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Office of Enrollment Services
Mesa Community College – Red Mountain Campus
7110 E. McKellips Rd.
Mesa, Arizona 85207-1908
(480) 654.7600

Mesa Community College

Mortuary Science Program

This information is for applicants to the Mortuary Science Program at MCC located at the Phoenix-Mesa Gateway Center in Mesa, Arizona. All inquiries for information and admission procedures should be directed to the Office of Enrollment Services at MCC-Red Mountain campus **(480) 654.7600**, 7110 E. McKellips Rd., Mesa, AZ 85207-1908. Advisement is available at both the Red Mountain and Southern and Dobson campus by calling (480) 461.7200.

The deadline for submitting the application and all supporting documents for the fall semester program is June 1st. A minimum G.P.A. of 2.50 on a 4.00 scale is required for all courses that apply to the Associate of Applied Science degree in Mortuary Science.

Equal access-equal opportunity: The Maricopa County Community College District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, handicap /disability, age, or Vietnam era /disabled Veteran status in employment or in the application, admission, participation, access, and treatment of persons in instructional programs and activities.

English as a Second Language: The Maricopa County Community Colleges will take steps to ensure the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Program accreditation: The Mortuary Science Program at Mesa Community College is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue Suite G, St. Joseph, Missouri 64506 Phone (816) 233.3747 Fax (816) 233.3793. The website address is www.abfse.org Mesa Community College is regionally accredited by the North Central Accrediting Agency.

Program Director: Dr. Thomas R. Taggart is a graduate of Worsham College of Mortuary Science. He is a licensed embalmer and funeral director with more than 50 years of funeral service experience. His Bachelor of Science degree from Aurora University has a major in biology and chemistry and a minor in education. His Master of Science degree from Northern Illinois University is in biochemistry. The Educational Specialist degree he earned at Mississippi State University is in vocational technical education and his Doctorate from Mississippi State is in Educational Leadership.

Coordinator of Mortuary Science Program Operations: Donna G. Backhaus has more than 19 years experience in funeral service in Arizona. In addition to her Associate Degree from MCC in Mortuary Science, she holds a bachelors degree in Business Management and a Master's degree in adult Education Distance Learning from the University of Phoenix.

General Information:

Job market: Good to Excellent according to National Studies. According to Government Studies, the Funeral Business is one of those Service Professions that will never be replaced by computers. On a National basis there are more jobs than there are licensed personnel to fill them – you may need to move to get the job, but the jobs are there.

What type of person becomes a funeral director? People from all walks of life enter the funeral service profession; they are everyone – young, old, rich, poor, male, female. Age is an asset in funeral service and many retired police, fire and military personnel become active members of the funeral profession.

State requirements: The individual State requirements for entry into the funeral profession vary from state to state and from as little as a Certificate of completion to a four year Bachelors Degree.

The minimum credential for graduation from an American Board accredited school is the two year Associate of Applied Science degree – AAS. This is the degree that Mesa Community College (MCC) offers. If a student's is planning to attend MCC and comes from a state that requires two years of education plus mortuary science we recommend that the student complete the Associates of General Studies first and then with just an additional two semesters will complete the AAS degree and be licensable in all states having such a requirement. The states requiring two years of education plus mortuary science are: New Mexico, Nevada, Idaho, Nebraska, Iowa, Wisconsin, Michigan, Pennsylvania, Kansas, Montana, New Jersey, North Dakota, Oklahoma, and South Dakota.

There are currently only two states that require a Bachelors Degree, Ohio and Minnesota. If the student wishes to attain a bachelor's degree, we recommend that the student complete our two year AAS degree and then transfer to ASU – Polytechnic campus, located on the Phoenix-Mesa Gateway Center and receive their Bachelors Degree with just an additional 60 hours of credit. This avenue allows the student to obtain an additional skill above the mortuary science degree such as accounting, counseling, business management, etc.

It is appropriate to mention at this point that whether the students receives a one year certificate, an associate's degree or a bachelors degree the amount of mortuary science course work is the same. The American Board of Funeral Service Education has in its required curriculum 52 semester hours of required mortuary science course work. The student receiving a 4-year degree will have no more funeral service education than the student receiving the one year certificate. With this in mind, it seems to be only common sense that a student wanting to obtain a higher degree would want that degree to be in another discipline giving that student a more advanced and well rounded education with additional skills.

MORTUARY SCIENCE PROGRAM AIMS AND OBJECTIVES

The program has as its central aim the recognition of the importance of funeral service personnel as:

- 1 – Members of a human services profession;
- 2 – Members of the community in which they serve;
- 3 – Participants in the intimate relationship between bereaved families and those engaged in the funeral service profession;
- 4 – Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice as well as
- 5 – Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The program has the following objectives:

1. To enlarge the background and knowledge of students about the funeral service profession;
2. To educate students in every phase of funeral service, and to help enable them to develop proficiency and skills necessary for the profession;
3. To educate student concerning the responsibilities of the funeral service profession in the community at large;
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the post secondary level of instruction; and
6. To encourage student and faculty research in the field of funeral service.

These objectives, adopted from the American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506. Phone (816) 233.3747, are consistent with and supportive of those of the Maricopa County Community College District (MCCCD) and Mesa Community College (MCC).

Mesa Community College

Vision, Mission, and Values

Vision

MCC - leading the way to success in our local and global community.

Mission

MCC excels in teaching, learning, and empowering individuals to succeed in our local and global community. We serve as a resource for college and career readiness, transfer education, workforce development, and life-long learning.

Values

Learning - MCC champions individual student success that reflects the highest academic standards.

Innovation - MCC delivers cutting-edge instruction and service.

Service Excellence - MCC makes a positive difference in the lives of our students, community members, and each other through meaningful relationships.

Integrity - MCC upholds the highest standards of ethics and public stewardship.

Individuals & Community - MCC encourages active citizenship and embraces the diversity of people and ideas.

The aims of the Mortuary Science Program are communicated through the program publications both to the campus and the wider community to insure that all understand its nature.

PREREQUISITES:

The following courses must be completed or in progress to be completed prior to admission. Course work may be in progress during the application process. (Curriculum is subject to change).

I.	Required Courses* (11 semester credits)	Credits
	ACC 107 Bookkeeping Theory and Practice (or ACC111)	(3-4)
	BPC 101AA Intro. to Microcomputers (or any BPC/CIS/CSC 100 level or higher)	(1)
	GBS 205 Legal, Ethical, & Regulatory Issues in Business	(3)
	MGT 253 Owning and Operating a Small Business	(3)
II.	General Studies Requirements* (15 semester credits)	Credits
	ENG 101 First-Year Composition (or ENG107)	(3)
	ENG 111 Technical Writing (or ENG 102 or ENG108)	(3)
	COM 110 Interpersonal Communication (or COM100, 225, or 230)	(3)
	CRE 111 Critical Reading for Bus. & Industry (or CRE 101 or test exempt)	(0 - 3)**
	MAT 102 Mathematical Concepts/Applications (or higher)	(3)
III.	General Education Distribution Requirements* (10 semester credits)	Credits
	REL 243 History of World Religions (or any approved Humanities/Fine Arts)	(3)
	PSY 156 Understanding Death and Dying (or PSY 101)	(3)
	BIO 160 Introduction to Human Anatomy and Physiology (or BIO201 & 202)	(4)

****Course substitutions must be approved prior to the application deadline.***

The above courses may be transferred from any other regionally accredited college or University with a grade of C or better. Or, they may be completed at any of the 10 Maricopa Community Colleges.

The course "Orientation to Funeral Service" is open to any student. Completion of this course is not a guarantee of admission to the Mortuary Science Program. However, this course allows students to review the opportunities available should they pursue a career in funeral service.

*****If reading exempt, students must make-up the three credits from any subject numbered 100 level or higher with a grade of "C" or better.***

Admission Procedures & Requirements

1. Application to the Mortuary Science Program must be completed in addition to the MCC Student Information Form. Application materials are available in the Office of Enrollment Services at the Red Mountain campus, (480) 654.7600 or the Southern & Dobson campus, 480.461.7200.
2. Completion of all prerequisites is strongly recommended.
3. Courses needed to meet the A.A.S. (Associate of Applied Science) degree in Mortuary Sciences must reflect a minimum G.P.A. of 2.50 to be considered for the program.
4. Students are admitted to the program each fall semester. **Applications, official transcripts, and all supporting documents must be submitted to the Office of Enrollment Services by June 1st. Official Transcripts must be mailed to MCC by the college or university directly.**
5. Applicants will be selected ONLY if the file is complete.
A complete file includes the following:
 - a. Student Information Form
 - b. Mortuary Science Application
 - c. Official college transcripts
 - d. Official Mortuary Science school transcripts (if applicable)
 - e. Proof of immunization/vaccine requirements
6. It is the responsibility of the **applicant** to verify completion of their file. Contact the MCC Office of Enrollment Services at (480) 654.7600 for verification.
7. Applicants are responsible to maintain their current address and telephone number at the Office of Admissions/Recruitment.

Procedures for Student Compliance with Proposition 300:

The Maricopa Community Colleges have announced the procedures they are using to comply with Proposition 300.

The Colleges' efforts to comply with the law mean that students are being asked to provide information about their citizenship or legal status. To qualify for in-state tuition and financial assistance, students must provide documentation as proof of residency. Acceptable documents include a birth certificate, an Arizona driver license or ID card issued August 1, 1996 or later, and official immigration papers. Students who successfully complete the federal Free Application for Federal Student Aid (FAFSA) will not need to show additional proof of citizenship.

Proposition 300, passed by Arizona voters in November 2006, stipulates that college students who are not legal United States citizens or are without lawful immigration status must pay out-of-state tuition, and that persons who are not United States citizens and who are without lawful immigration status are not eligible for financial assistance using state money. The law requires that those who are not citizens or legal residents pay out-of-state tuition, which now is \$96.00 per credit hour for students taking fewer than seven credit hours and \$312.00 per credit hour for students taking seven or more credit hours. The in-state tuition rate is \$71.00 per credit hour. Tuition subject to change without notice.

Acceptance Procedures

1. Applicants accepted into the program will receive the following:
 - a. Either a conditional or an unconditional letter of acceptance. The conditional letter will stipulate the necessary procedures prior to enrolling.
 - b. Disclaimer form to be completed and returned prior to enrolling.
 - c. An Advisement/Registration form with the approved classes for enrollment.
2. Applicants who are accepted and fail to enroll or pay all necessary fees by the due date indicated on the billing statement will forfeit acceptance into the program.

General Information

1. The Phoenix-Mesa Gateway Center offers on-campus housing for students. See attachment for information, or call (480) 727.1700. There are no dormitory facilities on MCC's campuses. Housing and transportation arrangements are the student's responsibility.
2. **The student will be responsible for their own transportation to various clinical sites.**
3. It is essential that Mortuary Science students be able to perform a number of physical activities in the clinical/lab portion of the program. At a minimum, students will be required to lift human bodies, stand several hours at a time, and perform bending activities. The clinical/lab experience also places students under considerable mental and emotional stress

as they undertake responsibilities and duties in embalming human bodies. Individuals should give careful consideration to the mental and physical demands of this program prior to making application.

4. Advanced placement of courses must be evaluated on an individual basis.
5. **Special fees:** MSP 202 - Embalming (fall semester) \$500.00; and MSP 207 - Restorative Art (spring semester) \$500.00.
6. **Tuition:** In addition to the special fees, General Tuition for County Resident: \$71.00 per credit hour; Out-of-State: \$312.00 per credit hour. (Subject to change without notice).
7. The Mortuary Science Program is a total educational experience covering all aspects of funeral directing, embalming, and funeral home management. This is a block program, and the second year of the Associate of Applied Science degree. Every student must take the National Board Examination as a requirement for graduation. The cost of that exam is the responsibility of the student. Any students, who have not taken the National Board Examination within one year of the date of completion of the required course work, will be required to re-apply for graduation and pay the additional fees necessary. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

Admission to the Mortuary Science Program is selective. The candidate must have completed all prerequisite courses and maintained a G.P.A. of 2.50 or better. Application must be submitted by **June 1st** of the year for admission in the fall semester. For answers to specific questions about the Funeral Profession or Mortuary Science in general, call Dr. Thomas R. Taggart or Donna Backhaus at (480) 988.8501.

Associate of Applied Science in Mortuary Science

I.	Required courses* (10-11 semester credits)	Credits
	ACC 107 Bookkeeping Theory and Practice (or ACC 111)	(3-4)
	BPC 101AA Intro. to Microcomputers (or any BPC/CIS/CSC 100 level or higher)	(1)
	GBS 205 Legal, Ethical, & Regulatory Issues in Business	(3)
	MGT 253 Owning and Operating a Small Business	(3)
II.	General Studies Requirements* (12 - 15 semester credits)	Credits
	ENG 101 First Year Composition (or ENG107)	(3)
	ENG 111 Technical Writing (or ENG 102 or ENG108)	(3)
	COM 110 Interpersonal Communication (or COM100, 225, or 230)	(3)
	CRE 111 Critical Reading for Bus. & Industry (or CRE 101 or test exempt)	(3)**
	MAT 102 Mathematical Concepts/Applications (or higher)	(3)
III.	General Education Distribution Requirements* (10 semester credits)	Credits
	REL 243 History of World Religions (or any approved Humanities/Fine Arts)	(3)
	PSY 156 Understanding Death and Dying (or PSY 101)	(3)
	BIO 160 Introduction to Human Anatomy and Physiology (or BIO201/202)	(4)
IV.	Specialty Courses (34 semester credits)	Credits
	<i><u>Fall Courses-</u></i>	
	MSP 101 Orientation to Funeral Service (Required)	(1)
	MSP 201 History & Sociology of Funeral Service	(3)
	MSP 202 Embalming & Lab	(3+1)
	MSP 203 Microbiology for Funeral Service	(3)
	MSP 204 Chemistry for Funeral Service	(3)
	MSP 205 Mortuary Administration I (Funeral Directing)	(3)
	<i><u>Spring Courses-</u></i>	
	MSP 206 Mortuary Administration II (Merchandising & Management)	(3)
	MSP 207 Restorative Art & Lab	(3+1)
	MSP 208 Legal, Ethical & Regulatory Issues in Funeral Service	(3)
	MSP 209 Pathology for Funeral Service	(3)
	MSP 210 Counseling for Funeral Service	(2)
	MSP 211 Compendium for Funeral Service	(2)

Total Semester Credits (69-70)

****If reading exempt, students must make-up the three credits from any subject numbered 100 level or higher with a grade of "C" or better.**

Consult the MCC catalog for degree requirements

**Course substitutions (directives) must be approved prior to the application deadline*

**MESA COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
MORTUARY SCIENCE DISCLAIMER**

Your admission to Mesa Community College Mortuary Science Program is no guarantee that you will graduate from the college. Further, graduation from the college is not the criterion for obtaining a license as an Embalmer/Director. Licensing requirements are the exclusive responsibility of the various State Boards and you must satisfy those requirements for licensing.

I have read and understand the Mortuary Science Disclaimer.

Signature of student

Date

This statement will become part of your permanent record.

Please sign and return immediately to:

Mesa Community College
Office of Enrollment Services
7110 E. McKellips Rd.
Mesa, AZ 85207-1908

**MESA COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM**

ASSUMPTION OF RISK AND HOLD HARMLESS

In the Mortuary Science Program the student may come into contact with hazardous chemicals. The college will provide adequate instruction on the handling of hazardous chemicals and holds the student responsible for properly following instructions.

A student in the Mortuary Science Program must participate in lifting heavy cartons and human bodies. The student certifies that they are in good physical/mental health to participate in heavy lifting.

I have read this disclaimer, hereby assuming all risk and hold harmless the faculty, staff, and administration of MCCCDC.

Signature of student

Date

This statement will become part of your permanent record.

Please sign and return immediately to:

Mesa Community College
Office of Enrollment Services
7110 E. McKellips Rd.
Mesa, AZ 85207-1908

MESA COMMUNITY COLLEGE MORTUARY SCIENCE PROGRAM HEPATITIS VACCINE REQUIREMENT

Documentation of Hepatitis B vaccine immunization series: Mortuary Science students must have received the final immunization prior to starting in the Mortuary Science Program.

General Information:

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV). Individuals who work in medical settings are more at risk than others for acquiring this infection. Because of this increased risk, the Mortuary Science Program requires that students entering their program receive the hepatitis vaccine as a protective measure. A high percentage (85%-95%) of healthy people who receive two doses of the vaccine and a later booster achieve high levels of antibody development (ant-HBV) and receive protection against Hepatitis B. Full immunization requires three doses of vaccine over a six-month period. The duration of immunity is unknown, and it is recommended the immunization process be on a ten-year cycle. The incidence of side effects is low; however, **pregnant women should check with their physician before receiving the vaccine.**

You may obtain the vaccine series from any of the following agencies. Some agencies may have payment schedules, and you may wish to check with them regarding their payment policies.

1. Banner Hospital Campus (5 locations)
(602) 417.3511 Call for nearest location.
2. East Valley Vaccines
110 S. Mesa Dr. Suite #2
Mesa, AZ
(480) 833.0554
3. Passport Health USA. Com (4 locations)
(480) 345.6800 Call for nearest location.
4. A physician of your choice

You may wish to check for coverage with your health insurance.

2nd HEPATITIS B VACCINE REQUIREMENT

*MESA COMMUNITY COLLEGE
OFFICE OF ENROLLMENT SERVICES
7110 E. MCKELLIPS RD.
MESA, ARIZONA 85207-1908*

Last Name

First

Middle

Social Security Number

2nd HEPATITIS IMMUNIZATION: DUE BEFORE FEBRUARY

DATE:

SIGNATURE OF HEALTH CARE PROVIDER:

AGENCY:

AGENCY ADDRESS:

RETURN THIS FORM TO THE OFFICE OF ENROLLMENT SERVICES BY THE DUE DATE INDICATED.

FAILURE TO DO SO WILL PREVENT ADMISSION TO THE MORTUARY SCIENCE PROGRAM.

01/11

3rd HEPATITIS B VACCINE REQUIREMENT

**MESA COMMUNITY COLLEGE
OFFICE OF ENROLLMENT SERVICES
7110 E. MCKELLIPS RD.
MESA, ARIZONA 85207-1908**

Last Name

First

Middle

Social Security Number

3rd HEPATITIS IMMUNIZATION: DUE BEFORE AUGUST

DATE:

SIGNATURE OF HEALTH CARE PROVIDER:

AGENCY:

AGENCY ADDRESS:

RETURN THIS FORM TO THE OFFICE OF ENROLLMENT SERVICES BY THE DUE DATE INDICATED.

FAILURE TO DO SO WILL PREVENT ADMISSION TO THE MORTUARY SCIENCE PROGRAM.

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PHOENIX-MESA GATEWAY CENTER CAMPUS HOUSING AND RESIDENTIAL LIFE

Eligible Students: Serving students at ASU Polytechnic, Chandler-Gilbert Community College and Mesa Community College. Residing on campus is about more than just having a place to stay: it's about finding a place to LIVE! You'll invest thousands of dollars in your education in tuition, books and fees. As a result of these investments, you'll gain a new range of career options after graduation. Living on campus is a similar sort of investment. The friendships you'll make. The additional opportunities of interaction with faculty, the convenience of being walking distance from classes – all contribute to the value-added experience of living on campus. Few choices you make in college can offer so much in enhancing your college experience as living on campus.

Student status and eligibility to remain in residential living will be verified during each academic semester. To remain eligible for housing, students must be enrolled throughout the term and must be making consistent progress toward a degree. When a student withdraws or is withdrawn from a class for any reason, it is the student's responsibility to inform Phoenix-Mesa Gateway Center Housing. Falling below the 6 credit minimum could result in the termination of the License Agreement.

Housing for single students is sorted into two groups: traditional-age freshmen (18-19, recently graduated from high school) and all other single students. Freshman housing is separate from the rest of single student housing in order to meet the unique needs of students as they transition into college life. Housing for other single students is provided in two areas. Our North Residence Halls are composed of a cluster of five residence halls on the north part of campus. Alternatively, houses, which can be shared by two or three students, are available on the south part of campus.

Housing for students with families is available in two separate villages on campus. Houses range in size from 2-5 bedrooms and include internet, cable television and water. Community playgrounds and picnic/ BBQ areas are located in South and North Desert Village. Faculty and Staff of ASU and the Maricopa County Community Colleges are also eligible to reside in family housing.

PHOENIX-MESA GATEWAY CENTER HOUSING

Phoenix-Mesa Gateway Center Housing is located at 5931 S. Sterling Mesa, Arizona 85212. Phoenix-Mesa Gateway Center Housing is located in the Student Union annex (enter the parking lot from campus Loop North)

Family homes are available from 2 Bedroom to 5 Bedroom at rents ranging from \$755.00 up to \$1130.00 per month. Shared house rents range from \$3,330 to \$4,491 for the academic year and residence halls from \$4,275 to \$5,220 for the academic year.

Shared house and residence hall rates do not include an activity fee of \$15 per license which is used for community activities and programs. Prices are per person. Family housing rates do not include an Activity Fee of \$35 per license.

Family housing rates stated include water, cable TV, and garbage service. Residents are responsible for gas/electricity and telephone service.

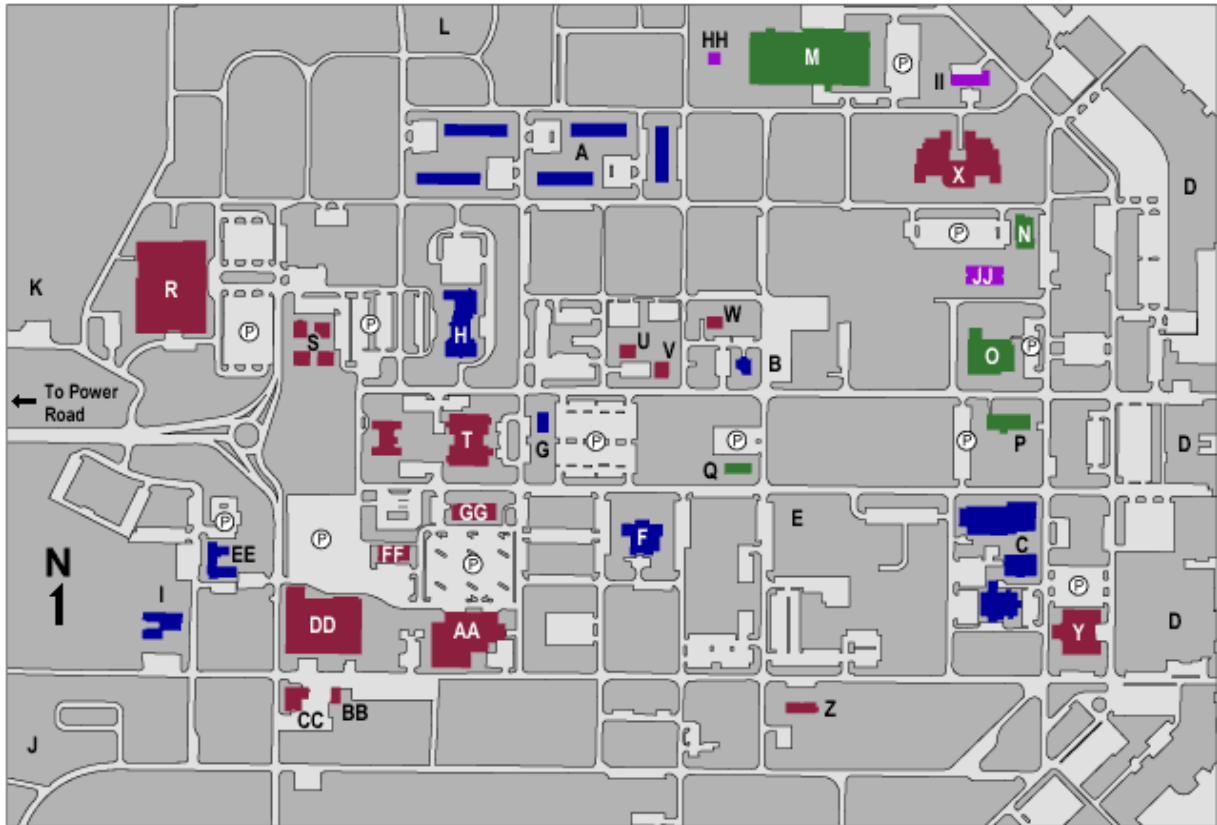
The Villages, like all other housing areas, are staffed by Community Assistants (CA's) who provide peer support, policy enforcement and programs/activities for residents.

HOW DO I APPLY?

For more detailed information on all aspects of residential life, eligibility, or for applications, please call: **Williams Campus Housing at (480) 727.1700 or fax (480) 727.1711. Pricing subject to change.**
To inquire and apply online visit:

www.poly.asu.edu/housing/home.html

Arizona State University Polytechnic and Phoenix-Mesa Gateway Center



Phoenix-Mesa Gateway Center

- A. Student Residence Hall
- B. Williams Campus Post Office (WCPO)
- C. Air Force Research Lab Buildings
- D. Williams Gateway Airport and Flight Line
- E. Swimming Pool (POOL)
El Mirage Dining Hall (FOOD)
- F. Williams Campus Housing Office (WCHO)
- G. Williams Campus Union (CUB)
- H. Child Development Center
- I. West Desert Village
- J. Toka Sticks Clubhouse and Gold Course
- K. North Desert Village

Chandler-Gilbert Community College at Phoenix-Mesa Gateway Center

- L. Aviation Technology Center (ATC)
- M. General Studies Building (GSB)
- N. Physical Education Center (PEC)
- O. Science Lab Building (SLB) Learning Resource Center (BOOKS)

Mesa Community College at the Phoenix-Mesa Gateway Center

- HH. Burn Building
- II. MORTUARY SCIENCE BUILDING

ASU Polytechnic

- R. VA Regional Clinic
- S. Morrison School of Agribusiness
- T. Academic Center Building
- U. Print Building
- V. International Projects Office
- W. Print Building 2
- X. Flight Simulator Building
- Y. Classroom and Building
Embry-Riddle
- Z. Photovoltaic Testing Lab.
- AA. Future Classroom and Lab.
- BB. Agribusiness Food Science Lab.
- CC. Technology Center Building
- DD. Technology Center
- EE. Administrative Services Building
ASU Safety/ Mesa Police
- FF. Center for Agribusiness Policy
- GG. Auditorium
- JJ. Fire Science Building

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