

# 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)
- 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
- SPRING START (15 seats): Applications accepted Oct 1-31

## 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) or a state approved ARTS or SCIENCE Examination, 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](http://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.

## Example Schedule for First and Second Semesters

Semester 1	Semester 2
ACC 101 – Accounting Principles I	AHS 102 – Medical Terminology
COL 103 – College Skills	MGT 120 – Small Business Management
CPT 101 – Introduction to Computers	SPC 205 – Public Speaking
ENG 101 – English Composition I	Humanities/Fine Arts
MAT 155 – Contemporary Mathematics	Social/Behavioral Science