



Health & Human Services Division
Lansing Community College
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Human Services (HUSE) Advising Guide

Admission for Fall-Summer Semesters

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GENERAL PROGRAM INFO

The Human Services (HUSE) program is an open enrollment program designed to provide students with skills needed to enter the human services field as well as to further their education and professional development. For persons already employed in the field, it provides an opportunity to strengthen knowledge and skills to work more effectively with others and opens new job opportunities. The program assists students planning to transfer to four-year colleges and universities in many human services areas. All students receive an education in addiction, aging, family, and human services. Students demonstrate their learned professional skills in supervised field experience in a human services agency when working on the Certificate of Achievement and the Associate in Applied Science Degree.

For more information on this program and careers visit the [program website \(www.lcc.edu/academics/health-and-human-service-careers/human-services/\)](http://www.lcc.edu/academics/health-and-human-service-careers/human-services/).



GETTING STARTED

You must be an LCC student to be eligible for this program. With limited seats available in each course, enrollment is on a first-come-first-serve basis. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, [apply to the college \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Testing site \(www.lcc.edu/services/testing/placement/\)](http://www.lcc.edu/services/testing/placement/) for more information.
 - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account \(https://my.lcc.edu/\)](https://my.lcc.edu/) and looking in the "Profile" tab.
 - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).
*First-time college students will need to attend a College orientation before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/admissions/first-time.html).
 - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrar's Office for transfer credit to be awarded.
3. **REGISTER FOR CLASSES:** LCC has 3 semesters – Fall, Spring, and Summer. Students can view class offerings and enroll in courses using the Banner system. Go to [LCC's Registration site \(www.lcc.edu/admissions-financial-aid/registrar/registration/index.html\)](http://www.lcc.edu/admissions-financial-aid/registrar/registration/index.html) to view Academic Calendars and for instructions on how to sign-up for classes.
***When searching for a course in Banner, HUSE classes are in the "Human Services" subject area, SOWK are in the "Social Work subject area, and GERO classes are in the "Gerontology" subject area.**

ACADEMIC ADVISORS are available in the Gannon building StarZone.

To schedule an appointment, visit the [academic advising website \(www.lcc.edu/services/advising/\)](http://www.lcc.edu/services/advising/).

**Check out LCC's Academic Calendars for important dates (www.lcc.edu/academics/calendars/)*

PROGRAM LAYOUT

Associate in Applied Science Degree (#0915)

The trained Human Services employee assists professional staff in social service and human services agencies. The associate degree is generalist in nature, with all students acquiring an education in addictions, aging, and family. This degree is part of an enhanced career pathway into the profession. The education provides the opportunity to learn the history of human services, the necessity for a Code of Ethics, structure of community agencies, the programs and services provided, and the populations served. This curriculum is aligned with the Council for Standards in Human Service Education.

Certificate of Achievement (#1201)

This Certificate of Achievement provides the essential values, knowledge, and skills to promote client and community well-being. It is designed as the second certificate in an enhanced career pathway into human services. This curriculum is aligned with the Council for Standards in Human Service Education.

Certificate of Completion (#1199)

This Certificate of Completion provides the essential values, knowledge, and skills to promote client and community well-being. It is designed as the first certificate in an enhanced career pathway into human services. This curriculum is aligned with the Council for Standards in Human Service Education.

All HUSE courses must be completed with a 2.5 grade or better to be used as a Prerequisite.

PROGRAM COST

The cost for the HUSE, SOWK & GERO courses vary; students can use the [Tuition Cost Estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html) for an estimate of the tuition and fee charges. There may be additional costs for textbooks, supplies and exam fees.



FIELD EXPERIENCE

HUSE 282 Human Services Practicum combines classroom training with field experience in a community agency, with exposure to community structure and the internal working of human services organizations. Emphasis is on the development of professional skills while adhering to professional ethics and standards.

Students spend eight (8) hours per week during the semester in a human services organization. Students must meet the course prerequisites (HUSE 100, HUSE 105, HUSE 110, and GERO 100) before taking HUSE 282 Human Services Practicum. Field experience placements are coordinated and assigned by the Human Services program.

CRIMINAL BACKGROUND CHECK

Students who enroll in HUSE 282 Human Services Practicum are required to complete an [I-Chat State of Michigan Background Check \(https://apps.michigan.gov/\)](https://apps.michigan.gov/) and a [Central Registry Clearance \(www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests\)](http://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests).

Lansing Community College (LCC) does not currently require a Criminal Background Check. However, it is important for students to be aware that if they apply for licensure in any other state, there may be criminal background limitations which would preclude certification/licensure.

Field experience placement sites may require additional checks such as fingerprinting, drug/alcohol screening, and/or other checks/testing before placement and/or during field experience. All costs related to checks/testing are paid by the student.

Students are required to adhere to the policies and procedures set forth by the agency, and may be dismissed from practicum and/or the program at any time for noncompliance.

TRANSFER INFORMATION

The curriculum is designed to satisfy the Michigan Transfer Agreement (MTA) between two-year and four-year institutions in Michigan. Not all courses in this program transfer to all colleges. This degree is designed for students to enter the workforce as pre-professionals and for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree.



CHOSEN/PREFERRED NAME

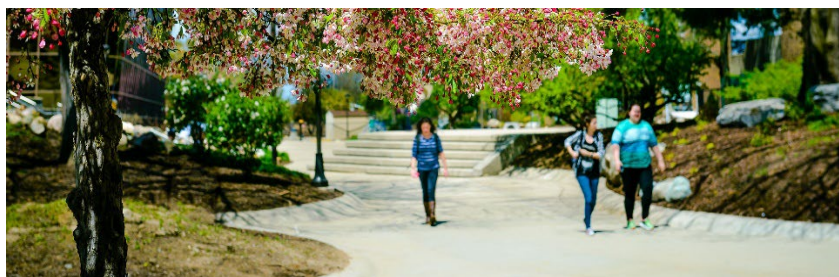
LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.**

NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies \(www.lcc.edu/about/board-of-trustees/policies.html\)](http://www.lcc.edu/about/board-of-trustees/policies.html) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources \(www.lcc.edu/consumer-information/sexual-misconduct.html\)](http://www.lcc.edu/consumer-information/sexual-misconduct.html) website.



CONTACT INFORMATION

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*Check out all of the Health Career [Advising Guides](http://www.lcc.edu/hhs/advising-guides.html)
(www.lcc.edu/hhs/advising-guides.html)*