

Springfield College
School of Human Services
Undergraduate Program Advising Checksheet
Catalog Year 09-10

Name: _____	ID#: _____
Address: _____ _____	email: _____
	Concentration: _____
Phone (w): _____	Advisor Name: _____
Phone (h): _____	Advisor email: _____
Cell: _____	Advisor Phone: _____

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	Credit Summary: Grad Requirement 120 cr.* Tranfer Credits _____ Stan dardized testing _____ Human Service Training _____ Written Claims _____ Residential Credits _____ <div style="text-align: right;">Total _____</div>	
Total Credit/term		Total Credit/term			

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