



ADVISING WORKSHEET
BACHELOR OF SCIENCE IN HUMAN SERVICES
GENERAL BULLETIN 2025-2026

TRANSFER INSTITUTION(S):

Montana State University Billings
Advising Center
Phone: 406-657-2240
Fax: 406-657-2302
advising@msubillings.edu
www.msubillings.edu/advise/

Name _____

Student ID # _____

GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES

General Education Category	Course #	Credits	Grade	Semester	Equivalent
Category I: Global Academic Skills (10 credits)					
A. Mathematics (3 credits)					
B. English (3 credits)					
C. Communication & Information Literacy (3 credits)					
D. Skills for College Success ¹ (1 credit)	COLS 108				
Category II: Natural Sciences ² (6 credits)					
A. Life Sciences (3 credits)					
B. Physical Sciences (3 credits)					
Category III: Social Sciences and History (6 credits)					
A. Social Science (3 credits)					
B. History (3 credits)					
Category IV: Cultural Diversity (3 credits)					
Category V: Arts & Humanities (6 credits)					
A. Fine Arts (3 credits)					
B. Humanities (3 credits)					

¹ In addition to the MUS Transfer Policies (see MUS Core Curriculum (<https://catalog.msubillings.edu/undergraduate/admissions-registration/registrars-office/>), transfer and re-admit students who transfer in 30 or more credits are not required to meet this category.

² Some majors are required to take specific science labs as part of their requirements. Please speak with an advisor for more information.

A minimum grade of “C-” required in all General Education courses.

Note: Certain degrees may require a minimum grade of “C” in General Education courses.

Reviewed:

GENERAL EDUCATION REQUIREMENTS

Category I: Global Academic Skills 10 credits

Students are required to take one course from each subcategory

Subcategory A - Mathematics 3 credits

M	105	Contemporary Mathematics	3
M	114	Extended Technical Mathematics	3
M	121	College Algebra	3
M	122	College Trigonometry	3
M	130	Mathematics for Elementary Teachers I	3
M	140	College Math for Healthcare	3
M	143	Finite Mathematics	4
M	161	Survey of Calculus	3
M	171	Calculus I	4
STAT	141	Introduction to Statistical Concepts	3
STAT	216	Introduction to Statistics	4

Subcategory B - English 3 credits

WRIT	101	College Writing I	3
WRIT	121	Introduction to Technical Writing	3
WRIT	122	Introduction to Business Writing	3

Subcategory C - Communication & Information Literacy 3 credits

BMIS	150	Cyber Security and Electronic Communication	3
COMX	111	Introduction to Public Speaking	3
COMX	115	Introduction to Interpersonal Communication	3
COMX	210	Communication in Small Groups	3
HONR	205	Honors Inquiry and Research	3
LSCI	125	Research in the Information Age	3

Subcategory D - Skills for College Success ¹ 1 credit

COLS	108	The College Experience	
------	-----	------------------------	--

Category II: Natural Sciences 6 credits

Students are required to take one course from Life Sciences and one course from Physical Sciences, which include lab exercises. ²

Subcategory A - Life Sciences 3 credits

BIOB	101	Discover Biology ³	3
BIOB	102	Discover Biology Lab ³	1
BIOB	120	Fundamentals of Biology Plants and People ³	3
BIOB	121	Fundamentals of Biology for Allied Health	3
BIOB	123	Fund of Biology: The Nature of Nutrition	3
BIOB	160	Principles of Living Systems	3
BIOB	161	Principles of Living Systems Lab ³	1
SCIN	101	Integrated Sciences I ^{3^}	4

Subcategory B - Physical Sciences 3 credits

ASTR	110	Introduction to Astronomy	3
ASTR	111	Introduction to Astronomy Lab ³	1
CHMY	121	Introduction to General Chemistry	3
CHMY	122	Introduction to General Chemistry Lab ³	1
CHMY	141	College Chemistry I	3
CHMY	142	College Chemistry Laboratory I ³	1
GEO	101	Introduction to Physical Geology	3
GEO	102	Introduction to Physical Geology Laboratory ³	1
GEO	112	Montana Geology	3
GPYH	262	Spatial Sciences Technology & Applications	3
GPYH	263	Spatial Sciences & Technology Lab ³	1
PHSX	103	Our Physical World ³	3
PHSX	104	Our Physical World Lab ³	1
PHSX	205	College Physics I	3
PHSX	206	College Physics I Lab ³	1
SCIN	103	Integrated Sciences II ^{3^}	4

Category III: Social Sciences and History 6 credits

Students are required to take one course from each subcategory

Subcategory A - Social Sciences 3 credits

BGEN	105	Introduction to Business	3
COMX	106	Communicating in a Dynamic Workplace	3
ECNS	201	Principles of Microeconomics	3
ECNS	202	Principles of Macroeconomics	3
EDU	105	Education and Democracy	3
HTH	110	Personal Health and Wellness	3
PSCI	210	Introduction to American Government	3
PSCI	220	Introduction to Comparative Government	3
PSYX	100	Introduction to Psychology	3
SOCI	101	Introduction to Sociology	3
SOCI	201	Social Problems	3

Subcategory B - History 3 credits

HSTA	101	American History I	3
HSTA	102	American History II	3
HSTR	159	World History to 1500 CE	3
HSTR	160	Modern World History	3
PSCI	230	Introduction to International Relations	3

Category IV: Cultural Diversity 3 credits

ANTY	220	Culture and Society	3
ARTH	160	Global Visual Culture	3
COMX	212	Intro to Intercultural Communication	3
GPYH	121	Human Geography	3
HTH	270	Global Health Issues	3
LIT	230	World Literature Survey	3
MUSI	207	World Music	3
NASX	105	Introduction to Native American Studies	3
NASX	205	Native Americans in Contemporary Society	3
REHA	201	Introduction to Diversity in Counseling	3
RLST	170	The Religious Quest	3
SPNS	150	The Hispanic Tradition	3
WGSS	274	Women, Culture, and Society	3

Category V: Arts & Humanities 6 credits

Students are required to take one course from each subcategory

Subcategory A - Fine Arts 3 credits

ARTZ	105	Visual Language-Drawing	3
ARTZ	106	Visual Language-2-D Foundations	3
ARTZ	108	Visual Language-3-D Foundations	3
ARTZ	131	Ceramics for Non-majors	3
CRWR	240	Intro Creative Writing Workshop	3
FILM	160	Introduction to World Cinema	3
LIT	270	Film & Literature	3
MUSI	101	Enjoyment of Music	3
MUSI	114	Band: MSUB Symphonic	1
MUSI	131	Jazz Ensemble I: MSUB	1
MUSI	147	Choral Ensemble: University Chorus	1
PHOT	154	Exploring Digital Photography	3
THTR	101	Introduction to Theatre	3

Subcategory B - Humanities 3 credits

ARTH	150	Introduction to Art History	3
HONR	111	Perspectives and Understanding	3
LIT	110	Introduction to Literature	3
LIT	213	Montana Literature	3
PHL	110	Introduction to Ethics	3
PHL	111	Philosophies of Life	3
PHL	254	People and Politics	3

¹ In addition to the MUS Transfer Policies (see MUS Core Curriculum (<https://catalog.msubillings.edu/undergraduate/admissions-registration/registrar-office/>), transfer and re-admit students who transfer in 30 or more credits are not required to meet this category.

² Some majors are required to take specific science labs as part of their requirements. Please speak with an advisor for more information.

³ Course includes lab exercises.

[^] Elementary Education majors can satisfy Natural Sciences by taking SCIN 101 and SCIN 103.

Course			Credits	Grade	Semester	Equivalent
<i>A minimum grade of C- or better is required in all major coursework</i>						
Core Requirements						
HS	201	Survey of Human Services	3			
HS	335	Introduction to Counseling ¹	3			
HS	345	Legal, Ethical and Professional Issues in Human Services ¹	3			
HS	394	Professional Seminar I in the Human Services	1			
HS	395	Supervised Field Experience I in Human Services	3			
HS	481	Abuse, Neglect in the Family ¹	3			
HS	494A	Professional Seminar II in Human Services	1			
HS	495A	Supervised Field Experience II in Human Services	3			
HTH	411	Alcohol, Tobacco, Drug Prevention ¹	3			
PSYX	230	Developmental Psychology	3			
*REHA	201	Introduction to Diversity in Counseling ¹	3			
REHA	216	Psycho-Soc Asp of Rehab/Addiction ¹	3			
REHA	301	Principles of Counseling and Group Therapy ¹	3			
REHA	406	Assessment in Human Services and Addctn Prog ¹	3			
REHA	425	Psych Rehab and Co-Occur Disorders ¹	3			
REHA	453	Case Management and Community Resources	3			
Restricted Electives – 3 credits selected with advisor approval						
			3			

*May satisfy General Education requirements.

Human Services Concentration Areas – *All students in the Human Services major will take the above Core Required classes. Students then choose one of the two concentration areas: Case Management or Addiction Studies.*

Case Management Concentration

Social Issues Across the Lifespan – Select six (6) courses from the following for a total of 18 credits						
EDEC	310	Child in the Family	3			
EDEC	430	Social/Emotional Development in Young Child	3			
NASX	205	Native Americans in Contemporary Society	3			
SOCI	201	Social Problems	3			
WGSS	274	Women, Culture and Society	3			
Any upper division (300-400 level) SOCI or NASX class						

Mental Health Systems and Applied Psychology – 12 credits

Select any four (4) upper division (300 or 400 level) PSYX courses						

Restricted Electives – 12 credits

Select electives in consultation with advisor from the following Rubrics: NASX, PSYX, SOCI, EDEC, HTH, REHA, HS				

Addiction Studies Concentration

Students must take all classes with the 1 footnote below and in the Core requirements above to be eligible for state licensure.				
HS	385	Behavioral Pharmacology and Human Services ¹	3	
HS	483	Introduction to Addiction Counseling ¹	3	
PSYX	340	Psychological Disorders (or upper division PSYX courses) ¹	3	
REHA	480	Seminar: Gambling Assessment and Treatment ¹	2	
REHA	499	Capstone: Addiction Treatment Planning and Documentation ¹	2	
SOCI	201	Social Problems (or upper division SOCI courses) ¹	3	

Restricted Electives²

Select twenty-six (26) elective credits in consultation with advisor from the following rubrics: NASX, PSYX, SOCI, EDEC, HTH, REHA, HS				

¹Required course for Licensed Addiction Counselor (LAC) eligibility in the State of Montana

²The purpose of these electives is to allow the student to tailor their counseling skills to their future work. This may mean taking courses relevant to the given population or a counseling specialty. Students are encouraged to speak with an advisor to determine which courses would best prepare them for their future work.

BACHELOR OF SCIENCE DEGREE IN HUMAN SERVICES

Categories	Credits	Earned	Remaining
General Education Requirements	31	_____	_____
Core Requirements	47	_____	_____
Concentration (Case Mgmt or Addctn Stud)	42	_____	_____
Total	120	_____	_____

**It is the student's responsibility to know and meet the requirements for graduation.
A minimum of 36 credits must be upper division classes (300 and above).**

NOTES

All students desiring admission to the Human Services Program are required to file an application for admission. The application must be completed during the semester following the completion of 40 semester hours of credit, or in the case of a transfer student, during the first semester of residence after the student has attained sophomore level.

1. A minimum of 40 semester credits are to be completed prior to admission to the Human Services Program.
2. A minimum cumulative grade point average of 2.00 is required in all courses completed.
3. All applicants must complete the General Education Category Requirements at Montana State University-Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.00. Courses taken on a pass/no pass or credit/noncredit basis will not be accepted to fulfill the requirements. Students should consult with their academic advisor.
4. A minimum grade of B in HS 345.
5. The application should be accompanied by a background check and a working copy of the student's transcript. The application should be submitted to the faculty advisor for review and approval and signed by the advisor.
6. No internship can be completed without prior acceptance to the HS or REHA programs.

Students not accepted are encouraged to apply for admission during the next application period. It is the responsibility of each student to ensure that a completed application is submitted by the deadline. It is suggested that applications be submitted at least three (3) weeks prior to the end of the semester during which application is made. If admission to the Human Services or Rehabilitation Programs is denied, the applicant may appeal the decision to the Rehabilitation & Human Services Committee of the Department. The Department Chair serves as chair of the appeals committee.