



CHANDLER-GILBERT
COMMUNITY COLLEGE

MORTUARY SCIENCE DEGREE PROGRAM

INFORMATION AND APPLICATION GUIDE 2016-2017 ACADEMIC YEAR



MARICOPA
COMMUNITY COLLEGES

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Overview

This information is for applicants to the Chandler-Gilbert Community College Mortuary Science degree program located at the Williams campus. All inquiries for information and enrollment procedures should be directed to the Mortuary Science degree program at Chandler-Gilbert Community College.

The Mortuary Science degree program is located across from Phoenix-Mesa Gateway Airport at the corner of South Sossaman Road and East Tahoe Avenue. Best cross streets are Ray and Power roads. Take Ray Road east to Sossaman, make a right turn, and go south on Sossaman to Tahoe Avenue. The on-campus building is on the corner.

The address is:

7360 East Tahoe Avenue
Mesa, Arizona 85212

The deadline for submitting the application and all supporting documents, including general education and prerequisite transcripts for the Fall semester program, is June 1.

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 Backhaus has more than 20 years of experience in funeral service in Arizona. In addition to the Associate of Applied Science degree in Mortuary Science program she earned from MCC, she holds a Bachelor of Science degree in business management and a Master of Arts degree in adult education/distance learning from the University of Phoenix.

Donna Backhaus

Mortuary Science, Coordinator

Phone: 480.988.8503

Email: donna.backhaus@cgc.edu

General Information

Minimum GPA of 2.50

A 2.50 GPA on a 4.00 scale is required for all general education and prerequisite courses that apply to the Associate of Applied Science degree in Mortuary Science.

Equal-access 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 that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Program Accreditation

The Associate of Applied Science (AAS) degree in Mortuary Science at Chandler-Gilbert Community College is accredited by the American Board of Funeral Service Education (ABFSE). The website address is www.abfse.org.

3414 Ashland Avenue, Suite G
St. Joseph, Missouri 64506

Phone: 816.233.3747

Web: www.abfse.org

Chandler-Gilbert Community College is regionally accredited by the Higher Learning Commission, North Central Accrediting Agency.

State Requirements

The individual state requirements for entry into the funeral profession vary state-to-state and from as little as a certificate of completion to a four-year bachelor's degree.

The minimum credential for graduation from an American board-accredited school is the two-year Associate of Applied Science degree (AAS). This degree is what CGCC offers. If a student is planning to attend CGCC and comes from a state that requires two years of education plus mortuary science, we recommend that the student complete the Associate of General Studies degree program first. Then, with 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 a mortuary science degree are: Idaho, Iowa, Kansas, Michigan, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Dakota, Oklahoma, Pennsylvania, South Dakota, and Wisconsin.

Currently two states require a bachelor's degree: Ohio and Minnesota. If the student wishes to attain a bachelor's degree, we recommend the student complete our AAS degree and then transfer to a number of schools with whom CGCC has articulation agreements: Arizona State University, Arizona State University Polytechnic campus, Grand Canyon University, Northern Arizona University, Ottawa University, University of Phoenix, Western International University, and others. Check with your academic advisor. This avenue allows the student to obtain an additional skill above the Mortuary Science degree, such as accounting, psychology, or business.

It is appropriate to mention at this point that whether a student receives a one-year certificate or an associate or a bachelor's degree, the amount of Mortuary Science coursework is the same. The ABFSE has in its required curriculum 52 semester hours of required Mortuary Science coursework. The student receiving the four-year degree will have no more funeral service education than the student receiving the one-year certificate. With this in mind, students wanting to obtain a higher degree would want that degree to be in another related discipline, giving that student a more advanced and well-rounded education with additional skills.

Aims and Objectives

Each program in funeral service education must have as its central aim recognition of the importance of funeral service personnel as:

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

Each program must have at least the following objectives:

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

The Aims and Objectives of the program must be in the published documents—other than brief informational/marketing materials—relating to the funeral service program.

The program must assess the achievement of its Aims and Objectives.

These Aims and Objectives adopted from the American Board of Funeral Service Education are consistent with and supportive of those of the Maricopa County Community College District (MCCCD) and Chandler-Gilbert Community College.

The Aims and Objectives of the Mortuary Science program are communicated through program publications both to the campus and the wider community to ensure that all understand its nature.

College Contact Information

Mortuary Science Department

480.988.8503

Academic Advisement

480.988.8180 or 480.732.7317

Admission and Records

480.988.8134

Financial Aid

855.622.2332

Veterans Services

480.726.4094 or Fax: 602.396.5057

Placement Testing

480.988.8163 or 480.732.7159

Cashier/Fiscal

480.732.7312

Bookstore (Williams Campus)

480.988.8106

College Safety

480.988.8888

Online Students Account HelpDesk

480.994.4433

Available 24 hours, 7 days a week

Registration Checklist

Get Admitted

maricopa.edu/admissions

- Complete the FAFSA and scholarship applications at: maricopa.edu/paying-for-college
- Provide proof of identity to the college at which you applied
- Verify your residency status, for tuition purposes, by providing a government-issued ID
- Submit prior education, i.e., high school and/or college/university official transcripts
- Connect with Counseling and Career Services at your college
- Visit the campus to familiarize yourself with the services and resources

Take the Placement Test

maricopa.edu/testing

- The sample questions will prepare you at: maricopa.edu/testing
- The Placement Test will ensure appropriate level of classes for enrollment
- The Placement Test is not a pass/fail exam
- The Placement Test is untimed and FREE
- Your government-issued photo ID is required on the day of testing
- Your test score results can be acquired by asking for a Course Placement Chart

Seek Academic Advisement

maricopa.edu/advisement

- Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals
- Advisors will meet with you each semester prior to class registration
- Advisement sessions may vary from college-to-college, so check your MCCC college for details
- Services are available in person and via telephone and email
- Advisors will tell you about: College Success classes, Associate degrees, certificates, transfer options, and resources and services

Register for Classes and Attend New Student Orientation

maricopa.edu/new-student-orientation

- Register for classes early to ensure the best schedule, maximize financial aid options, and get prepared for a successful semester
- Know when your tuition is due
- Attend New Student Orientation, because research shows that those who participate have higher rates of attaining their goals

Pay Tuition and Fees

maricopa.edu/paying-for-college

- Write your tuition balance and due date on the front of this handout
- Monitor your Student Center for current balance and pay on or before due date
- Explore paying for college at: maricopa.edu/paying-for-college
- Complete the Free Application for Federal Student Aid (FAFSA) at: fafsa.gov
- Explore college websites for scholarships, such as the Presidents' Scholarship, and more

Admission Procedures and Requirements

Step 1

An application for the Mortuary Science Degree program must be completed in addition to enrolling as a student at CGCC by establishing a Maricopa Student ID and account at: www.my.maricopa.edu

Step 2

Completion of all general education courses and prerequisites is required **before** the application date of June 1. Application information is available online at: <http://www.cgc.edu/mortuaryscience>

Step 3

General education and prerequisite courses need to meet the requirements of Associate of Applied Science (AAS) degree in Mortuary Science and must reflect a minimum GPA of 2.50 to be considered for the program. A higher GPA is encouraged.

Step 4

Program admission occurs only in the Fall semester. There is no Spring semester start date for this program. Applications, official transcripts, and all supporting documents must be submitted to Enrollment Services CGCC Williams campus by the June 1 deadline. An official transcript request form must be filled out in order to get the transcript evaluated.

Official transcripts must be mailed from the college or university directly to:

Chandler-Gilbert Community College Mortuary Science Program
7360 East Tahoe Avenue
Mesa, AZ 85212

Phone: 480.988.8501

Fax: 480.988.8520

Step 5

Applications will be sent to the selection committee only if the file is complete. A complete file includes:

- A registration at the College and a current student ID issued at: my.maricopa.edu
- A complete Mortuary Science Application
- All official college and/or university transcripts with the completed Transcript Evaluation form (Allow sufficient time for transcript evaluation.)
- Official transcripts from ALL MCCCDC Colleges requested by the student and sent directly from those Colleges to CGCC for general, prerequisite courses, and electives evaluation
- An official Mortuary Science school transcript (if applicable)
- Signed proof of immunization/vaccine requirements or Declination Letter

Step 6

It is the responsibility of the applicants to verify completion of their file. Contact the CGCC Mortuary Science office for verification.

Step 7

Applicants are responsible to maintain their current mailing address, telephone number, and email address at the Office of Enrollment Services. Any change in status should be changed at: www.my.maricopa.edu student center and reported immediately to the Admissions and Records office.

Residency and Citizenship Information (Prop 300/HB2008/U.S.CGCC)

The Maricopa Community Colleges has announced the procedures it is using to comply with Proposition 300. The Colleges' efforts to comply with the law means 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's license or ID card issued August 1, 1996, or later; and official immigration papers. Students who successfully complete the 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 commission, 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 \$327 per credit hour for students taking seven or more credit hours. The in-state tuition rate is \$86 per credit hour. Tuition is subject to change without notice.

Acceptance Procedures

Applicants accepted into the program will receive:

- Either a conditional or an unconditional letter of acceptance. (The conditional letter will stipulate the necessary procedures prior to enrolling.)
- A Disclaimer form to be completed and returned prior to enrolling
- An advisement/registration form with the approved classes for enrollment

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

There are no dormitory facilities on the CGCC main campus. The Arizona State University Polytechnic Campus/Williams Educational Center offers on-campus housing for students. See page 11 for information, or call 480.727.1700. Housing and transportation arrangements are the students' responsibility.

The students shall be responsible for their own transportation to various clinical sites.

It is essential that Mortuary Science program 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.

Advanced placement of courses must be evaluated on an individual basis.

Special Fees: MSP 202 Embalming (1st semester) \$500; and MSP 207 Restorative Art (2nd semester) is \$500.

Tuition: In addition to the Special Fees, General Tuition for County residents is \$86 per credit hour; out-of-state is \$327 per credit hour. Tuition is subject to change without notice.

Tuition Fee and General Education Courses:

Course substitutions must be approved prior to the application deadline. The above courses may be transferred from any 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, MSP 101 Orientation to Funeral Service is open to any student. Completion of this course is not a guarantee of admission to the Mortuary Science degree program. However, this course allows students to review the opportunities available should they pursue a career in funeral service. It is typically offered in the Fall semester for three weeks and offered, as well, in the evening in the Spring semester.

The Mortuary Science degree program is a total educational experience, covering all aspects of funeral directing, embalming, and funeral home management. This is a block/cohort program, and the second year of the Associate of Applied Science degree. Your best vehicle to licensure after graduating from an ABFSE-accredited school is the taking and passing of the National Board Examination (NBE). Almost every state in the US accepts a passing score on the NBE. This is because the laws of the various states are quite different as they pertain to the regulation of the death-care industry. Arrangements to take and pay for this exam (\$500) offered by the International Conference of Funeral Service Examining Boards are the responsibility of the individual student.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org.

To request a printed copy of this program's rates, go to Chandler-Gilbert Mortuary Science Degree Program Department at:

7360 East Tahoe Avenue
Mesa, Arizona 85212

Phone: 480.988.8501

Email: donna.backhaus@cgc.edu, Or tom.taggart@cgc.edu

Institutions failing to comply with this requirement will be placed on probation immediately. Continued noncompliance may lead to the removal of accreditation.

Selective Admission to the Mortuary Science Program

The candidate must have completed all prerequisite courses and maintained a GPA of 2.50 or better. Application must be submitted by June 1 of each 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, LELFD, or Donna Backhaus, LELFD, at 480.988.8501.

Phoenix-Mesa Gateway Center: ASU Polytechnic Campus Housing and Residential Life

Eligible Students

ASU Polytechnic Housing serves students at ASU Polytechnic and Chandler-Gilbert Community College, including Mortuary Science degree program students. Residing on campus is more than just having a place to stay, it's about finding a place to live.

You'll invest thousands of dollars into your education for 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 friends you will make, the additional opportunities for interaction with faculty, and 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 to enhancing your college experience as living on campus.

Student status and eligibility to remain in residential living will be verified 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 Polytechnic Campus Housing. Falling below the six-credit minimum could result in termination of the License Agreement.

Housing for single students is provided in two areas. Houses that 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 the South, as well as the North Desert Village. Faculty and staff at ASU and the Maricopa Community Colleges are also eligible to reside in family housing.

ASU Polytechnic Housing Is Located at:

5931 South Sterling Road
Mesa, Arizona 85212

(From the Student Union Annex, enter parking lot from Campus Loop North.)

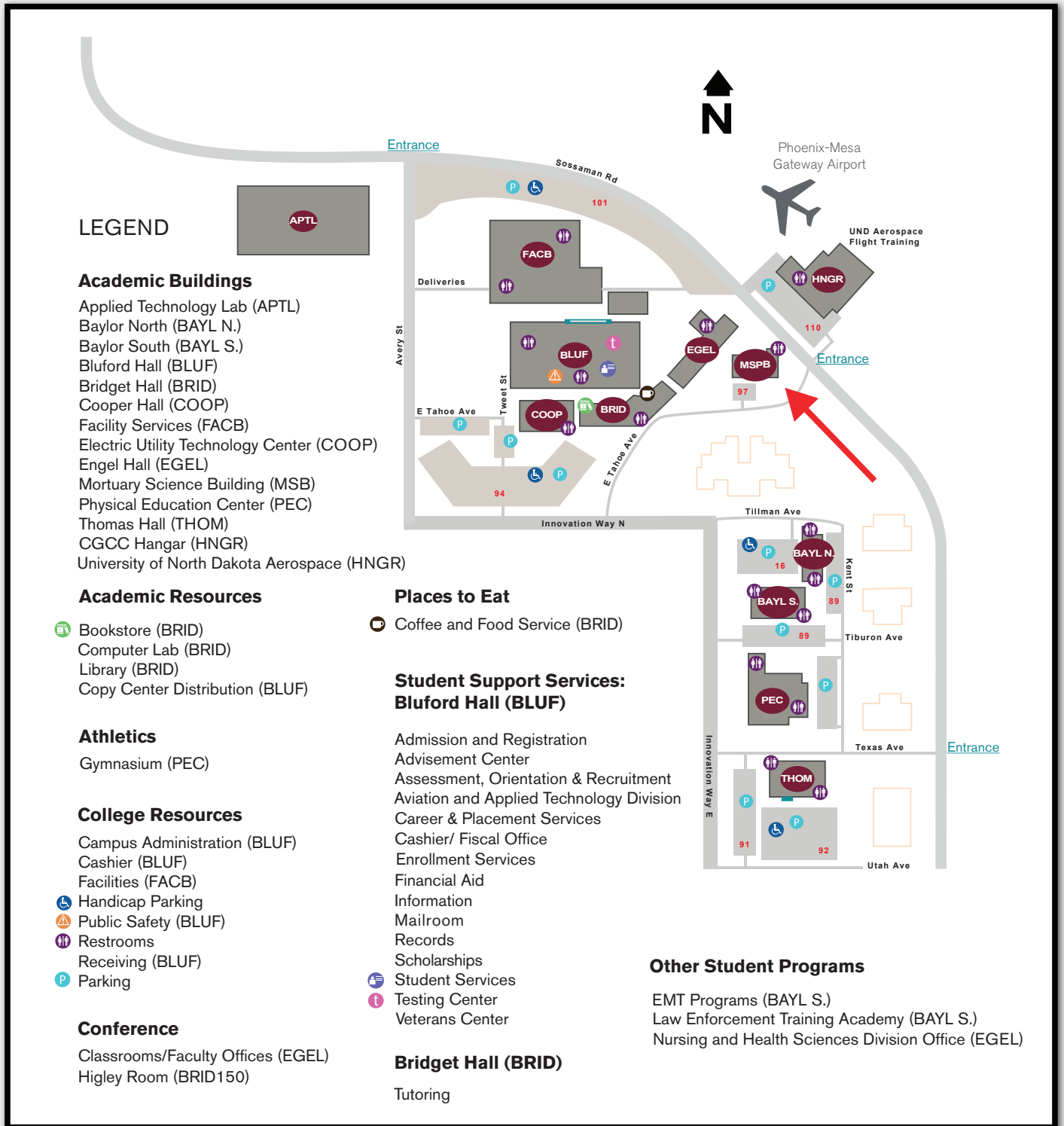
Rates and Options

Visit: http://housing.asu.edu/sites/default/files/2015-2016_PolyRates_1.pdf

University Housing Application

For more information on all aspects of residential life, eligibility, or applications, please call University Housing at Poly Campus 480.727.1700 or visit: <http://www.studenthousingatpoly.com>

Pricing is subject to change.



Directions: The Williams Campus is located just west of the Phoenix-Mesa Gateway Airport between Power and Sossaman roads.

cgc.edu



MARICOPA
 COMMUNITY COLLEGES

Associate of Applied Science Courses: Mortuary Science

| | | | |
|-----|---|--|----------------|
| I. | Program Prerequisites | | Credits |
| | ACC111 | Accounting Principles | (3) |
| | BPC/CIS | Any BPC/CIS course | (1) |
| | GBS 205 | Legal, Ethical, & Regulatory Issues in Business | (3) |
| | MGT 253 | Owning and Operating a Small Business | (3) |
| II. | General Education Requirements | | Credits |
| | ENG 101 | First Year Composition | (3) |
| | ENG 111 | Technical Writing (or ENG 102) | (3) |
| | COM 100 | Introduction to Human Communication <i>or COM110 Interpersonal Communication</i> | (3) |
| | CRE 101 | Critical and Evaluative Reading <i>or (Test-exempt NOTE: If reading-exempt, students must make up the 3 credits from any subject course level 100 or higher with a grade of "C" or better.)</i> | (0-3) |
| | MAT 112 | Mathematical Concepts/Application (or higher) <i>(New course substitution for MAT 102 – please see Prerequisites requirements.)</i> | (3) |
| | REL 100 | World Religions OR ANY APPROVED HUMANITIES COURSE | (3) |
| | PSY 101 | Introduction to Psychology | (3) |
| | BIO 160 | Introduction to Human Anatomy and Physiology | (4) |
| IV. | Required Courses (34 semester hours) | | Credits |
| | Fall Courses- | | |
| | 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) |
| | Spring Courses- | | |
| | 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 | | (68-70) |

Consult the CGCC General Catalog for degree requirements.

Course substitutions must be approved prior to the application deadline.

Prerequisites are a grade of "C" or better in MAT 091 or MAT 092 or the successful completion of Maricopa Modules or a satisfactory score on the District Placement Exam.

College Transcript Evaluation

Individuals who have successfully completed courses or credits at another US regionally accredited university or college need to request evaluation of these courses for the purpose of establishing equivalency with Chandler-Gilbert Community College. Official transcripts must be sent directly from the institution(s) to:

Chandler-Gilbert Community College Mortuary Science Program
Attn: Williams Student Services, Suzanne
7360 East Tahoe Avenue
Mesa, AZ 85212

Phone: 480.988.8501

Fax: 480.988.8520

cgc.edu/mortuaryscience

In order for the transcript to be evaluated and posted to a student account, the student must be currently enrolled. Go to my.maricopa.edu and set up a student account with enrollment information. Transcript requests will be processed in order of receipt. Please allow four to six weeks to be processed.

Note: Transcripts will be held for one year from the date received and then will be destroyed if a transcript evaluation request has not been received. The transcript evaluation request follows on the next page.

Other MCCCDColleges' (SCC, PC, RIO, GCC, EMCC, etc.) official transcripts should be requested online through your Student Center and will be posted to your account. Transfer within the Maricopa system requires active accounts at all the Colleges involved.



Evaluation of Prior College Credit

If you have a current application on file at Chandler-Gilbert Community College and are pursuing a particular academic program, your official transcripts from other colleges/universities will be evaluated upon your request. The evaluation will indicate which of your prior courses have been accepted in transfer.

Name _____ Student ID# _____

Former/Previous Name(s) _____

Address _____

City _____ State _____ Zip Code _____ Phone# _____

In order for credit to be awarded, the following criteria must be met:

- You need to request that official transcripts from all prior colleges be sent directly to CGCC Office of Admissions and Records.
- The prior colleges need to be regionally accredited. (See the college catalog for a listing of Regional Accreditation Associations.)
- The coursework must be at the college level and completed with a "C" or higher grade to transfer.

Please allow a MINIMUM of 6 weeks for processing. Once the evaluation is complete, please contact an Academic Advisor in the Enrollment Services Office if you need assistance in determining how the courses fit into your degree program.

Transcripts hand-carried by students or issued to the student are not considered official and will not be evaluated.

| College or University Attended | State |
|--------------------------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Please indicate your program of study at CGCC:

- | | |
|---|---|
| <input type="checkbox"/> Associate of Arts (AA) Degree | <input type="checkbox"/> Associate of General Studies (AGS) Degree |
| <input type="checkbox"/> Associate of Arts (AA) Degree General Requirements (GR) | <input type="checkbox"/> Assoc. of Science (AS) Degree General Requirements (GR) |
| <input type="checkbox"/> Associate of Arts (AA) Degree Special Requirements (SR) | <input type="checkbox"/> Assoc. of Science (AS) Assoc. of Special Requirements (SR) |
| <input type="checkbox"/> Certificate of Completion (CCL) in: _____ | <input type="checkbox"/> Associate of Business (ABUS) Degree |
| <input type="checkbox"/> Arizona General Education Curriculum (AGEC) Certification (Noted on Official Transcript) | |
| <input type="checkbox"/> Associate of Applied Science (AAS) Degree, Specify Area: _____ | |
| <input type="checkbox"/> Associate of Transfer Partnership (ATP) Degree, Specify Area: _____ | |

Student Signature Date

Check here if this evaluation is needed in determining financial aid/veterans educational benefits eligibility.

Mortuary Science Disclaimer

Your admission to Chandler-Gilbert Community College Mortuary Science degree 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.

Return this form to the Mortuary Science office by the due date indicated.
Failure to do so will prevent admission to the Mortuary Science program.

Assumption of Risk and Hold Harmless

In the Mortuary Science degree 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 degree program must participate in lifting heavy cartons and human bodies. The student certifies that he/she is 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 MCCC.

Signature of Student

Date

This statement will become part of your permanent record.

Return this form to the Mortuary Science office by the due date indicated.
Failure to do so will prevent admission to the Mortuary Science program.

MCCCD Allied Health Programs

Rev. 3/15 Vaccination Declination

Vaccination Declination Exhibit B

| | |
|-----------------------------|------|
| | |
| Student Name (Please Print) | Date |

Hepatitis B Vaccination Declination

I understand that due to my exposure to blood or other potential infectious materials during the clinical portion of my allied program, I may be at risk of acquiring Hepatitis B virus (HBV) infection. The health requirements for the allied health program in which I am enrolled, as described in the Student Handbook, include the Hepatitis B vaccination series as part of the program's requirements.

I have been encouraged by the faculty to be vaccinated with Hepatitis B vaccine; however, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

By signing this form, I agree to assume the risk of a potential exposure to the Hepatitis B virus and hold the Maricopa Community College Allied Health Program, as well as all healthcare facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Hepatitis B virus.

| | |
|----------------------|------|
| | |
| Signature of Student | Date |

| | |
|-----------------------------|------|
| | |
| Signature of Faculty Member | Date |

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 degree 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 the 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 (anti-HBs) 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. The Community Health Services Clinic
8117 East Roosevelt Street
Scottsdale, AZ 85251
Phone: 480.941.9283

The current charge is approximately \$50 per injection, which is the lowest cost that we are aware of at this time. Appointments for vaccines are necessary.

2. Any of the following primary care centers of the Maricopa County Health Service Department

Mesa Primary Care Center
59 South Hibbert
Mesa, AZ 85210
Phone: 480.962.9181

Glendale Primary Care Center
5141 West Lamar Road
Glendale, AZ 85301
Phone: 602.931.9361

3. A physician of your choice. (Check for coverage with your health insurance.)

1st Hepatitis B Vaccine Requirement

Three input boxes for First, Middle, and Last names.

Input box for Student ID.

1st Hepatitis Immunization Suggested Schedule: Due on or before January 1

APPLICANT'S CERTIFICATION

Input boxes for Date and Signature.

PROVIDER CERTIFICATION

Input box for Signature of Healthcare provider.

Input box for Agency.

Input box for Agency Address.

This statement will become part of your permanent record.

Return this form to the Mortuary Science office by the due date indicated. Failure to do so will prevent admission to the Mortuary Science program.

2nd Hepatitis B Vaccine Requirement

First Middle Last

Student ID

2nd Hepatitis Immunization Suggested Schedule: Due on or before January 1

APPLICANT'S CERTIFICATION

Date Signature

PROVIDER CERTIFICATION

Signature of Healthcare Provider

Agency

Agency Address

This statement will become part of your permanent record.

Return this form to the Mortuary Science office by the due date indicated. Failure to do so will prevent admission to the Mortuary Science program.

3rd Hepatitis B Vaccine Requirement

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

First

Middle

Last

Student ID

3rd Hepatitis Immunization Suggested Schedule: Due on or before **June 1**

APPLICANT'S CERTIFICATION

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

Date

Signature

PROVIDER CERTIFICATION

Signature of Healthcare Provider

Agency

Agency Address

This statement will become part of your permanent record.

Return this form to the Mortuary Science office by the due date indicated.
Failure to do so will prevent admission to the Mortuary Science program.

Mortuary Science Application 2016-2017

Enrollment Information

Applications must be received by **June 1**

Chandler-Gilbert Community College
Williams Campus
Attn: Donna G. Backhaus, CFSP
7360 East Tahoe Avenue
Mesa, AZ 85212

Phone: 480.988.8501

Fax: 480.988.8520

cgc.edu/mortuaryscience



PLEASE TYPE OR PRINT CLEARLY IN INK. COMPLETE FORM AND SUBMIT TO CAMPUS ADMISSIONS OFFICE.
APPLICATION DEADLINE: JUNE 1 EACH ACADEMIC YEAR.

Semester Entering

Fall 2016

| | | | |
|--------------------------------|------------|------------|---------------|
| | | | |
| Last Name | First | Middle | Date |
| | | | |
| Address | | City | State Zip |
| | | | |
| Student ID (Maricopa Issued) # | Home Phone | Work Phone | Email Address |

EDUCATION BACKGROUND

Place date, college, semester/yr. completed, and grade for course in appropriate column. For earned credit, all courses must reflect a 2.50 GPA or better. All transcripts must be officially sent from your college directly to Chandler-Gilbert Community College, Mortuary Science department: 7360 East Tahoe Avenue; Mesa, Arizona 85212. Fill out a Transcript Evaluation Form to have your transcript officially evaluated for transfer credit. Include all courses in progress by semester/year under the appropriate column.

PREREQUISITE AND GENERAL EDUCATION COURSE CHECKLIST

| Course # | Course | College | Semester | Grade | Year Completed |
|----------|--|---------|----------|-------|----------------|
| ACC111 | Accounting Principles | | | | |
| BPC/CIS | Any BPC/CIS course | | | | |
| GBS205 | Legal, Ethical, and Regulatory Issues in Business | | | | |
| MGT253 | Owning & Operating a Small Business | | | | |
| ENG 101 | First Year Composition | | | | |
| ENG 111 | Technical Writing (or ENG 102) | | | | |
| COM100 | Intro. to Human Communication <i>OR</i> COM110 Interpersonal Communication | | | | |
| CRE 101 | Critical and Evaluative Reading | | | | |
| MAT 112 | Mathematical Concepts/Application or Higher | | | | |
| REL100 | World Religions <i>OR</i> any approved HU | | | | |
| PSY101 | Introduction to Psychology | | | | |
| BIO160 | Introduction to Human Anatomy and Physiology | | | | |

APPLICANT'S CERTIFICATION

| | |
|------|-----------|
| | |
| Date | Signature |

CONTINUE TO NEXT PAGE

FOR OFFICE USE ONLY

| | | |
|---|-------------------------|--|
| Student ID (Maricopa Issued) # _____ | Tuition Status _____ | Fee Payment <input type="checkbox"/> Rec'd _____ <input type="checkbox"/> By _____ |
|---|-------------------------|--|

Please circle if you have received: High School Diploma/GED Yes No
Graduation/Completion Date Yes No

| | | |
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School Name City State

| |
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Name/Location of Each College Where Prerequisite and/or General Education Was Completed

| | | | | |
|--|--|--|--|--|
| | | | | |
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Name City Date Attended Semester Hours Degree

MORTUARY SCIENCE PROGRAM

Have you ever attended a Mortuary Science program? Yes No
If so, school:

| | | | |
|--|--|--|--|
| | | | |
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Name City State Zip

Do you hold a current license? Yes No
License #

If yes, where issued?

| | | |
|--|--|--|
| | | |
|--|--|--|

State Year Active or Inactive

Have you ever had a Funeral Director/Embalmer license suspended? Yes No
Have you ever been released/withdrawn from a Mortuary Science program? Yes No
Have you ever initiated a withdrawal from a Mortuary Science program? Yes No
Have you ever been convicted of a misdemeanor or felony? Yes No

If yes to any of the above questions, please identify institution and explain:

Please list any coursework to be completed before entering the Mortuary Science program.
List college and semester of enrollment. (If not registered at CGCC, a copy of class schedule is required.)
