

ARAPAHOE COMMUNITY COLLEGE MORTUARY SCIENCE PROGRAM INFORMATION ACADEMIC SCHOOL YEAR 2009-2010

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 and follow this information and 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 take the National Board Exam. All students must take the National Board Exam as a graduation requirement to be in compliance with national accreditation standards.

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 emphasis 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.

- ***Accreditation Status***

The American Board of Funeral Service Education accredits Arapahoe Community College's Mortuary Science Program. www.abfse.org

- ***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 in general education courses a student must submit official transcripts to the admissions and records office and complete and return the Transcript Evaluation Form directly to the address on the form. **Please do not return this form to the Mortuary Science Department.**

- ***Financial Aid***

ACC participates in both State of Colorado and federal student aid programs. Many grants, loans and employment 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 www.arapahoe.edu. 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 220 Mortuary Law and Compliance	3
MOR 215 Funeral Service Merchandising	3
MOR 224 Thanatobiology/Pathology	4

Spring Semester

17 credit hours

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

Summer Semester

MOR 280 Funeral Service Internship
MOR 275 National Board Review

4 credit hours

4
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

Fall Semester

MOR 100 Introduction to Funeral Service
MOR 224 Thanatobiology/Pathology

7 Credit Hours

3
4

Spring Semester

HPR 240 Role of Death and Bereavement in Society
MOR 243 Thanatochemistry

6 Credit Hours

3
3

Summer Semester

MOR 220 Mortuary Law & Compliance
MOR 215 Funeral Service Merchandising

6 Credit Hours

3
3

Second Year

Fall Semester

MOR 210 Embalming Theory I and Lab

4 Credit Hours

4

The student also has the option of not taking summer courses and instead may take MOR220 and 215 in the fall bringing the total credits for the fall semester to 10.

Spring Semester

MOR 225 Embalming Theory II and Lab
MOR 230 Restorative Arts and Lab
MOR 235 Funeral Directing and Counseling

11 Credit Hours

4
4
3

Summer Semester

MOR 280 Funeral Service Internship
MOR 275 National Board Review

4 Credit Hours

4
1

OPTIONS FOR METHOD OF DEGREE DELIVERY

On-Campus Program

The On-Campus Program will allow the student to take all of the required mortuary science courses on-campus in a classroom setting. Students will be accepted to the on-campus or on-line program only. If a student would like to take both on-campus and on-line courses they should put their request in writing to the department 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 on-line section, or may be required to participate in the course as a Hybrid delivery method, which is both on-campus and on-line.

Internet Program

The Internet Program, also fully accredited by the American Board of Funeral Service Education, has been developed specifically for out-of-state students and students with a strong back ground 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 3-day, off-campus embalming lab. During these 3 days the student will participate in a minimum of 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 an actual course that must be registered and paid for, 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, are password protected, and have a time limit.
- ***How do I register?***
You register the same way as if you were coming to campus to take a class. Pick up a copy of the current course schedule, turn to the Mortuary Science course offerings, and follow the directions for the touch-tone telephone registration located in the front of the schedule. You can also register on-line at www.arapahoe.edu.
- ***How do I get my books?***
You can order your books on-line from www.arapahoe.edu, 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 chat-rooms 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.
- ***Do I still have 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. 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. March 31, 2009 is the deadline for application submission for the program class beginning Fall of 2009. 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
CIS 118	Introduction to PC Applications	3 credit hours
ENG 121	English Composition	3 credit hours
PSY 101	General Psychology	3 credit hours
SPE 125	Interpersonal Communications	3 credit hours

All science courses cannot have been completed more than seven years prior to enrolling in MOR 210.

Application Requirements

It is the student's responsibility to see that all application materials have been received by March 31, 2009 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. In order to qualify for consideration 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.
- Proof of high school diploma or GED. Proof from a college transcript is not acceptable.
- Transcripts of completed general education. **(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 Department Chair does transfer in general education courses.

- Two letters of recommendation on the required form. References may be from employers, funeral directors you have worked with or volunteered with, or instructors. 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 reference source. Letters received with the student's application will not be considered.*
- Hand written answers to the questions regarding Mortuary Science found in the application packet. Answers must be on this form and limited to the space provided.
- Student must pass a background check. To download the information on the background check visit www.arapahoe.edu, click on Department/Program, then on Mortuary Science, then on Health Careers 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. **Applicants will be notified by mail by May 11, 2009** as to the outcome of the selection process. 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 course work.
- Transfer students from other Mortuary Schools will be considered for admission on a space available basis.
- It is recommended that the applicant contact the State Licensing Board in the State they wish to practice before applying to the program. Many States require that students register as an intern while attending Mortuary School.
- **Please remember that acceptance from the college does not guarantee acceptance into this program.**

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

26 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 26 points in this category.

- 1 point Proof of 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 a 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. Must have at least the first shot in a three shot series.
- 1 point Provide proof of a tetanus shot within the past 5 years.

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

31 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 reviewed by the deadline date of March 31, 2009. Students must also complete and pass a background check before beginning classes.

There will be total of 60 students that will attend the 2009-2010 school year including part-time second year continuing students. A wait list will be formed if there are more than 60 people wanting 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 contacted by mail of their number on the wait list. Students on the wait list being accepted into the program will be telephoned and asked to register immediately.

ARAPAHOE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
APPLICATION FOR ADMISSION- FALL 2009

Please check one. Full Time _____ or Part Time _____ If not checked you will only be considered for full-time status. On-Campus ____ or Internet Program ____ If not checked you will only be considered for the on-campus program.

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: _____

Applicant Check List:

- Submit application to the college.
- “Official transcripts” of all previous schools, must be sent to the Admissions and Records Department, prior to the deadline date.
- Transcripts (copied or official) must be attached to the application being submitted to the program.
- Two references completed on the required forms, mailed separately to the program. *References attached to the application will not be accepted.*
- Personal Statement form.
- Submit proof of high school diploma or GED. College transcripts are not accepted as proof.
- Complete Heath Careers Background Check.
- 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 the responsibility of the applicant 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

**ARAPAHOE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
PERSONAL STATEMENT FORM 2009**

Applicant Name: _____ **Date:** _____

In order to have a broader overview of your ideas we would like you to discuss the following topics. Please use only the space available and respond using only your handwriting.

1. Why have you chosen to pursue a career in Mortuary Science?

2. What experiences have influenced your decision?

3. What are your professional goals?

**ARAPAHOE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
REFERENCE LETTER 2009**

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: _____

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

MATURITY AND JUDGEMENT:

INITIATIVE/MOTIVATION:

ABILITY TO DEAL WITH CHALLENGES:

COMMUNICATION/INTERPERSONAL RELATIONSHIPS:

TIME MANAGEMENT/FLEXIBILITY:

DEPENDABILITY/RESPONSIBILITY:

I have known this student for _____ years.

I know this student: personally _____ professionally _____ (check one)

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**

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MORTUARY SCIENCE PROGRAM
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Signature: _____ Date: _____

Institution/Organization: _____ Position: _____

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