



Human Services—Associate of Applied Sciences Getting Started Checklist

We are committed to helping you achieve your goals! Follow the steps on this guide to apply for the Human Services Program. A review of your academic performance and the following requirements are utilized to score your admission placement in the program.

This program accepts students in both the **Fall and Spring semesters**. This program offers courses in the face-to-face format, as well as some courses in an online format. The program cannot be completed completely online. See program website for additional information and option details.

- Students may enroll in **one** Human Services Certificate at a time.
 - Alcohol and Drug Counseling Certificate
 - Peer Support Certificate

Program Acceptance into Human Services:

Applications will be reviewed when ALL Program requirements are submitted. The program utilizes a selection process of all complete applications to determine acceptance into the program. Applications with incomplete or missing requirements at the time of selection will not be reviewed. The application for the program will remain open until the end of the application period and/or until the program spots are filled. Please note the following:

- Applicants **MUST** resubmit all documentation during each application period.
- Applicants with Program Requirements unmet, will not have their application reviewed for accepted, until the end of the term AND after the submission of all requirements.

Getting Started:

Are you currently an SCC student enrolled in classes at SCC?

For students currently enrolled in a program at SCC and/or working on other courses please meet with your assigned College Advisor. If this is your first term at SCC you will be connected with your advisor after completing *New Student Enrollment*. If you are a returning student and are unsure who your advisor is contact mhawco@southeast.edu.

Are you new to SCC or unsure where to start?

If you are new to SCC, please submit an Application for Admission to the Human Services program at www.southeast.edu/applynow. If you need help determining your next step, please contact admissions@southeast.edu for assistance.

Demonstrate Appropriate Level of Proficiency in Reading and/or Math:

- Must have completed ENGL0985 or higher or place into ENGL1010 or higher
- Must have completed MATH0900 or higher or place into MATH0950 or higher

Proficiency can be demonstrated with placement test scores OR course completion. For details related to placement testing or to schedule a placement test go to <https://www.southeast.edu/nextgenerationaccuplacer/>.

Students complete college General Education courses along with program coursework. Students must receive a final grade of C or above for both general education and Human Services courses to count the credits toward any Human Services degree or certificate. Submit official transcripts showing college coursework completed at a college/university other than SCC, to SCC Admissions Office 8800 O Street Lincoln, NE 68520.



- Complete Digital Resume:** Using the following link provide your experiences requested. Paper resumes are not accepted. Complete digital resume during application period: [Human Services Digital Resume](#)

- Complete Program Application:** Apply at <https://www.southeast.edu/applynow/> during the stated application periods. For students interesting in starting:
Spring Semester (January): Please apply September 1st – October 15th.
 - First review of completed applications will begin on October 15; the application will remain open until all program seats are full.
 - Notification of acceptance will occur **after** November 15th.Fall Semester (August): Please apply February 1st – March 15th.
 - First review of completed applications will begin on March 15th; the application will remain open until all program seats are full.
 - Notification of acceptance will occur **after** April 15th.Incomplete applications will not be reviewed if missing program requirements.

- Complete Practicum Requirements:** Human Services practicum requirements must be completed at the time of the application to the program. Submit documentation to the Health Sciences Building (HSB 230) or email: healthsciences@southeast.edu.
 - Proof of current Heartsaver CPR AED, American Heart Association **only**
 - Complete Student Health Statement (see documentation form on program website)**Note:** Students are required to complete a Criminal Background Check and drug testing during the first term in the program. The results of the background check and drug testing could result in student not being able to take certain classes or complete the program.

Program Website: [Human Services at Southeast Community College](#)