

Human Services Program

Application Packet for Addiction Studies & Social Services

Winter 2019

Packet Includes:

- Application Information, Process and Deadlines*
- Coursework for Admission Consideration*
- Immunizations*
- Program Application Form*

The Chemeketa Human Services Program is recognized by the National Association of Alcohol and Drug Abuse Counselors.

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities, or employment. Person having questions about opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.

Human Services Program Information

The Human Services Program is a limited enrollment AAS degree. Applicants admitted in a cohort are required to follow the courses outlined for each term as it is written in the catalog or as approved with your program advisor. Students who successfully meet program requirements each term continue in the Human Services courses of the subsequent term.

A) Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Human Services students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites require that the following information be made available about students placed at these sites: immunization status. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) as requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact the Enrollment Services at 503-399-5001.

B) Criminal Background Check and Drug Screening

This program does not require background checks or drug screening before entering into the program. Job applicants, existing employees, and volunteers may be required to submit to background checks and/or drug screens by federal or state law. For more information, visit privacyrights.org. **NOTE: students recovering from chemical dependency who elect the Addiction Studies degree must have a minimum of two years of continuous sobriety in an unrestricted environment before being commencing practicum.**

Students with criminal histories may be prevented from obtaining certain field work experiences.

If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Human Services Program of the arrest. The student's status in the Program will be reviewed by the Human Services Program Chair and the Health Sciences Dean's office, and a possible outcome of the review may be the student's inability to continue in the Program.

C) Technology Requirements

It is highly recommended that students have access to a computer with high speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Human Services Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.

Student Accessibility Services

Students should seek accommodation advising as soon as possible after admission to the Human Services program so that a plan for accommodation can be in place at the beginning of the program. Contact the Office of Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email disability@chemeketa.edu). Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of Human Services practice for all students.

If a student is dissatisfied with any outcomes from Student Accessibility Services, they may appeal the decision through the Health Sciences Dean.

Questions?

Please contact one of the following:

Health Sciences Dept. 503.399.5058

Yolanda T. Martinez, 503.399.6236
Program Chair

Human Services Program Winter 2019 Application Information

APPLICATION PROCESS:

If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form.

(<http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>)

Directions: Submit the following required materials as one complete packet between the hours of 8 a.m. - 5 p.m. in the Enrollment Services in Building 2, Room 200 on Chemeketa's main campus:

- Human Services Program Application Form
- A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, a Chemeketa transcript will be created. *Please print the Chemeketa transcript and submit it with your packet.* An official Chemeketa transcript will be generated by the Chemeketa Registrar's Office after fall term 2018 grades are posted for purposes of reviewing your packet. Please be sure that any grade changes are processed by that time. Courses must be graded and transcribed to be included in the assessment.
 - In order to create a Chemeketa transcript, submit your Request for Evaluation and Transfer of Previous Credit and official transcripts to Enrollment Services. Please refer to "Application Deadline" for details. See below "Other College Transcripts" for information.

Other College Transcripts:

Submit official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form. Please be advised that transcript evaluations may take two weeks.

IMPORTANT: You are **NOT** a candidate to the Human Services Program until you have submitted an application packet that includes all items listed above. **You may submit an application packet BEFORE you have taken all the required general education courses; however, pre-requisite courses (WR121 and HS152) must be completed before winter term.**

The receipt you receive from admissions is proof of your application submission.

APPLICATION DEADLINE:

Application packets will be accepted from Monday, October 1, 2018 to Monday, November 19, 2018. Any application packets received after November 19, 2018 may be considered if the program has not been filled. Applicants that have completed or are in the process of completing the courses listed on page 5 will be given additional consideration for admission. Applicants will be notified through MyChemeketa email of their status beginning in via your MyChemeketa email.

Applicants should check their MyChemeketa email daily in November 2018 for Chemeketa Program communications.

PROGRAM ORIENTATION:

Students who accept an offer of Program Admission **must attend a program orientation** at the Salem Campus. Students will be notified by MyChemeketa email of the date, time and location of the orientation.

**Chemeketa Community College
Human Services Program
Coursework for Admission Consideration
Winter 2019**

(Please submit this form filled out with your application)

Coursework for Additional Admission Consideration

Program Required Courses	Completed with "C" Grade or Higher		In-Process	
HS101 Addiction Pharmacology and Physiology	Yes	No	Term	Year
HS150 Personal Effectiveness	Yes	No	Term	Year
HS152 Stress Management	Yes	No	Term	Year
HS158 Trauma Care	Yes	No	Term	Year
WR121 The College Essay (APA focus)	Yes	No	Term	Year

Coursework that may be completed prior to Admission

Program Required Courses	Criteria for Fulfilling Requirement		
HS 156 Counseling Theories	Completed with "C" grade or higher		
HS211 Wellness Counseling	Completed with "C" grade or higher		
MTH60 (4cr.) – Intro Algebra (Or higher)	Placement test score for MTH60 or higher; OR Comparable college transfer course(s) from another institution with a C grade or higher		
PSY201 (4cr.)– Intro to Psychology: Mind and Body	Comparable college transfer course(s) from another institution with a C grade or higher		
PSY239 (4cr.) – Abnormal Psychology	Comparable college transfer course(s) from another institution with a C grade or higher		
Applies Only to Social Services			
HS223 Aging: Theory and Practice	Completed with "C" grade or higher		
PSY237 (4cr.) – Life Span Development	Comparable college transfer course(s) from another institution with a C grade or higher		

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Human Services program on an annual basis.

Once you have been accepted into the Program
Health Sciences
Immunizations

The Oregon Health Authority has established standards for requirements for health professional student placements in clinical training settings within the State of Oregon. Immunizations include Measles, Mumps and rubella (MMR). All reports of immunization status must be on official records, signed by a qualified healthcare professional, and must be complete before you are eligible to register for Health Sciences courses. We accept copies of childhood immunizations.

MANDATORY IMMUNIZATION REQUIREMENTS:
COPIES ONLY – NO ORIGINALS

1. Measles, Mumps, Rubella (MMR) vaccine

- Proof of two doses of MMR; second dose of MMR **cannot** be given sooner than 28 days after first dose *or*
 - Proof of positive titer
 - Documentation will be gathered when you take the HS170 class.

Exemptions to the requirements for immunizations may be claimed by students for medical or non-medical reasons. Documentation for exemption requires one or more of the following:

a. Medical –

A written statement of exemption signed by a licensed independent practitioner; or

b. Non-Medical –

A signed Vaccine Education Certificate you receive after talking with your healthcare provider *or* watch the College Measles Module online and print out and sign the Vaccine Education Certificate at the end of the module. You can find more information at:

<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Gettingimmunized/Pages/non-medical-exemption.aspx>

IMPORTANT: Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability to meet course requirements and, therefore, the need to withdraw from Health Sciences program.

Disability Accommodations (if requested): Medical evaluations of physical capacity may be necessary to provide information needed to accommodate functional limitations. When needed for this purpose, reports of an examination conducted by a licensed healthcare professional may be required from students. Students requesting accommodations should make an appointment with the College's Office for Student Accessibility Services at 503-399-5276.

Human Services Program Application Form Winter 2019

Name (Print): _____

Address (Print): _____

City, State, Zip (Print): _____

Telephone Number (Include area code): _____

Student ID/K#: _____

Program application requirements must be presented, **AS ONE COMPLETE PACKET**. A complete Human Services Application Packet consists of this checklist. The application period is October 1, 2018 to Friday, November 19, 2018. **Applications submitted after the due date may be considered if the program has not been filled.** Applications will be accepted between the hours of 8 a.m. - 5 p.m. in the Enrollment Services in Building 2, Room 200 on Chemeketa's main campus.

I have attached the following documents to this application form:

1. A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, please refer to "Application Process" for additional details. *Please print the Chemeketa transcript and submit it with your packet.*
2. Human Services Program Prerequisite Courses (page 5 of application)

I am applying for the following program:

- Associate of Applied Science **Addiction Studies**
 Associate of Applied Science **Social Services**

I am attesting that I have completed each of the listed items by initialing each line below:

- _____ I have updated my current address and/or phone number with Chemeketa.
- _____ I have clicked on Gmail icon at the top of the page in MyChemeketa to verify MyChemeketa email is active.
- _____ I have submitted official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form to Enrollment Services.
- _____ I have detached the Program Application form from this packet (this page) and will retain the packet for my reference.
- _____ I have detached the Coursework for Admission Consideration form from this packet (page 5) and submitted with the application form.
- _____ I have read and accept the statement on page 2 regarding A) Disclosure of Student Information to practicum sites; B) Criminal Background Check & Drug Screening.
- _____ I have read and understand the requirements regarding Technology Requirements and Immunizations.
- _____ I understand that an offer of admission to the Human Services program is based on the evaluation of my application packet.
- _____ If I am offered admission and accept, I will attend the mandatory program orientation.
- _____ I hereby attest that all of the documentation I have submitted with this packet is accurate and complete.

Signature: _____ Date: _____