Once a track is chosen you can email the advisor to have your track Declared and seen on your Titan Degree Audit (TDA).

Q. What are the pre-reqs to start the internship classes?

A: The pre-reqs are HUSR 201 and HUSR 380 or 310. If you are transferring over the equivalent to HUSR 201 and HUSR 380 from Coastline Community College you cannot take your first internship your first semester. Internships and the Research/Evaluation classes are taken your last 3 semesters. This ensures that all students can graduate on time by being able to access their required internships and evaluation classes as needed.

Registration Questions:

Q: What do I do if a class that I want to add is closed?

A: If the class is a GE class, you can pick a different class from the same section to meet the requirement for that area. Once the course is added confirm that it is showing up under the section that the GE is needed.

If the class is an advisement track class, choose another section of the class or another advisement track class from your chosen track. You can be added to a waitlist, but I highly recommend adding a different class in case you are not added to the class. If you are added from the waitlist, you can always drop the back-up class.

If the class is in the Research/Evaluation or the Skills Development/Fieldwork Experience areas, and you have to take that class in order to
graduate on time, you will need to add another section and work your schedule around that/those class(es). You can be on the waitlist, but cannot add a class if you are waiting for one in that same area on the waitlist (for example are on the waitlist and registered for a HUSR 396 class), so will have to decide if you want to take the risk of being on the waitlist and potentially not be added, or add another section and have a secure seat that won’t risk delaying your graduation date. If all of the class sections are full, you can contact Lorraine and request a permit, which will only be given if your TDA has your Anticipated Grad Date to confirm that you have to take the class that semester. If you are petitioning to add a research or fieldwork class once school starts, the administration office, in EC 405, will confirm that it is needed that semester to graduate on time, before putting the permit in place, if the instructor gives you permission to add it. The Professor/Instructor will not be able to issue a permit for you, because they don’t have the ability to confirm your *graduation date.

IMPORTANT! Please see the “How Waitlists Work” section at the end of the Q & A.

Special Note: If you have met the pre-reqs for the Research and/or Fieldwork classes, but can wait a semester to take them, because you do not have to take it that particular semester, please add a class from another area that you need. This enables the students who do need them to graduate on time by having seats available for them.

For example, if you are completing your degree in May 2021, you will need to take HUSR 385 & HUSR 495 in fall 2020, so that you can take HUSR 470 & HUSR 496 in May 21 to complete your degree. If you aren’t completing your degree until Fall 2021, you can wait to take the HUSR 385 & HUSR 495 class(es) in spring of 2021. That ensures that students needing them to graduate will have seats available. Our goal is that no one will be prevented from graduating on time, due to the inability to access a Human Services class they need to graduate according to their anticipated grad date.

*Graduation Date is the date that you complete all of your classes so that your degree will post. It is NOT the day of the graduation ceremony in May. It is only May, if you are completing your classes in May. If you put May as your grad date and need to return in the summer to complete a couple of
classes, to complete your degree, you will not be given a registration window to add summer classes, because the system will think you have completed your degree. You will need to choose August as your grad date, but will still walk in the May Graduation Ceremony.

**Q: Can I go to class the first day to petition to add it?**

**A:** You can go to class the first day, but there is no guarantee that you will be added, because most sections are completely full. It is highly recommended that you do not wait until the first week of school to try to petition to get into classes.

**Q: Do I have to have my internship site before I register for the Fieldwork Class?**

**A:** You do not have to have your internship site set up when you register, but you do need to have your site secured by the time classes begin. It is recommended that you secure a site, from the Approved Agency Directory, at least a 4-8 weeks before classes begin. This will give agencies time to complete a background check, if needed. If a background check is required, it can take up to 4 weeks or longer to clear, depending on the internship site.

Not all sites require a background check. There is a list of sites that do not require a background check for anyone who is concerned about going through that process.

All students need to have your site secured, by the time classes begin to ensure you don’t get dropped from your class for not having a site. Students can complete up to 20 hours before classes begin.

All sites have to be chosen from the Approved Agency Directory, which can be found under the Fieldwork tab on the Human Services Webpage. You will also find Tips on finding fieldwork and all of the forms you will need to access on this webpage. Any exceptions to using a site in the Approved Agency Directory have to be approved by the Department Chair. Here is the link to the Fieldwork webpage for more information: [http://hhd.fullerton.edu/husr/Fieldwork/index.htm](http://hhd.fullerton.edu/husr/Fieldwork/index.htm)

For more assistance, you can contact the Fieldwork Office In EC 479.
Q: What do I do if I have a hold on my student portal that is preventing me from registering for my classes?

A: You will need to look at the hold on your student portal to see where the hold is coming from, such as the Student Health Center, or EOP, etc., which can only be lifted by those departments, so you will need to contact them asap. If it is a Department hold, it would be due to academic probation, which requires you to contact the Retention Specialist, Henry Flores, who can be reached at heflores@fullerton.edu and will then come in for academic advising in the HUSR Department before the hold can be lifted.

*Special Note:* It is HIGHLY recommended that you check your student portal 2-3 weeks before your registration window opens to be sure there are “no holds” listed above your registration window. This will ensure that you have time to have any potential holds lifted.

Q: Do I have to initiate my grad check if I receive a letter saying that I can now initiate my Grad Check, but I don’t know what my grad date is?

A: No, they send an email to everyone who earns 85 units, just to remind Students that they can apply, but it is not required. You don’t want to Initiate your grad check until you know exactly when you will be completing your final classes, which will be your grad date. That typically takes place 1-2 semesters before you will complete your degree. You do not have to pay the graduation fee when you initiate your grad check. They will send you an email a few months before you graduate to let you know when the fee is due, so please initiate it when you know the date.

Q: What classes do I need to take if I want to minor in Human Services?

A: The required classes for the Human Services minor are: HUSR 201, 380 411, and 1 internship which will by typically be HUSR 396, but may be HUSR 490 if group leading for the Character & Conflict Class. If you are a CHAD or PSYC major your major required fieldwork will double count for the minor. The units will not double count, but the class will fulfill the HUSR internship requirement.
You have the option of taking any 4 classes in the elective, Category B, and fieldwork, Category C, areas so could opt to take 2 internships and 2 classes etc. You do have to complete a minimum of 1 internship. According to the university policy, “In completing the requirements for a minor, a minimum of twelve (12) units, of which at least six (6) must be upper-division, must be distinct and different from the units used to You complete the requirements of the major. Any units above this minimum requirement that can be used to satisfy both the requirements for the minor and for the major may be double counted. General education courses may be used to meet minor requirements.” You can access a minor plan on the Human Services website at:  
http://hhd.fullerton.edu/husr/minor.htm

**How Waitlisting Works**  
(per the University Registration Guide)

- The standard waitlist limit for each class is 15 students; this is regardless of the class limit. Some classes may have different waitlist limits based on department discretion.
- You can waitlist for a maximum of 8 units, provided that each course’s waitlist is not already full. (Note: Waitlisted units are not included toward your enrollment unit limit. Once you successfully get into the class, then the units will count towards your enrollment unit limit.)
- You must meet any requisites for the class before you can be placed on the waitlist, e.g., course pre-requisites, section corequisites, major and class level restrictions.
- Students cannot waitlist the same lecture section or the same lab section more than once.
- If a seat becomes available, the student first on the waitlist will
get the seat (subject to the restrictions below).

• Students will be moved from the waitlist into the class if other students drop or are dropped due to non-payment of fees.
• If students drop, seats will not be available to students who happen to log in if there is someone on the waitlist.
• If you are moved from the waitlist into the class, you will receive an email notification.
• If you are waitlisted for multiple sections of the same course, and you successfully get into one of the sections, you will be automatically removed from the waitlists for the other sections.
• You will not be billed for waitlisted classes, but will be billed if moved from a waitlist into a class and the additional units result in higher registration fees. It is important to check your class schedule and account summary regularly to avoid possible cancellation due to a newly added class(es).
• If you are moved from the waitlist into a class, it is your responsibility to drop the class (as with any other class) if you decide not to attend. Failure to do so will result in a ‘WU’ grade on your record, which will lower your grade point average.
• There is no guarantee you will be moved off the waitlist and enrolled into the class. Once the process to move students from the waitlist has run for the final time and classes have begun, instructors are not required to add students who were waitlisted for the class.
• The online waitlisting feature will cease to function with the end of the first week of class, but the waitlist will be retained for informational purposes for the instructor.
• Faculty may control access to “closed” classes starting with the first day of class according to academic department procedures.
• Enrollment from waitlist will exceed student’s maximum unit limit for the term. Unit limits are viewable in the Student Center under enrollment details.

Waitlist Restrictions
Students will be moved from the waitlist into the class if space becomes available and in the order placed, unless any of the following restrictions apply:

1. There is a time conflict with another registered class. Since potential time conflicts are not checked when you place yourself on a waitlist, you should ensure that waitlisted classes do not conflict with your enrolled schedule.
2. You are already enrolled in another section of the same course. Do not use waitlisting to try to get into another section of a course in which you are already enrolled, as you will not be moved from the waitlist if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available or remain enrolled in the section you have already scheduled.
If you cannot be moved from the waitlist, for any of the reasons given above, you will be skipped and the next student considered. You will not be reconsidered until the next time space becomes available in the class. Check your schedule regularly in your Student Center to monitor your position on a waitlist. If you decide you no longer wish to wait for space to become available, you should drop yourself from a waitlist.