



SUBSTANCE ABUSE ASSISTANT

Career Studies Certificate (CSC)

Advising Sheet – Suggested Course Sequence

Student Name _____

Faculty Advisor _____

REQUIRED COURSES	CR.	APPROVED COURSE SUBSTITUTIONS	TERM THAT I PLAN TO TAKE OR √ TAKEN
HMS 100 Introduction to Human Services	3	See Note 1	
HMS 251 Substance Abuse I	3		
HMS 252 Substance Abuse II <i>Offered Spring Only</i>	3	ADJ 228	
HMS 258 Case Management and Substance Abuse	3		
MEN 101 Mental Health Skill Training I	3	HMS 121. See Note 1	
MEN 102 Mental Health Skill Training II	3	HMS 227, MEN 198. See Notes 1 and 2	
MEN 190 Coordinated Practice	3	MEN 290. See Notes 3, 4 and 7	
MEN 196 On-Site Training	3	MEN 296. See Notes 3, 4 and 7	
Total Credits for Completion	24		

NOTES:

- Students must obtain a grade of "C" or better in all Human Services sequence courses (HMS 100, MEN 101, and MEN 102) in order to remain in the program.
- Students must complete HMS 100 and MEN 101 prior to enrolling in MEN 102.
- MEN 101 and HMS 251 must be completed prior to enrolling in MEN 190 and MEN 196 or MEN 290 and MEN 296. Students must meet with their advisor prior to enrolling in MEN 190 and MEN 196 or MEN 290 and MEN 296.
- MEN 190 and MEN 196 are corequisites and must be taken in the same semester. (MEN 290 and MEN 296 are corequisites and must be taken the same semester.) All students who plan to pursue a degree or certificate in Human Services are required to complete a 100 hour internship. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes or their MEN 290 and MEN 296 classes. All internships must be approved by the Human Services and Mental Health Program Chair.
- This program is in compliance with State of Virginia requirements for certification as a Substance Abuse Assistant.
- Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. This may also be required as a condition of employment.
- Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore unable to graduate.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.

For more information on this major, contact the Division of Engineering, Business and Public Services. 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).