

**Springfield College**  
**School of Human Services**  
**Undergraduate Program Advising Checksheet**  
Catalog Year 08-09

<b>Name:</b> _____	<b>ID#:</b> _____
<b>Address:</b> _____ _____	<b>email:</b> _____
	<b>Concentration: Criminal Justice</b> _____
<b>Phone (w):</b> _____	<b>Advisor Name:</b> _____
<b>Phone (h):</b> _____	<b>Advisor email:</b> _____
<b>Cell:</b> _____	<b>Advisor Phone:</b> _____

**Part I of this checksheet lists specific General Education course requirements for graduation.**  
**Part II lists specific course requirements for your major in Human Services and provides courses you will choose for elective credits for meeting total credit requirements for graduation.**  
**Part III Program Term Summary.**

**GUIDELINES FOR USING THIS CHECKSHEET**

1. Keep this checksheet as a record of your progress toward graduation; update it at the conclusion of each term. After completing a course, mark the grade you received, the term (for example, 06 or 07), and the credits earned.
2. Bring the updated checksheet with you to each advising session. It is your responsibility to be familiar with the requirements of your program and to keep track of your progress.
3. Your advisor may wish to keep a second copy of your updated checksheet for his or her records.
4. You can also use this checksheet to record approved transfer, or CLEP exam credit. Note that the residency policy requires you to complete a minimum of 48 credits of coursework (including 15 of your last 30 credits) at Springfield College.
5. If you have questions about your requirements or your progress toward graduation, contact your advisor or Campus Director.

*Information in this document is subject to change.*

**ADVISING NOTES AND CONSIDERATIONS**

TYPE OF HUMAN SERVICES EXPERIENCE:

RELEVANT LICENSES, CERTIFICATIONS, TRAININGS:





Advising Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROGRAM STUDY SUMMARY**

RECOMMENDED FIRST TERM PROGRAM	CREDITS	TERM 2	CREDITS	TERM 3	CREDITS
Total Credit/term		Total Credit/term		Total Credit/term	
TERM 4	CREDITS	TERM 5	CREDITS	TERM 6	CREDITS
Total Credit/term		Total Credit/term		Total Credit/term	
TERM 7	CREDITS	TERM 8	CREDITS	<b>Credit Summary: Grad Requirement 120 cr.*</b> Transfer Credits _____ Standardized testing _____ Human Service Training _____ Written Claims _____ Residential Credits _____ <div style="text-align: right;"><b>Total</b> _____</div>	
Total Credit/term		Total Credit/term			

\*A minimum of 48 Credits must be taken at S.H.S