

Mortuary Science Program

Malcolm X College

Program Description

The Malcolm X College Mortuary Science Program is accredited by the American Board of Funeral Service Education and qualifies graduates to register with the Illinois Department of Financial and Professional Regulations for intern state licensure upon successful completion of the program and a registered score on the International Conference of Funeral Service Exam.

Mission: Mortuary Science, a comprehension and assessment-centered program, empowering students of diverse backgrounds and abilities to achieve academic, career and personal success

The program provides students the knowledge and skills necessary for the care of human remains. Students receive training in every phase of funeral service: learning embalming and restoration techniques, conduction of funeral services and grief facilitation for the bereaved.

The following clinical education institute is included in the program's curriculum
Robert J. Stein Institute of Forensic Medicine/Cook County Medical Examiners Office

Accreditation

The Mortuary Science Curriculum is fully approved for funeral service education by the American Board of Funeral Service Education. The program also is approved by the Board of Education, The Department of Adult Vocational and Technical Education, and the Illinois Department of Financial and Professional Regulations.

The Mortuary Science Program at Malcolm X College is accredited by the American Board of Funeral Service Education.

Accreditation Agency Information

ABFSE-3432 Ashland Avenue, Suite U, St. Joseph, MO 64506
(816) 233-3747 www.abfse.org

Goal of the Program

- Provide a relevant, current and comprehensive ABFSE curriculum
- Provide comprehensive public safety and technical experiences through laboratory education
- Establish mastery levels at which students can successfully complete all program requirements and pass the ICFSE
- Provide students with the necessary academic preparation to become licensed by the IDFP
- Establish and maintain program policies that supports a well rounded professional for empowerment

Aims of the Program

Recognizes the importance of funeral service education 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, and local regulatory guidelines as well as professionals sensitive to the responsibility for public health, and welfare in caring for human remains.

Objectives of the Program

- To enlarge the background and knowledge of students about the funeral service profession; to enlarge students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined by the Preamble above; 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; and to encourage student and faculty research in the field of funeral service

Program Office

The program office is located in room 3224, and the telephone number is (312) 850-7214.

The Program Director is Alta L. Williams, M.Ed./MBA-MM/MOT and L.F.D.E.

The Email address is: alwilliams@ccc.edu and the web address for the program is www.malcolmx.ccc.edu/aas/mortuaryscience

Admission Requirements

Complete and return the enclosed application form (please make two copies, one for the program office and the other for yourself) along with all requested supporting documents, including the non-refundable certified check, personal check, or money order for **\$35.00** made payable to Malcolm X College Mortuary Science Program all in one package. **Applications are due April 7.** Students are admitted twice a year, once in the spring (May) and once in the fall (August) semester. Applications for admissions are available year round.

You must be 18 years or older, have a high school diploma or GED certificate, eighteen semester hours of college for 18-month Day program or thirty-four semester hours of college for the 14-month Evening program, grade C or better in English 101 or a 10th grade reading level on the placement examination, and a grade of C or better in Mathematics 098 or a 10th grade level on the placement examination.

Admission Procedures/Request

The applicant must submit the following:

Three Letters of Recommendation required! Recommendation form is attached to this application packet. The form is to be used in lieu of the letter of recommendation and should be given to persons who are well acquainted with your academic, professional and personal qualifications. Persons who can evaluate or comment on your performance in work, school or volunteer work (good sources) would be a teacher, counselor, employment supervisor and clergy. At least one recommendation should be from an educator. **Recommendations from relatives are not acceptable.** Please make copies of the form for the other two recommendations.

Essay and Photograph required! Applicants must submit a one-page essay stating their (1) personal goals and (2) objectives for pursuing a career in Mortuary Science, as well as a (3) descriptive meaning of Mortuary Science. **Essay must be typed! Photograph will not be returned.** Photograph is used for identification purposes only and will be filed with the application.

Transcripts required! Applicants must have their high school transcripts as well as transcripts from all colleges previously attended mailed directly to the Admissions Office at Malcolm X. **Applicants must submit a copy of their transcripts along with all information requested to the Mortuary Science Program room 3224.**

Personal Interview

A personal interview will be scheduled only for candidates who meet the above requirements and are notified. The interview will be with the Program Director and Advisory Board to assess career goals, review previous course work, and to ascertain program interest.

Medical Statement of Health Status

Upon acceptance to the program, the student will be required to take a physical examination and it must be documented by the physician (please make copies). **This is only done if accepted, but prior to attendance in the spring or fall semester.**

Admission Procedures/Request Continued

English 101 and Mathematics 118 placement examination

Students that do not have a grade of C or better in English 101 or Mathematics 118, or do not have a 10th grade reading or math level must take the placement examination for English 101 and Mathematics 118 as a requirement for admission into the program. These examinations are given at Malcolm X College in room 1107. For more information and scheduling call (312) 850-7271 or 7000. **Students are required to bring photo identification and social security card.** Applicants will not be admitted into the Mortuary Science Program without successfully passing the placement examinations and required prerequisites.

Financial Aid

Financial Aid is available for eligible students. Prospective students are urged to apply as early as possible. For details prior to registering, you must go to the Financial Aid Office in room 1431 at Malcolm X College. Complete the forms that are necessary to establish and identify your need for financial aid. <http://www.fafsa.ed.gov>

In addition to the Mortuary Science courses, the following classes are required to fulfill graduation requirements and must be taken. Some courses the student may be exempt if they can produce college transcripts verifying that particular course of study have been successfully passed with a C or better. For example: Speech 101 (speech communications).

General Education and Prerequisite Courses needed to complete the program:

English	101	English Compositions [Prerequisite]
Speech	101	Speech Communications [Prerequisite]
Biology	226 & 227	Human Structure & Functions [General Ed.]
Biology	130 & 131	Human Anatomy (Cadaver Lab) [General Ed.]
Microcomputer	120	Computer Information Systems [ABFSE Business.]
Business	258	Small Business [ABFSE Business Management.]
Mathematics	118/Higher	Mathematics [Prerequisite]
Biology	121	General Biology with Laboratory [Prerequisite]
Biology	120	Medical Terminology [Prerequisite]

All COURSES MUST BE TAKEN AND PASSED WITH A GRADE OF C OR BETTER.

Select courses are transferable based on Illinois Articulation Initiative (IAI). Transfer students must submit an application and meet with Program Director. Transfer status is not a guaranteed acceptance. GPA of 3.0 required. Transcript Evaluations are required and are evaluated by MXC College Advisors.

Program courses are traditional (face-to-face) in delivery and include electronic activity (E-Learning) through Blackboard (BbOC). Computer skills are strongly recommended. Tutoring is provided online and by staff in the College's Academic Support Center. <http://ccc.blackboard.com>

There are a total of 22 courses that must be completed in this program. This count includes the core courses and the required general education courses. If further explanation is needed in regards to the admission process, contact the Program Office (312) 850-7214 or visit the program web-site at www.malcolmx.ccc.edu/aas/mortuaryscience Thank you.

Personal Data

To be filled out by applicant

Have you ever attended another Mortuary Science Program before? Yes No

Are you a graduate of another City College Program? Yes No

Are you certified in another medical profession? Yes No

Are you, or have you ever worked in a funeral home/mortuary facility? Yes No

If so, Name and Address of employer:

From _____ To _____

Description of duties:

Do you have college credit for any of the following courses listed below?

- Medical Terminology Yes No
- General Biology 121 Yes No
- English 101 Yes No
- Speech 101 Yes No
- Accounting Yes No
- Business Law & Mortuary Law Yes No
- Intro to Microcomputers Yes No
- Small Business Management Yes No
- Anatomy I & II with Lab Yes No

Have you ever been convicted of a crime in the State of Illinois or any other state?

Yes No

If yes, please thoroughly explain.

I declare that the information I have given in this application is correct, and I understand that falsification of identification or information submitted in the application will be grounds for refusal or dismissal from the program.

Signature Date

The City Colleges of Chicago is an equal opportunity institution in accordance with Title IX of the Education Amendments of 1972. The college has non-discriminatory policies (see catalog)



Associates in Applied Science in
Mortuary Science
Transcript Request Form

Applicant

Please provide the information below. Submit this completed form to your college or university registrar. If you attended more than one college or university, this form should be photocopied and submitted to each school attended.

Name _____

Social Security Number _____

School _____

Enrollment dates _____

Degree earned/year awarded _____

I hereby authorize the release of a transcript of my academic record to the Malcolm X College Mortuary Science Program and Admission Office.

Signature

Date

Registrar

This person is applying for admission to the Mortuary Science Program at Malcolm X College. Please enclose this form along with an official transcript and a non-official copy of the transcript in an envelope. Seal the envelope, sign, or place your seal on the back flap, and return to Malcolm X College Admission Office.

Be sure to include instructions on how to interpret the transcript and an explanation of your grading system. If the transcript is not in English include an English translation.

Admission Office

Malcolm X College
1900 West Van Buren Street – Room 1325
Chicago, Illinois 60612
(312) 850-7055 Registrar (312) 850-7125
Email: aakbar@ccc.edu (Registrar)

***Note to MXC Admission Office:** Please forward upon receipt the non-official transcript copy enclosed with the official transcript to the Mortuary Science Program Office in room 3224



Associates in Applied Sciences
and State Licensing in Funeral Service Education

Mortuary Science Program

RECOMMENDATION FORM

To be completed by applicant

Name of applicant _____

Address _____

Phone Number Day (____) _____

Evening (____) _____

I acknowledge that this reference is confidential and that I will not have access to it at some later date.

Signature of applicant

This form should be submitted with each recommendation form...please make copies of this form and the next page before you and the recommender fill out the information.

To be completed by the recommender

Thank you for your willingness to complete this recommendation on behalf of this candidate for admission into the Mortuary Science Program at Malcolm X College. A prompt reply will be appreciated. Your comments will be an important factor in the admission decision. A letter of recommendation may be submitted in lieu of this form.

1}. How long have you known the applicant?

Years _____ Months _____

2}. Under what circumstances have you known the applicant?

3}. What do you consider the applicant's most outstanding talents, strengths, or personal characteristics?

4}. In your opinion, what are the applicant's chief weaknesses?

5}. Please comment on your knowledge and assessment of the applicant's current and past work or other life experiences which would be important to success in the proposed program of study.

6}. Please comment on your belief of the success of the applicant for this intense coursework.

7}. Summary Evaluation: Using the matrix below, please rate the applicant.

	Outstanding	Excellent	Good	Fair	Poor	Not Observed
Academic performance						
Creative ability						
Intellectual potential						
Leadership potential						
Judgment						
Maturity						
Energy level						
Professionalism						
Communication skills: Written						
Communication skills: Oral						
Organizational skills						
Ability to analyze problem and formulate solution						
Ability to work with others and independently						
Motivation for proposed Program of study						
General knowledge level						

Signature _____ Date _____
Name (please print) _____
Position _____
Phone Number Day (_____) _____
Evening (_____) _____
Address _____
City/State/Zip Code _____