# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams Campus Map</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Staff</td>
<td>4</td>
</tr>
<tr>
<td>General Information</td>
<td>4</td>
</tr>
<tr>
<td>Program Accreditation</td>
<td>5</td>
</tr>
<tr>
<td>State Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Aims and Objectives</td>
<td>6</td>
</tr>
<tr>
<td>Registration Checklist</td>
<td>6</td>
</tr>
<tr>
<td>Tuition</td>
<td>7</td>
</tr>
<tr>
<td>Admissions Procedures and Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Acceptance Procedures</td>
<td>8</td>
</tr>
<tr>
<td>College Transcript Evaluation</td>
<td>8</td>
</tr>
<tr>
<td>Hepatitis Vaccine Requirement</td>
<td>9</td>
</tr>
<tr>
<td>Application</td>
<td>9</td>
</tr>
<tr>
<td>Associate of Applied Science</td>
<td>10-11</td>
</tr>
</tbody>
</table>
Directions: The Williams Campus is located just west of the Phoenix-Mesa Gateway Airport between Power and Sossaman roads.
INTRODUCTION

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.

Mortuary Science Department Address
7440 East Tahoe Avenue
Mesa, Arizona 85212

Phone Number
(480) 988-8501

Student Services
Student Services at the Williams Campus is located in Bluford Hall.

Address
7360 E. Tahoe Ave
Mesa, AZ 85212

STAFF

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.

Instructional Services Coordinator, Senior
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.

Phone Number
(480) 988-8503

Email
donna.backhaus@cgc.edu

GENERAL INFORMATION

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.

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.

Uniforms
Students in the Mortuary Science Program will be required to wear appropriate attire, primarily the uniforms which will be provided by the Mortuary Science Program.

Campus Housing
Campus Housing is available.

Transportation
Students shall be responsible for their own transportation to various clinical sites.
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.

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

Phone Number
(816) 233-3747

Web
www.abfse.org

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

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 occurs because the laws of each state are quite different as they pertain to the regulation of the death-care industry. Arrangements to take and pay for this exam upon satisfactory completion of the curriculum requirements and a passing score of 75 or above on the Compendium for Funeral Service exams makes you eligible to have your name released to the International Conference of Funeral Service Examining Boards (ICFSEB) and approved to register for and take the NBE. Cost associated with the NBE are $570 total or $285 per section and are the responsibility of the 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 programs’ pass rates go to Chandler-Gilbert’s Mortuary Science Building (MSB) at:

Address
7440 E. Tahoe Avenue
Mesa, Arizona 85212

Phone Number
(480) 988-8501

Email
donna.backhaus@cgc.edu, or tom.taggart@cgc.edu

Web
www.cgc.edu/mortuaryscience

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

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.

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.

REGISTRATION CHECKLIST

Get Admitted
admissions.maricopa.edu

- Create Maricopa account (MEID) and apply for admission to Chandler-Gilbert Community College at admissions.maricopa.edu
- Provide proof of identity and of lawful presence via the online application
- Create a plan for paying for college (including FAFSA application): maricopa.edu/become-a-student/tuition-paying. Plan ahead; financial aid can take 6 weeks or more to process.
- Submit prior education, i.e., high school and/or college/university official transcripts

Take the Placement Tests
cgc.edu/testing

- Placement testing OR a grade of C or better in prior college level coursework in English, Reading, and Math are required for admission to the Mortuary Science program.
- If you need to take the placement tests visit cgc.edu/testing for details

Seek Academic Advisement

- Academic advisors at CGCC's Williams Campus can explain the prerequisites, general education requirements and admission requirements for the Mortuary Science Program
- Advisors are available by walk-in. See cgc.edu/hours for availability

Apply for admission to Mortuary Science Program

- Once you have completed all of the prerequisites and general education requirements of the Mortuary
Science Program, you are eligible to apply for admission to the Mortuary Science Program. This is a separate process from your admission to Chandler-Gilbert Community College.

- The MSP application is available at cgc.edu/Academics/HealthSciences/mortuary. Applications are due by June 1 of each year.

Class Registration
- Once you are admitted to the Mortuary Science Program, staff will enroll you in classes for the upcoming semester.
- You will need to attend the mandatory Mortuary Science Orientation which is held the week prior to the start of classes (usually on a Tuesday).

Pay Tuition and Fees
maricopa.edu/paying-for-college

- Tuition is due the same day you are registered for classes. You have three choices for paying, all of which may be accomplished online through your Student Center at my.maricopa.edu:
  - Pay in full the day you are registered in classes
  - Sign up for the payment plan the day you are registered in classes (Requires $35 down payment/service fee. Payments are then spread over the remaining months until the end of the semester, up to six months, with payments withdrawn on the 5th of each month.)
  - Secure your classes with financial aid or veterans benefits that has been completely processed and awarded when you are registered for classes (status of financial aid can be viewed on Student Center page)

TUITION

For tuition rates, see maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart or refer to cgc.edu/mortuaryscience website.

General Education Courses
Course substitutions must be approved prior to the application deadline. The general education and prerequisite 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.

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: admissions.maricopa.edu

Step 2
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

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
If your general education and prerequisite coursework is from a college other than CGCC, arrange for official transcripts to be sent from your prior institution(s) directly to CGCC. Applications, official transcripts, and all supporting documents must be submitted to Enrollment Services CGCC Williams campus by the June 1 deadline.

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

Your transcript will not be evaluated unless you have been admitted to CGCC and submit the request for Evaluation of Prior College Credit form in this packet.
Step 5
Program admission occurs only in the Fall semester. There is no Spring semester start date for this program.

Step 6
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 number 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 MCCCD 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 7
It is the responsibility of the applicants to verify completion of their file. Contact the CGCC Mortuary Science office for verification.

Step 8
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.

*Applicants who do not currently meet the requirements for admission will be notified and will be eligible to reapply once deficiencies are corrected.

Students must have completed all first year course work (Program Prerequisites and General Education Courses) with a minimum G.P.A. of 2.5, and must have proof of high school graduation or GED or permission of Program Director.

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 tuition and fees by the due date indicated on the billing statement will forfeit acceptance into the program.

All students accepted into the Mortuary Science Program will be expected to attend a mandatory orientation the week prior to the start of classes.

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.

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:

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

Phone Number
(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 MCCCD Colleges’ (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.

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.

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.

APPLICATION

The deadline for submitting the application and all supporting documents, including general education and prerequisite transcripts for the Fall semester program, is June 1.
### ASSOCIATE OF APPLIED SCIENCE: MORTUARY SCIENCE

#### Program Prerequisites

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC107</td>
<td>Bookkeeping Theory and Practice (4) OR</td>
<td></td>
</tr>
<tr>
<td>ACC111</td>
<td>Accounting Principles I (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS****</td>
<td>Any BPC/CIS Business-Personal Computers or Computer Information Systems course</td>
<td>1</td>
</tr>
<tr>
<td>GBS205</td>
<td>Legal, Ethical, and Regulatory Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business</td>
<td>3</td>
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Total Credits: 10-11

#### Required Courses

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<tr>
<td>MSP101</td>
<td>Orientation to Funeral Service</td>
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<tr>
<td>MSP201</td>
<td>History and Sociology of Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSP202</td>
<td>Embalming</td>
<td>4</td>
</tr>
<tr>
<td>MSP203</td>
<td>Microbiology for Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSP204</td>
<td>Chemistry for Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSP205</td>
<td>Mortuary Administration I</td>
<td>3</td>
</tr>
<tr>
<td>MSP206</td>
<td>Mortuary Administration II</td>
<td>3</td>
</tr>
<tr>
<td>MSP207</td>
<td>Restorative Art</td>
<td>4</td>
</tr>
<tr>
<td>MSP208</td>
<td>Legal, Regulatory, and Ethical Issues in Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSP209</td>
<td>Pathology for Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSP210</td>
<td>Counseling for Funeral Service</td>
<td>2</td>
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<tr>
<td>MSP211</td>
<td>Compendium for Funeral Service</td>
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</table>

Total Credits: 34

#### Free Electives

Students should choose zero (0) to three (3) credits from Free Electives. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

Total Credits: 0-3

#### General Education Requirements

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td>General Education Requirement</td>
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<td></td>
<td>General Education Core</td>
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<td></td>
<td>First-Year Composition</td>
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</tr>
<tr>
<td>ENG101</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL (3)</td>
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AND

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG102</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG108</td>
<td>First-Year Composition for ESL (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG111</td>
<td>Technical and Professional Writing (3)</td>
<td>6</td>
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Oral Communication  
Any approved general education course in the Oral Communication area.  

Critical Reading  
Any approved general education course in the Critical Reading area or equivalent as indicated by assessment.  
If test exempt, students must complete a (3) credit course from the Free Electives area with a C or better.  

Mathematics  
Any approved general education course from the Mathematics area with a C or better.  

General Education Distribution  

Humanities and Fine Arts  
Any approved general education course in the Humanities, Arts and Design area.  
REL100 is recommended.  

Social and Behavioral Sciences  
PSY101 Introduction to Psychology (3) OR  
PSY156 Understanding Death and Dying (3)  

Natural Sciences  
BIO160 Introduction to Human Anatomy and Physiology  

TOTAL SEMESTER CREDITS  

Program Notes  
Consult the CGCC General Catalog for degree requirements. Course substitutions must be approved prior to the application deadline.  
Related courses from other colleges and universities will not automatically transfer to CGCC. All transfer courses are reviewed by the Mortuary Science program director for transferability. In all cases, it is the responsibility of the student to initiate the process.
The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.