

ARAPAHOE COMMUNITY COLLEGE MORTUARY SCIENCE PROGRAM INFORMATION ACADEMIC SCHOOL YEAR 2020-2021

Dear Potential Mortuary Science Student,

Thank you for your interest in the Mortuary Science Program at Arapahoe Community College. This program guide has been designed to provide you with information about the program, and about Mortuary Science Practitioners in general. Please read the information and follow the instructions carefully.

- ***Description of the Profession***

Mortuary Science Practitioners, also known in the industry as funeral directors and morticians, have the rewarding opportunity to provide counsel, service, and emotional support for those who have experienced the loss of a loved one. Practitioners have a variety of responsibilities such as helping families plan necessary details, directing funeral services with dignity and respect, and preparing the deceased through embalming, restorative, and cosmetic arts. The program's strong theoretic basis is complemented with practical training, resulting in a well-rounded curriculum. Upon completion, you will have earned two things: 1) An Associate of Applied Science in Mortuary Science Degree 2) Eligibility to sit for the National Board Exam.

The ACC Mortuary Science Program recognizes Mortuary Science Personnel as (1) members of a human services profession (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines, as well as, (5) professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

The mission of the Mortuary Science Program is (1) To expand the background and knowledge of students about the funeral service profession. (2) To educate students in every phase of funeral service to enable them to develop the social and technical skills necessary to be successful in the profession. (3) To educate students concerning the responsibilities of the funeral service profession to the community at large. (4) To emphasize high standards of ethical conduct. (5) To provide curriculum at the post secondary level of instruction. (6) To encourage research in the field of funeral service.

- ***Job Opportunities***

The national employment demand for qualified Mortuary Science Practitioners (MSP's) continues to rise annually. Currently, the demand for MSP's exceeds the number of graduates entering the field. More information on median pay and job outlook can be found at <http://www.bls.gov/ooh/personal-care-and-service/funeral-service-occupations.htm>.

- ***Accreditation Status***

The mortuary science degree program at Arapahoe Community College is accredited by the American Board of Funeral Service Education (ABFSE). The Board can be reach at 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, 816-233-3747, www.abfse.org

National Board Examination scores, graduations rates, and employment rates for this program and other ABFSE-accredited program are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to the office of the Mortuary Science Program Chair, M4945 or by email at Jim.Hurley@arapahoe.edu, or by telephone at 303-797-5716.

- ***Transfer Credit***

General Education courses required by the program with a grade of "C" or better can be transferred in from an accredited college or university. To transfer general education courses a student must submit official transcripts to the admissions and records office, and complete an application to the college. Please note that prior degrees do not transfer, only the course work applicable to the Mortuary Science degree requirements may transfer. If you have questions about which credits are transferable please call advising at 303-797-5651.

<http://www.arapahoe.edu/applyregister/admissions/transfer-evaluations.html>

- ***Financial Aid***

ACC participates in both State of Colorado and federal student aid programs. Many grants, loans and employment opportunities are available. If you would like to be considered for financial assistance or for other financial questions please call (303) 797-5661, or access our web site at <http://www.arapahoe.edu/studentsvcs/finaid/index.html>. There is a six-week processing time, so we recommend that you submit your application as soon as possible in order to be considered.

- ***Affirmative Action***

Arapahoe Community College does not discriminate on the basis of race, gender, creed, color, age, national origin, veteran status, sexual orientation, or individual disability in admission, or access to, or treatment, or employment, in its educational programs or activities.

OPTIONS FOR DEGREE COMPLETION

The Mortuary Science Program is available in two track formats. Please refer to the college catalog for course descriptions.

TRACK ONE - This specially designed curriculum is for **full-time** students who have finished **ALL** General Education and Related Courses from the Curriculum Requirements. If you have met these requirements you can complete the entire program in three semesters.

Fall Semester

17 credit hours

MOR 100 Introduction to Funeral Service	3
MOR 210 Embalming Theory I and Lab	4
MOR 215 Funeral Service Merchandising	3
MOR 220 Mortuary Law and Compliance	3
MOR 224 Thanatombiology/Pathology	4

<i>Spring Semester</i>	<i>17 credit hours</i>
HPR 240 Role of Death and Bereavement in Society	3
MOR 225 Embalming Theory II and Lab	4
MOR 230 Restorative Arts and Lab	4
MOR 235 Funeral Directing and Counseling	3
MOR 243 Thanatochemistry	3

<i>Summer Semester</i>	<i>5 credit hours</i>
MOR 280 Funeral Service Internship	4
MOR 260 National Board Exam Review	1

TRACK TWO - This specifically designed curriculum is for **part-time** students. To enroll in this option you must have completed or be near completion of all General Education and Related Courses. Students may not start this track if more than two General Education and Related Courses need to be completed.

First Year

<i>Fall Semester</i>	<i>7 Credit Hours</i>
MOR 100 Introduction to Funeral Service	3
MOR 224 Thanatobiology/Pathology	4

<i>Spring Semester</i>	<i>6 Credit Hours</i>
HPR 240 Role of Death and Bereavement in Society	3
MOR 243 Thanatochemistry	3

Second Year

<i>Fall Semester</i>	<i>10 Credit Hours</i>
MOR 210 Embalming Theory I and Lab	4
MOR 215 Funeral Service Merchandising	3
MOR 220 Mortuary Law & Compliance	3

<i>Spring Semester</i>	<i>11 Credit Hours</i>
MOR 225 Embalming Theory II and Lab	4
MOR 230 Restorative Arts and Lab	4
MOR 235 Funeral Directing and Counseling	3

<i>Summer Semester</i>	<i>5 Credit Hours</i>
MOR 280 Funeral Service Internship	4
MOR 260 National Board Exam Review	1

OPTIONS FOR METHOD OF DEGREE DELIVERY

On-Campus Program

The On-Campus Program allows the student to take all of the required mortuary science courses on-campus in a classroom setting. Students are accepted to the on-campus or online program only. If a student would like to take both on-campus and online courses they should put their request in writing to the program chair and attach it to his/her application.

If there is not enough student interest to warrant having classes on-campus (less than 12 students) then those students may be required to either drop the course and enroll in an online section, or may be required to participate in the course as a Hybrid delivery method, which is both on-campus and online.

Internet Program

The Internet Program, also fully accredited by the American Board of Funeral Service Education is specifically for out-of-state students and students with a strong background in funeral service.

The following is a list of frequently asked questions about the Internet Program:

- ***What Mortuary Science courses are offered online?***

ALL of the major core courses are offered online.

- ***How are the labs completed with distance learning?***

The mortuary science program at ACC has four courses that involve labs. The first course is MOR210 Embalming Theory I and Lab. The student must travel to the college at their own expense to participate in a 3-day off-campus embalming lab. During these 3 days the student will participate in a minimum of 5 embalmings.

The second course is Embalming Theory II and Lab. The student must travel to the college at their own expense to participate in a three (3) day, off-campus embalming lab. During these three (3) days the student will participate in a minimum of five (5) embalmings. This will meet the accreditation requirement that the student must participate in a minimum 10 embalmings during the course of the school year.

The third course is MOR230 Restorative Art and Lab. This lab is done during the same week as the Embalming II lab, will add 2 days to the student's visit, and will be done on campus. Thus the student will be in Littleton, Colorado for 3 days during the fall semester and 5 days during the spring semester. These labs are done in order to meet the accreditation requirements of the program and are not optional.

The final course requiring a lab is MOR280 Funeral Service Internship. This 4 ½ week internship is performed in a funeral home but it is not required to be a funeral home in Colorado. In-state students will be placed for their internship, if they are not already employed by a funeral home. Most out-of-state students who are already employed by a funeral home are eligible to complete their internship with that funeral home. Any hours worked in a funeral home prior to enrolling in MOR280 will not be counted. MOR280 is a course that must be registered and paid for separately, and will be completed separate from any state-required internship.

- ***What kind of technology do I need?***
You will need a computer, a printer, a modem, an Internet provider, and E-mail.
- ***How will I take a test?***
Quizzes and exams are taken via the web site. There will be a minimum of a mid-term and a final exam for each course. The quizzes and exams will be available on specific dates, they are password protected, and have a time limit.
- ***How do I register?***
You register online at <https://arapahoe.elluciancrmrecruit.com/admissions/pages/welcome.aspx>.
- ***How do I get my books?***
You can order your books online from <https://www.bkstr.com/arapahoecstore> , or call the bookstore directly at 303-797-5676, or come to campus and buy them direct in the bookstore.
- ***Will there be any student interaction?***
Yes! The technology on the website offers discussion boards and chatrooms for the students. Most classes have discussion board requirements as part of the curriculum.
- ***How much does the Internet Program cost?***
Please refer to a current course schedule for the complete list of tuition and fees.
<https://www.arapahoe.edu/admissions/paying-college/tuition-fees>
- ***Do I still need to have the pre-requisites done before entering the program?***
All pre-requisite courses still apply. If you need pre-requisite courses, you can complete them online from www.ccconline.org or www.arapahoe.edu.

Admission Information

Due to the college's commitment to student success, the Mortuary Science Program has a selective admissions policy. The program has a fall only start date; there is no opportunity to begin the program during a spring or summer semester. Applications should be submitted while the student is completing their general education course work. Applicants **should not wait** until their general education courses are completed before applying to the program. The deadline for submitting applications for the program beginning Fall of 2020 is March 31, 2020. The following courses (or their equivalent if transferring in) **MUST be completed by the first day of the fall semester** when applying for full-time status in the program or near completion, (2 or fewer courses left to complete) when applying for part-time status to the Mortuary Science program.

ACC 121	Accounting Principles	4 credit hours
*BIO 201	Anatomy & Physiology I	4 credit hours
BIO 202	Anatomy & Physiology II	4 credit hours
BUS 216	The Legal Environment of Business	3 credit hours
MAN128	Human Relations in Organizations	3 credit hours
ENG 121	English Composition	3 credit hours
PSY 101	General Psychology	3 credit hours
COM 125	Interpersonal Communications	3 credit hours

*BIO201 is a required pre-requisite course to enter the program part-time or full-time.

Application Requirements

It is the student's responsibility to ensure all application materials have been received by March 31, 2020, for the first application period. If there is still space available after March 31, students will be accepted on first come, first serve basis until the first day of classes. Students will be informed by mail if acceptance into the program has been granted. To be considered for admission into the Mortuary Science Program, each applicant must submit the following:

- Application for admission to Arapahoe Community College, which meets all college admission requirements.
- Transcripts of completed general education courses. **Copies of transcripts must be attached to application, this includes ACC students. Transfer students should also submit a separate official copy of their transcripts to ACC's record office sent directly from the transferring school.**
- The process of course evaluation and transferring credit can be lengthy and therefore should begin immediately. To complete a transcript evaluation the student must apply to the college and have official transcripts sent directly to the ACC Records Office. Please note the Mortuary Science Program Chair does not transfer in general education courses.
<http://www.arapahoe.edu/applyregister/admissions/transfer-evaluations.html>

- One letter of recommendation. References may be from employers, co-workers, or funeral directors you have worked with or volunteered with, and have known for at least one year. Please do not send letters of recommendation from an instructor, your academic transcript will speak to your level of academic success. References from close friends and family members will not be considered. *Letters of recommendation must be mailed to the Mortuary Science program directly from the individual completing the recommendation form. Letters received with the student's application will not be considered.*
- Completed Personal Essay as outlined on page 10.
- Students must pass a background check before classes begin. This process can begin during the application process, or the applicant may wait until it is determined whether they have been accepted into the program before incurring the cost of the background check. To download the information on the background check visit <http://www.arapahoe.edu/deptprgrms/health/backgroundchecks.html>. Please note that the process can be lengthy and the student is responsible for following up on the background check.
- Qualified applicants may be requested to participate in a personal interview. If requested this becomes part of the process and compliance will be required for final consideration in the selection process. **Letters of acceptance will be mailed on May 15, 2020.** Students not accepted will also have a letter mailed to them on May 15, 2020. Applicants will only be considered for the year specified on their applications. Those not selected must reapply if they wish to be considered for the following year. Most students will receive a conditional letter of acceptance based upon successful completion of currently enrolled general education pre-requisite course work.
- Transfer students from other mortuary schools will be considered for admission if space is available.
- It is recommended that the applicant contact the State Licensing Board in the State they wish to practice *before* applying to the program.
- **Please remember that acceptance to Arapahoe Community College does not guarantee acceptance into the Mortuary Science Program.**

Students will be accepted in part based upon a point system as follows:

- 27 points A student will receive points for each general education course COMPLETED at the time of application. Points will be given based upon the credit hours completed. For example, a student that has completed ACC121 for 4 credit hours and PSY101 for 3 credit hours would receive 7 points. A student has the potential to earn 27 points in this category.
- 1 point Proof of current employment in the funeral industry provided by the employer on company letterhead. It should state the student's name, their dates of employment with the funeral home, and the job title of the student.
- 1 point Students applying for full-time status are given priority.
- 1 point Continuing students already enrolled at ACC for general education courses are given priority.
- 1 point Provide proof of hepatitis B vaccination series. Student must have at least the first shot in a three shot series.
- 1 point Provide proof of a tetanus shot less than 5 years old.

Although not included in the point system, a student's response on the Personal Essay will also be heavily considered in the application process.

32 total points possible

Current ACC student applicants may not have any holds on their account, must not be on academic suspension or probation, must be in good standing with the college, and have an overall GPA of 2.0 in order for his/her application to be reviewed by the deadline date of March 31, 2020. Students must also complete and pass a background check before beginning classes. However, an applicant is not required to complete the process until notice of acceptance to the program has been received.

There will be a total of 60 students accepted for the 2020-2021 school year including part-time second year continuing students. A wait list will be formed if more than 60 students want to enter the program. The student will be placed on the wait list in the order that their letter of acceptance was postmarked. Students will be informed by mail with their number on the wait list. If taken off of the waitlist, the student will be emailed and/or telephoned, and asked to register immediately.

ARAPAHOE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
APPLICATION FOR ADMISSION- FALL 2020

Please circle your desired status. Full-time or Part-time
Please circle your desired method of delivery. On-Campus or Internet

Name: _____ Social Security Number _____

First, Middle, Last

Maiden/Former name(s): _____

Mailing address including city, state, and zip:

Phone: _____

Home

Work

Emergency

Email address _____

(Please print this clearly)

Previous Colleges Attended: _____

Acknowledgements:

I have read and understand the instructions for admission into the Mortuary Science Program. I understand that **only complete** applications will be considered. I understand that it is my responsibility to ensure that all requirements of the application have been received.

Signature _____ Date _____

ACC Student Identification Number (S Number) _____

Applications received without an S Number cannot be processed

Applicant Check List:

1. Apply to Arapahoe Community College at www.arapahoe.edu and receive an "S" number.
2. To apply for transfer credit "official transcripts" of all previous schools must be mailed to the Admissions and Records Department prior to the deadline date.
3. A second set of additional transcripts (copied or official) must be attached by the student to the Mortuary Science application submitted to the program.
4. One reference letter.
5. Personal Essay.
6. Complete the Health Careers Background Check.
7. Provide proof of required vaccinations.

**ARAPAHOE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
PERSONAL ESSAY FORM 2020**

In writing this essay you are going to explore funeral service as a career and your aptitude for it. Although you are invited to explore funeral service as a career on as many websites as you wish or need to, you will be required to visit two websites for this essay. The first is The National Foundation of Funeral Service, www.funeralservicefoundation.org. At the top of the page click on the “Students and Professionals” icon. Then click on “Is Funeral Service for you?” That will take you to a survey that will ask you a series of questions that will help you determine your aptitude for a career in funeral service. Take the survey and discuss the results.

Next, visit the Bureau of Labor Statistics site, <http://www.bls.gov/ooh/personal-care-and-service/funeral-service-occupations.htm>. This link will provide you with information and statistics to review regarding funeral directors. Click on all of the links on that page related to Funeral Directors and for this essay answer the following questions: What is a positive thing you learned about becoming a funeral director that would attract you to the profession? What is a negative thing you learned that would give you pause or make you reconsider a career in funeral service?

Your essay should follow this outline:

Introduction: In the introduction of your paper please discuss what has led you to pursue a career in funeral service. Also answer the question, what skills do you believe you have that will make you employable in the field of funeral service?

Body paragraphs: Visit the two websites above. First, take the survey on the National Foundation of Funeral Service site and discuss the results. Then answer the two questions as noted above related to the Bureau of Labor Statistics website.

Conclusion: Please discuss your professional goals and answer the question, are you currently employed at a funeral home? If yes, what is your job description, how long have you worked there, and what is the name and address of the firm? If no, what exposure have you had to funeral service?

Please double space the essay and include your name in the upper right hand corner. The essay should be no longer than 3 pages double spaced.

Please note- The Program Chair, Mortuary Science Faculty, and members of the Mortuary Science Advisory Committee may be included in the overall evaluation of the content and effort of your essay.

**ARAPAHOE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
REFERENCE LETTER 2020**

I, _____ (Applicant's name, printed) request that you complete this letter of recommendation and mail it separately. This is one of the requirements for admission to the Mortuary Science Program at Arapahoe Community College. I have waived my right to access this information, which will be considered confidential.

Signed: _____ Date: _____

In an attached letter, please discuss or describe the following areas so that it may provide us with a better understanding of this applicant's performance in the following areas.

MATURITY AND JUDGMENT:

INITIATIVE/MOTIVATION:

ABILITY TO DEAL WITH CHALLENGES:

COMMUNICATION/INTERPERSONAL RELATIONSHIPS:

TIME MANAGEMENT/FLEXIBILITY:

DEPENDABILITY/RESPONSIBILITY:

I have known this student professionally for _____ years. (Please do not complete this form if you have not known the application for a minimum of one year in a professional setting.)

Signature: _____ Date: _____

Institution/Organization: _____ Position: _____

Address: _____ Phone: _____

Please mail to: **Mortuary Science Program
Arapahoe Community College
5900 South Santa Fe Drive
P.O. Box 9002
Littleton, CO 80160-9002**