Funeral Services (FSEP/FSE3) - Program Fact Sheet

Fact Sheets are designed for students and advisors to review program-specific requirements and program application procedures. Please make an appointment with your advisor to discuss your academic goals and progress, and to develop your individualized degree plan.

Program Ready Coursework:
- ACC 101 - Accounting Principles I
- AHS 102 - Medical Terminology
- COL 103 – College Skills
- CPT 101 - Introduction to Computers
- ENG 101 - English Composition I
- MAT 155 - Contemporary Mathematics
- MGT 120 - Small Business Management
- SPC 205 - Public Speaking
- Humanities/Fine Arts
- Social Behavioral Science

Advising Information:
- Students are encouraged to meet with an advisor from the Funeral Services Department early in the process to review progress toward their program ready status.

Minimum GPA and Course Grade Requirements:
- Minimum of 2.5 in Program Ready Coursework
- A Program Ready GPA Calculator is available
- Minimum grade of C in all Program Ready and General Education Coursework

Program Location and Duration:
- Greenwood Campus (V Building)
- Meets 2 consecutive days a week in person (full days)
- Three (3) consecutive semesters after program admission

Program Application Information:
- Prerequisite requirements must be met **prior** to applying to the Fall or Spring start.
- Students admitted to program typically have a 3.0 GPA and at least some work experience in Funeral Service.
- Program Applications are available on the PTC website during the application period (see below).
- Students who have submitted a program application but have not been scheduled for an interview two weeks after the application period has closed should contact the FSE Department.

Application Submission Timeframes:
- FALL START (15 seats): Applications accepted May 1-31
  - Classes meet on Mondays and Tuesdays
- SPRING START (15 seats): Applications accepted Oct 1-31
  - Classes meet on Wednesdays and Thursdays

ADDITIONAL IMPORTANT INFORMATION

STUDENTS ENTERING THE FUNERAL SERVICE EDUCATION PROGRAM MUST BE AWARE OF THE FOLLOWING:
- The South Carolina Board of Funeral Service may refuse to issue or renew a license or student permit to an individual with a conviction of a felony or a crime involving fraud or moral turpitude. Pending criminal charges or convictions may make the student ineligible for a Student Permit or license. If you fail to receive your Student Permit, you may be dropped from the program.
- Passage of the National Board Examination (NBE), completion of a two-year apprenticeship, and a laws exam are required by the State of South Carolina for licensure as a funeral service provider. If you live or move outside of South Carolina, you must consult the licensing board in that state to confirm whether our programs (the Associate Degree, Funeral Directing, or Embalming certificates) meet your state's requirements prior to enrolling. More information on accredited mortuary programs and the NBE can be found at the American Board of Funeral Service Education's website: www.abfse.org

- All students must have a valid driver's license to be accepted in the Funeral Service Education program.
- Student must complete and pass a criminal background check.

HEALTH REQUIREMENTS:
- Students enrolled in Funeral Service Education courses are required to provide evidence of annual tuberculosis screenings and evidence of vaccination against tetanus within the last 10 years. Students shall have on file prior to entry into the practicum courses or clinical work one or more of the following: Hepatitis B virus (HBV) immunization record or antibody titer showing a positive antigen response to HBV. Students are not eligible to participate in the practicum or clinical works until this information is completed and on file.

TRAININGS AND CONFERENCES:
- On rare occasions, there may be times the class meets on other days to attend trainings or conferences.

Example Schedule for First Semester

Part-Time Enrollment	Full-Time Enrollment
COL 103 – College Skills	COL 103 – College Skills
ENG 101 – English Composition I	ENG 101 – English Composition I
CPT 101 – Introduction to Computers	CPT 101 – Introduction to Computers
	ACC 101 – Accounting Principles I
	MAT 155 – Contemporary Mathematics

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