

2017



COLLEGE OF APPLIED SCIENCES AND ARTS

SCHOOL OF ARCHITECTURE SCHOOL OF ALLIED HEALTH SCHOOL OF TRANSPORTATION
SCHOOL OF INFORMATION SYSTEMS AND APPLIED TECHNOLOGIES

Dear Prospective Student:

Thank you for your interest in our program at Southern Illinois University Carbondale.

All students entering the program are required to complete and return the enclosed Biographical Information form, Drug Screening/ Criminal Background Check Disclaimer form, and Hepatitis B Vaccination verification form by the first week of the fall semester. If you have not yet begun the Hepatitis B series of vaccinations, then submit proof of the first injection. You will need to follow up with the remaining two injections as directed by your health care provider.

If you are currently enrolled at any school, submit a final, official transcript to the University Admissions office at the end of the spring (or summer, if applicable) semester. If you will receive a degree or diploma, the transcript must show the date that degree or diploma was awarded.

The faculty and students look forward to working with you in the Mortuary Science and Funeral Service Program.

Sincerely,

A handwritten signature in cursive script that reads "Anthony J. Fleege".

Anthony Fleege, Program Director
Mortuary Science and Funeral Service

GENERAL PROGRAM INFORMATION

MORTUARY SCIENCE AND FUNERAL SERVICE

Southern Illinois University Carbondale

College of Applied Sciences and Arts

Facts to consider before applying to the program:

1. Laws governing the funeral service profession are enacted at the state level; therefore, licensure in one state does not guarantee licensure in another state. Prospective applicants should contact the state in which they plan to seek a Funeral Director/Embalmer's license to obtain that state's specific requirements. Graduation from this program does not assure the individual of licensure in all states.
2. Felony convictions may limit an individual's ability to achieve licensure or employment.
3. Any applicant who has a physical disability should contact the state in which they plan to seek licensure to determine if the disability will affect licensure.
4. In accordance with the Americans with Disabilities Act (ADA), prospective students need not demonstrate that they can meet state licensing requirements in order to be admitted to the program.

There are no course prerequisites for this Program. In order to be considered for acceptance into the Mortuary Science and Funeral Service program, prospective students must:

1. Be admitted to SIUC in good standing;
2. Submit the Student Biographical information Form.
3. Submit the Criminal Background Check/Drug Screening Disclaimer form.
4. Submit the Hepatitis B Vaccine Verification form showing you have received at least the first injection in the series, and listing the dates of the remaining injections.

MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts

Mortuary Science and Funeral Service Mission Statement

The mission of the Mortuary Science and Funeral Service program is to challenge students to achieve academic and professional excellence; prepare students to acquire entry level positions in the funeral service profession; provide quality instruction and stay current with trends of the profession; cultivate and maintain excellent relations with local, state, and national organizations; enhance university and community relations; and work toward the continued improvement of the Mortuary Science and Funeral Service program as an ongoing process.

Mortuary Science and Funeral Service Goals

1. Provide a quality learning environment, maintaining high program standards, and providing opportunities to explore and network with individuals and entities within the profession.
2. Offer students a challenging and rewarding academic curriculum to fulfill their potential in theory, practice and management of funeral service.
3. Maintain faculty that is experienced in education as well as funeral service by providing opportunities for faculty to attend local, state, and national meetings, by encouraging membership and participation in funeral service organizations, and by encouraging faculty to add to the body of knowledge of funeral service literature.
4. Contribute to university functions and growth through developing, maintaining and participating in community activities.
5. Assess degree requirements and allocation of credit hours for validity and consistency according to the accreditation requirements of the American Board of Funeral Service Education.

Mortuary Science and Funeral Service Program Objectives

1. To provide baccalaureate level mortuary science and funeral service education to students at a state university within Illinois.
2. To provide a professional pathway for associate degree or certificate graduates of mortuary science and funeral service programs.
3. To provide students with advanced techniques, skills and knowledge in areas beneficial to the funeral service profession.
4. To provide the graduate with the necessary skills to plan, implement, and manage/own a funeral establishment.
5. To provide graduates with skills to perform professional services required by any state licensing board.

6. To prepare students so that upon graduation they may participate in the development and implementation of solutions in the health care area.
7. To provide students with a basic knowledge for compliance of laws at the state and federal levels, as well as with those of other regulatory agencies, pertaining to funeral service practices, public health, and the profession.
8. To prepare future funeral directors/embalmers with a strong background in social sciences, humanities, natural sciences, communication and mortuary sciences who will be able to ethically apply this knowledge in all situations.
9. To provide funeral directors/embalmers to meet the employment needs of southern Illinois, the state of Illinois and the country.
10. To encourage students to continue professional growth through continuing education and research following graduation.

Facts to know before you enroll in the Program:

1. Students must submit proof of completion of the Hepatitis B vaccine or Titer Test.
2. Students will be required to purchase Mortuary Science and Funeral Service program surgical scrubs, an MSFS program lab coat, disposable gloves, and other necessary personal protective equipment.
3. Students will be required to dress in professional clothing for any field trips, guest speakers, or special events. Professional dress, as defined by the Program, will include business suits and other such clothing that would be appropriate to wear when conducting a funeral service.
4. Students are required to participate in field trips and speaker presentations. These events may not always fall during scheduled class times but students will be given ample notice to make necessary arrangements.
5. Students will be assigned to an internship location unless other arrangements have been made and approved by the Internship Coordinator and Program Director.

ESTIMATED EXPENSES FOR MORTUARY SCIENCE AND FUNERAL SERVICE STUDENTS

Tuition and Fees:

Tuition and fees for the University have been established by the Board of Trustees of Southern Illinois University Carbondale. See the [Southern Illinois University Carbondale Bulletin](#) (Undergraduate Catalog).

Course Fees are as follows:

MSFS 325a & 325b, Embalming Theory and Practice	\$100.00
MSFS 245, Restorative Art	150.00
MSFS 302, Color and Cosmetics	50.00

Room and Board:

Room and board costs are dependent upon the type of housing the student selects. If you are interested in living on-campus, you may review these housing options at the University Housing website: <http://www.housing.siu.edu/>.

Textbooks:

The estimated expense of textbooks for courses within the major is approximately \$1,000. This figure does not include the costs of textbooks for University Core and support courses.

Laboratory Items:

Students are required to purchase Mortuary Science and Funeral Service program surgical scrubs, an MSFS program lab coat, disposable gloves, and other necessary personal protective equipment. These items are available at the University Bookstore on campus and will be utilized in MSFS 325A & 345B - Embalming Theory and Practice. Cost of these items is approximately \$150.

The student also will be required to purchase a plastic skull, modeling instruments, and modeling restorative wax. These items are also available at the University Bookstore on campus and will be utilized in MSFS 245 – Restorative Art. Cost of these items is approximately \$70.

National Board Examination:

In accordance with the American Board of Funeral Service Education (ABFSE) accreditation standards, each student will be required to take the National Board Examination prior to graduation. The expense of the Exam is the responsibility of the student. In addition, NBE scores for students from the Mortuary Science and Funeral Service program are available in the Program office. The annual passage rate of first time takers on the National Board Exam (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posed on the ABFSE.

Internship:

As part of the curriculum, during the senior year each student will be **assigned to an approved off-campus internship facility**. Students will register for MSFS 410, 411 and 412, and will earn college credit for this experience. The internship courses are only offered during the spring semester. All expenses related to these courses (travel, living, etc.) are the responsibility of the student.

Employment as a funeral director/embalmer is dependent upon completion of the degree program in Mortuary Science and Funeral Service, attaining a passing score on the National Board Examination, and filing the appropriate licensure application with the state. The examination and the licensing process result in additional expenses to the student and are determined by the appropriate agencies. These expenses are not affiliated with the Mortuary Science and Funeral Service program but are expenses of all graduates seeking licensure.

For financial assistance (loans, awards, and scholarships), contact:

Financial Aid Office
1263 Douglas Drive
Student Services Building
2nd floor
Southern Illinois University
Carbondale, IL 62901
(618) 453-4334
<http://fao.siu.edu/index.html>

Information regarding tuition and housing is available at:

<http://www.siu.edu/admissions/index.php>

To view the undergraduate catalog, please visit the Registrar's webpage:

<http://registrar.siu.edu/catalog/undergraduatecatalog.html>

Information regarding Admissions to Southern Illinois University is available at:

Undergraduate Admissions
Mail Code 4710
1263 Lincoln Drive
Carbondale, Illinois 62901
(618)536-4405

<http://admissions.siu.edu/index.html>

Do you have relatives in funeral service: Yes No Relationship: _____

Have you ever worked in a funeral home: Yes No How long: _____

Name and location of funeral home: _____

Certification or Licensure currently held: _____

In which state do you plan to seek a Funeral Director/Embalmer's license? _____

Have you ever been released 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 a felony? Yes No

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

Do you currently hold a valid drivers license? Yes No

Graduation from this program does not assure the individual of being eligible for licensure in all states. Felony convictions may limit your ability to achieve licensure or employment.

Any applicant who has a physical disability should contact the state in which he/she plans to seek licensure to determine if the disability will affect licensure.

Return this completed form to:

Academic Advisor Mortuary Science
School of Allied Health - MC6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901
618-453-8869

I understand that misrepresenting and/or falsifying any information submitted within this application will result in my immediate termination for consideration within the Mortuary Science and Funeral Service program.

Signature of Applicant

Date

Hepatitis B Verification

MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts

Upon application to the Mortuary Science program, you must show proof of at least the first shot in the Hepatitis B vaccine series, AND the dates scheduled for the remaining shots. You may wish to have your physician complete two copies of this form. One copy should be kept for submission to the State for licensure and the other should be mailed to:

Academic Advisor Mortuary Science
School of Allied Health - MC 6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901

Student's Last Name First Name Middle Initial Dawg Tag

Dear Doctor:

The person presenting this form for completion is applying for acceptance into the Mortuary Science and Funeral Service program at Southern Illinois University, Carbondale, Illinois. Very soon he/she will be working closely with dead human remains and/or cadavers. Due to licensing requirements and for student protection, we ask that all applicants receive the Hepatitis B series. These are the reasons this person is requesting this information to be forwarded to us. Thank you for your cooperation.

Anthony Fleege, Program Representative
Mortuary Science and Funeral Service

HEPATITIS VACCINE

First Injection (Date):
Second Injection (Date):
Third Injection (Date):

Please print all information, except signature:

Physician's Name Office Phone Number

Address

City State Zip

Physician's Signature Date

SOUTHERN ILLINOIS UNIVERSITY

MORTUARY SCIENCE AND FUNERAL SERVICE PROGRAM

DISCLAIMER

Admission to the Mortuary Science and Funeral Service program at Southern Illinois University is no guarantee that one will graduate from the Program. Further, graduation from the Program is not the criterion for obtaining a license as a funeral director/embalmer. Licensing requirements are the exclusive responsibility of the various State Boards and graduates must satisfy those requirements for licensure.

In accordance with accreditation standards, each student will be required to take the National Board Examination prior to graduation. The expense of the Exam is the responsibility of the student.

Each student will serve a semester-long internship at an approved off-campus facility. **The student may not register for the internship coursework until all other classes are completed.** The expenses related to the internship courses are the responsibility of the student. The internship location will be assigned by the Internship Coordinator and/or Program Director. **Prior to participating in internships, students may undergo an “Internship Site Required” criminal background check and drug screening.**

By signing below you are stating that you have read and understand the information contained within this disclaimer.

Signature of Applicant

Date

This statement will become part of the student’s permanent academic file.

Please sign and return to:

Academic Advisor Mortuary Science
School of Allied Health - MC 6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901
618-453-8869