



AMERICAN RIVER COLLEGE  
HEALTH AND EDUCATION DIVISION  
4700 COLLEGE OAK DRIVE  
SACRAMENTO, CA 95841-4217  
TELEPHONE (916) 484-8432

APPLICATION FOR  
SPRING 2010 IS DUE  
FRIDAY DECEMBER 11, 2009

APPLICATION PACKET FOR SPRING 2010  
ASSOCIATE IN SCIENCE DEGREE – FUNERAL SERVICE EDUCATION

**PROGRAM INFORMATION**

The Funeral Service Education Program at American River College is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite G, St. Joseph, Mo 64506 (816) 233-3747 Web: [www.abfse.org](http://www.abfse.org). The program consists of a combination of general education and funeral service education courses with related laboratory experience. Successful completion of the program qualifies the student to take the California Board Examination to become a licensed embalmer. In order for a student to graduate from the Funeral Service Education Program, the student must maintain a grade of "C" or better in all coursework including general education courses and complete the National Board Examination. The student is responsible for providing professional attire uniform, laboratory fees, necessary equipment, and transportation to off-campus laboratory locations. Program costs are approximately \$600. School fees are additional. All costs/fees are subject to change.

**PRIMARY OBJECTIVES OF THIS PROGRAM**

- To enlarge the background and knowledge of students about the funeral service profession
- To educate students in every phase of funeral services, and to help enable them to develop the proficiency and skills necessary for the profession as defined by the American Board of Funeral Service Education
- To educate students concerning the responsibilities of the funeral services 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 students and faculty research in the field of funeral services
- To equip students with information related to the social, legal, psychological, and public health issues that are associated with death
- To offer students a comprehensive curriculum that will challenge their academic abilities that are consistent with the curriculum required by the American Board of Funeral Service Education
- To prepare students for success on the National Board Examination, as well as, state examinations

**GOALS OF THE FUNERAL SERVICE EDUCATION PROGRAM**

As an accredited mortuary college our program goals and objectives are as follows:

- To prepare students to be members of a human services profession
- To prepare students to be members of the community in which they serve
- To be participants in the relationship between bereaved families and those engaged in the funeral services profession.
- To offer professional knowledge of and compliance with federal, state provincial/territorial, and local regulatory guidelines
- To be sensitive to the responsibility for public health, safety and welfare in caring for human remains

**REQUIREMENTS FOR ENROLLMENT TO THE PROGRAM**

1. Graduation from an accredited high school in the United States or successful completion of General Education Development (GED) or California High School Proficiency Exam (CHSPE) prior to time of application: (Transcript must be an **official** transcript in a **sealed envelope** from the institution that issued the diploma.)
  - a) Students with a high school diploma from a school outside the United States must have transcripts evaluated by a National Association of Credential Evaluation Services (NACES) approved independent agency. Such cases will be evaluated on an individual basis.
  - b) Students who possess an Associate of Arts/Associate of Science degree or higher from a regionally college are exempt from the educational requirement stated above.
  - c) Students who have attended college outside the United States must have transcripts evaluated by a NACES approved independent agency, demonstrating equivalency to an AA/AS degree or higher from U.S. regionally accredited college. Such cases will be evaluated on an individual basis.
2. A cumulative college GPA of 2.0 and a grade of "C" or better in the program prerequisites: BIOL 102, FSE 100, and ENGWR 300. The FSE program will allow grades in-progress for FSE 100, BIOL 102 and ENGWR 300.
3. A current Curriculum Planning Summary Sheet from American River College (within the semester in which the pre-enrollment packet is being submitted)
4. A complete pre-enrollment application signed by an American River College Counselor

## ENROLLMENT APPLICATION DEADLINES

Enrollment applications are available from the Health and Education Division Office, the Coordinator of the Funeral Service Education Program, or from our website: <http://web.arc.losrios.edu/edhealth/FSE.html>.

*Spring 2010 Admission: Applications are currently available and are due in the Health and Education Division office by 4:00 p.m. Friday, December 4, 2009.*

IF A MINIMUM NUMBER OF QUALIFIED APPLICANTS ARE NOT RECEIVED BY DECEMBER 11, 2009, ENROLLMENT WILL BE DELAYED UNTIL THE FALL 2010 SEMESTER.

**REQUIREMENTS FOR DEGREE MAJOR (60.5 Units)\***

ACCT 101, BIOL 102, BIOL 130, BUS 340, CHEM 130, CISC 300, ENGWR 300, PSYC 390, SPEECH 301 or 331, and FSE 100, 110, 120, 130, 140, 111, 121, 150, 155,160, 170, and 297

\* All students who plan to graduate from the American River College Funeral Service Education program must sit for the National Board Examination. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period of this institution and all ABFSE accredited funeral services education programs is posted on the ABFSE website: [www.abfse.org](http://www.abfse.org)

**COURSES REQUIRED FOR THE ASSOCIATE DEGREE IN FUNERAL SERVICE EDUCATION**

Pre-FSE Courses	Concentration Sequence for Degree Major	Additional Graduation Requirements <sup>2</sup>
FSE 100 <sup>1</sup> BIOL 102 ENGWR 300	<b>Semester I</b> FSE 110 Funeral Directing I (2) FSE 160 Funeral Service Law and Ethics (3) BUS 340 Business Law (3) CHEM 130 Chemistry for Funeral Services (4) SPEECH 301 Public Speaking (3) or SPEECH 331 Group Discussion (3) <b>Semester II</b> FSE 111 Funeral Directing II (2) FSE 140 Pathology (2) FSE 155 Merchandising (3) BIO 130 Microbiology for Funeral Services (3) ACCT 101 Fundamentals of College Accounting (3) <b>Semester III</b> FSE 120 Embalming I (3) FSE 130 Restorative Art (3.5) FSE 150 Funeral Service Management (3) CISC 300 Computer Familiarization (1) <b>Semester IV</b> FSE 121 Embalming II (2) FSE 170 Funeral Service Counseling (3) FSE 297 Funeral Service Internship (5) PSYC 390 Psychology of Death and Dying (3)	Humanities Social and Behavioral Sciences Living Skills Ethnic/Multicultural Studies Competency in Reading and Math

<sup>1</sup> FSE 100 must be taken at American River College.

<sup>2</sup> Refer to ARC Catalog for additional graduation requirements. To graduate with an Associate in Science Degree, a student must complete all of the required courses for the Funeral Service Education program and fulfill general education and graduation competency requirements.

**SUGGESTED SEQUENCE OF COURSE WORK**

Pre-FSE Semester (9 Units)	Semester I (15 Units)	Semester II (14 Units)	Summer Session (3 Units)	Semester III (13.5 Units)	Semester IV (13 Units)
FSE 100 (2) BIOL 102 (4) ENGWR 300 (3)	FSE 110 (2) FSE 160 (3) BUS 340 (3) CHEM 130 (4) SPEECH 301 (3) or SPEECH 331 (3)	FSE 111 (2) FSE 140 (2) FSE 155 (3) BIOL 130 (3) Living Skills(a) (1) ACCT 101 (3)	Soc & Beh (a) (3) Soc & Beh (b) (3) (Ex. ANTH 310 can also fulfill Ethnic/Multicultural)	FSE 120 (3) FSE 130 (3.5) FSE 150 (3) CISC 300 (1) Humanities (3)	FSE 121 (2) FSE 170 (3) FSE 297 (5) PSYC 390 (3)

## ELIGIBILITY REQUIREMENTS AND ENROLLMENT APPLICATION PROCESS

All items in the enrollment application process are extremely important. Students who omit any part of the required information will not be considered for admission to the Funeral Service Education program.

1. Students who are interested in applying for the Funeral Service Education program should begin preparing and planning ahead by requesting and/or compiling the support documents in Item 3 below to be evaluated and included in the pre-enrollment application. This process may take several weeks.
2. Students must call the ARC Counseling department at (916) 484-8572 no *later than Wednesday, November 11, 2009* to schedule an appointment to obtain a Curriculum Planning Summary Sheet. Do not wait until the last minute.
3. **Student Checklist:** The following documents must be brought to the counseling appointment:
  - \_\_\_ High school transcript, GED Scores, CHSPE Certificate of Proficiency, proof of AA/AS degree or higher, or NACES equivalent evaluation. Transcript must be an **official** transcript in a **sealed envelope** from the institution that issued the diploma.
  - \_\_\_ Grade Verification: If you are currently taking a prerequisite for the Funeral Service Education program, a "Final Grade Verification" form is to be turned in by the end of the current semester to the Health and Education Division office. Forms are available from the Health and Education Division office and at website: <http://web.arc.losrios.edu/edhealth/FSE.html>. The FSE program will allow grades in-progress for FSE 100, BIOL 102, and ENGWR 300
  - \_\_\_ All regionally accredited college transcripts, regardless of applicability to funeral service requirements:
    - Unofficial** transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC).
    - Official (sealed)** transcripts from schools outside the Los Rios Community College District.

**NOTE:** All transcripts must accompany your pre-enrollment application; do not have them mailed separately to Admissions & Records, Health and Education Division, or the Counseling department.

  - \_\_\_ Copies of course descriptions of FSE major courses completed outside the Los Rios Community College District for evaluation of equivalency. *Descriptions must come from the specific catalog year in which the course was taken.*
  - \_\_\_ Completed pre-enrollment application form signed by an American River College counselor.
4. At your appointment, the counselor will complete an ARC Curriculum Planning Summary Sheet. This must be done within the semester in which you are submitting the pre-enrollment packet. An **updated** ARC Curriculum Planning Summary Sheet is required when resubmitting a program application.
5. Submit **complete** packet and supporting documentation to the Health and Education Division office. (See "Counselor Checklist" on Pre-enrollment Application for details). Incomplete applications will not be considered.

## SELECTION PROCESS

1. Only students who meet the educational requirements and prerequisites and follow the pre-enrollment procedures will be considered for the program. Meeting all of these requirements does not guarantee enrollment in the program.
2. Class size will be limited. If the pre-enrollment pool is greater than the program can accept, students are chosen based on a random selection process from among the qualified candidates.

## ACCEPTANCE

1. Students will receive notification of acceptance **by mail** approximately two (2) weeks after the submission deadline. Please do not call Admissions & Records, the Health and Education office, or the Counseling department, as phone verification **will not** be provided.
2. Once accepted, students must provide the following program-approved requirements, at their own expense:
  - Health History & Report of Medical Examination with required inoculations including a drug screening
  - Required inoculations verified by the Health Center
  - Background Check (Required by clinical facilities)
  - Proof of malpractice insurance (malpractice insurance is not refundable)
3. Students accepted for entry into the program will be required to attend a mandatory orientation. The orientation is schedule for **Saturday, January 16, 2010**. Time and location will be provided in the acceptance packet



AMERICAN RIVER COLLEGE  
ASSOCIATE DEGREE IN FUNERAL SERVICE EDUCATION  
PRE-ENROLLMENT APPLICATION FOR SPRING 2010

APPLICATION FOR  
SPRING 2010 IS DUE  
FRIDAY, DECEMBER 11, 2009

Please Print or Type:

1. Name \_\_\_\_\_ LRCCD Student ID No. \_\_\_\_\_  
Last First Middle

Previous last name(s) that may appear on your records: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone Nos.: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

2. High school last attended \_\_\_\_\_ City, State \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, GED or CHSPE? \_\_\_\_\_ Applicant must provide official U. S. high school transcript, GED scores, CHSPE Certificate of Proficiency, AA/AS degree or higher, or NACES equivalent evaluation.

Colleges Attended (including ARC, CRC, FLC, and SCC) Applicant must provide official transcripts and course catalog descriptions (from year taken) of FSE major courses for all colleges outside of the Los Rios Community College District.

Name of Institution	City and State	Dates of Attendance	Units	Degree Received & Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Have you ever been accepted and/or enrolled in a funeral service program? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe:

Name	Address	City	State	Zip Code
_____	_____	_____	_____	_____

4. Have you been licensed to practice in any field of health care? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: Licensed as \_\_\_\_\_

License No. \_\_\_\_\_ Date Licensed \_\_\_\_\_ Expiration Date \_\_\_\_\_

5. Person to be notified in case of emergency: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone Nos.: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

6. \_\_\_\_\_  
Applicant Signature Date

**STUDENTS:** Please provide the following information regarding prerequisite courses for course work validation.

Prerequisite Courses	Name of College Where Completed	Course Name & Course	Semester & Year Completed	Grade Points (OFFICE USE)
BIOL 102				
FSE 100 (ARC Course)				
ENGWR 300				

FOR OFFICE USE ONLY: Cumulative College GPA (2.0) \_\_\_\_\_

**COUNSELOR CHECKLIST**

A complete pre-enrollment packet must include the following items:

1. \_\_\_\_\_ Official (**Sealed**) High school transcript, GED scores, CHSPE Certificate of Proficiency, AA/AS degree or higher, or NACES equivalent evaluation. Transcript must be an **official** transcript in a **sealed envelope** from the institution that issued the diploma (may be opened by counselor).
2. \_\_\_\_\_ It is the student's responsibility to submit the "Final Grade Verification" form to the Health and Education Division office by the end of the semester if a prerequisite course is being completed. This form is available at the Health and Education Office and at <http://web.arc.losrios.edu/edhealth/FSE.html>.
3. \_\_\_\_\_ All regionally accredited college transcripts:  
**UNOFFICIAL** transcripts from colleges within the Los Rios Community College District (ARC, SCC, CRC, FLC).  
**OFFICIAL (sealed)** transcripts from colleges outside the Los Rios Community College District (may be opened by counselor and copies submitted with application).
4. \_\_\_\_\_ Copies of course descriptions for FSE major courses completed outside of Los Rios Community College District. (Descriptions must come from the catalog from the year course was taken, including page number, year, and catalog identification.)
5. \_\_\_\_\_ Curriculum Planning Summary Sheet (from counseling visit).
6. \_\_\_\_\_ Pre-enrollment application completed in its entirety and signed by American River College Counselor .

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

Your complete pre-enrollment packet **must be received** in the Health and Education Division Office, Room 770, **no later than 4:00 p.m., Friday, December 11, 2009**. You may hand deliver or mail your complete packet to the Health and Education Division Office. If you wish to send your application by mail, please send it to: American River College, Health and Education Division, 4700 College Oak Drive, Sacramento, CA 95841-4286.

**NOTE:** Pre-enrollment applications received after the deadline will not be processed. Incomplete pre-enrollment packets will not be processed and will not be returned to applicant.

**REMINDER:** Students will receive notification of acceptance **by mail approximately two (2) weeks after the submission deadline**. Please do not call Admissions & Records, the Health and Education Division office, or the Counseling Department, as phone verification **will not** be provided.

Name \_\_\_\_\_

## Demographic Survey

(Confidential Use Only)

The information below is requested for compliance with the American Board of Funeral Service Education and United States Department of Education reporting procedures. This data will be used for statistical purposes only and will be kept separate from your application.

I. GENDER (please check one)

- Male  
 Female

II. ETHNICITY (please check one)

- Caucasian (0)  
 African American (1)  
 Native American (2)  
 Asian American (3)  
 Hispanic American (4)  
 Other or Unknown (5)

III. AGE RANGE (please check one):

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 20 or under | <input type="checkbox"/> 46 – 50     |
| <input type="checkbox"/> 21 – 25     | <input type="checkbox"/> 51 – 55     |
| <input type="checkbox"/> 26 – 30     | <input type="checkbox"/> 56 – 60     |
| <input type="checkbox"/> 31 – 35     | <input type="checkbox"/> 61 – 65     |
| <input type="checkbox"/> 36 – 40     | <input type="checkbox"/> 66 – 70     |
| <input type="checkbox"/> 41 – 45     | <input type="checkbox"/> 71 and over |

IV. PREVIOUS EDUCATION

- |  |   |
|--|---|
| <input type="checkbox"/> High School Equivalency | <input type="checkbox"/> 3 years College              |
| <input type="checkbox"/> High School Graduate    | <input type="checkbox"/> Bachelor's Degree            |
| <input type="checkbox"/> 1 Year College          | <input type="checkbox"/> Masters Degree               |
| <input type="checkbox"/> 2 Years College         | <input type="checkbox"/> Other (please specify) _____ |

V. Do you have a family member in Funeral Services?

- No  
 Yes

If yes, please indicate one of the following:

- Parent  
 Spouse  
 Sibling  
 In-law  
 Other (please specify) \_\_\_\_\_

Thank you for taking the time to complete this form.

American River College does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, or sex.