

NASSAU COMMUNITY COLLEGE

MORTUARY SCIENCE DEPARTMENT

STUDENT HANDBOOK



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MISSION STATEMENT FOR THE MORTUARY SCIENCE PROGRAM

The Mortuary Science Program is a Department of Nassau Community College. It is dedicated to providing education that prepares graduates for positions as funeral directors. It is the MISSION of the faculty and staff:

- To enlarge the background and knowledge of students about the funeral service profession;
- To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession as defined in the Preamble at the beginning of this chapter;
- 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;
- To encourage student and faculty research in the field of funeral service;
- To reach out to non-traditional, as well as the traditional students, and encourage them to take advantage of the funeral service curriculum available;
- To create an environment that is pleasant and non-dictatorial. With this environment, knowledge and development of self can be first explored and then realized;
- To provide an opportunity to master the skills and ethical competencies necessary to make each individual a competent funeral director, as well as a productive member of the community;
- To provide students an enriched program that will offer opportunities in areas beyond funeral service;
- To provide the necessary support that will enable each individual student to realize his/her maximum potential;
- To foster the growth of continuing education and community service, so that there will be increased awareness of the responsibilities of the funeral service professional to the community at large;
- To foster and encourage research in the area of funeral service;
- To inspire students to think and plan new products, techniques and behaviors.

Standard 2–Program Learning Outcomes

- 2.1.1 Explain the importance of funeral service professionals in developing relationships with families and communities they serve.
- 2.1.2 Identify standards of ethical conduct in funeral service practice.
- 2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- 2.1.4 Apply principles of public health and safety in the handling and preparations of human remains.
- 2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- 2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services and ceremonies.
- 2.1.7 Describe the requirements and procedure for burial, cremation, and other accepted forms of final disposition of human remains.
- 2.1.8 Describe methods to address the grief-related need of the bereaved.
- 2.1.9 Explain management skills associated with operating a funeral establishment.
- 2.1.10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

PROGRAM GOALS

The goal of the Mortuary Science Department at Nassau Community College is:

1. To prepare the student to pass the National Board Examination on the first attempt.
2. To insure that the average pass rate on the National Board Examination is as high as possible and not less than the minimum requirement as established by the American Board of Funeral Service Education, Inc. (ABFSE).
3. To have Mortuary Science students earn their Associates in Applied Science Degree.
4. To prepare, through academic and clinical training, funeral service students to be owners, managers/supervisors, funeral directors/embalmers of a funeral home.
5. Prepare students to provide professional and sensitive care to family and friends of the deceased at the time of need.
6. To prepare students for the attention to detail and interpersonal skills needed to carry out the wishes of the family in regards to final disposition, whether it be burial, cremation or anatomical donation.

I. ADMISSIONS

Congratulations on your recent admissions to the Mortuary Science Program at Nassau. **The Mortuary Science Program at Nassau Community College is accredited by the American Board of Funeral Service Education Inc. (ABFSE), 992 Mantua Pike, Suite 108 Woodbury Heights, NJ 08097. Telephone 816.233.3724. WEB: WWW. Abfse.org Please refer to this web site for performance on the National Board Exam.**

Being accepted means a student has completed the following requirements:

- a. FINAL High School Transcript or equivalent (HSEC)
- b. HS Biology with a laboratory with a C or 70 or better. (BIO 101)
- c. HS Chemistry with a laboratory with a C or 70 or better. (CHE 107)
- d. HS Mathematics with a C or better. (MAT 102)
- e. Health forms on file with NCC
- f. NYS Bureau of Funeral Directing application of file

The student has also satisfied any prior remediation he or she may have had to complete. But, did you know... If the student had two or more remedial courses they are required to take NCC 101 for graduation. If the student chooses not to take NCC 101, they will get a deficiency letter or email from registrar stating graduation is denied for the following reasons. Deficient means not meeting requirements for graduation.

Examples:

Student A: Placement Scores RDG 001 RDG 002 MAT 002
This student is required to take NCC 101.

Student B: Placement Scores MAT 001 MAT 002
This student is not required to take NCC 101.

Student C: Placement Scores ENG 001
This student is not required to take NCC 101

NCC 101 is a one (1) credit course; the grade you receive is a letter grade.
(A, B+,B,C+,C,D+,D,F)

Please note: Once you register for a remedial class you cannot drop or withdraw from the course, you can only get a "U" on your transcript and will have to take it again.

- Students requiring remedial courses will not be accepted until **ALL** remedial courses have been successfully completed. Students requiring two (2) or more remedial courses **MUST** take NCC 101.
- All previous transcripts (high school and college) including Mortuary Science College transcripts must be sent to Nassau Community College Admissions Office.
- Mortuary Science course credits taken at another college will not transfer into the Mortuary Science Program at Nassau Community College.
- Student will be accepted on a space available basis and a ranking based on academic performance.
- Before registering for the first semester or class, the student must have all documentation on file required by the New York State Department of Health, Bureau of Funeral Directing. This may include, but is not limited to:
 1. Passport photo
 2. Birth Certificate
 3. Money Order made payable to "NYS Department of Health"
 4. Fully completed and signed application.

II. GRADE POINT AVERAGE (GPA)

A student must have a grade point average of a 2.0 or above in order to graduate. When the GPA goes below a 3.0 for a given semester the student will be placed on "WARNING" status. A subsequent semester below a 3.0 will place the student on 'PROBATION'. A third semester below a 3.0 will result in immediate removal from the program. Also a student cannot graduate with a GPA below a 2.0.

Repeating classes is at the discretion of the department

III. COURSE OF STUDY

The Mortuary Science Program is designed to educate and prepare the Mortuary Science student to take and pass the National Board Exam. This exam is taken upon the successful completion of all degree requirements.

All classes are to be taken in a sequence with consideration of prerequisites and co-requisites.

- You MUST achieve a 3.0 GPA or better in all MSC classes to continue forward and for the class to be counted for graduation.
- You MUST achieve a minimum of C or better in Chemistry (CHE135)
- Some Liberal Arts classes can be taken (3-6) prior to the start of the Mortuary Science Program, where credits space allows, or during summer sessions.
- No transfer credit will be allowed for MSC 249 – Grief Counseling.
- No transfer credit will be allowed for Anatomy II.
- No transfer credit will be allowed for Chemistry.
- No transfer credit will be allowed for COM 101.
- Courses more than three years are considered 'stale' to the department and will need to be repeated.

IV. NATIONAL BOARD EXAM

Since 2004, The American Board of Funeral Service Education, Inc. has mandated Mortuary Science students to TAKE the National Board Exam, both Arts and Sciences, as a requirement for graduation from a Mortuary Science Program. Since 2015 this requirement is no longer their position. The following process will be helpful to note since the NBE is necessary for licensure.

- To gain eligibility to be cleared for the NBE. The student/candidate MUST:
 - Satisfy all course work for degree (AAS)
 - Present grade and documentation on MATS program of 85 for both the arts and science (15 completed sections each) and attend mandatory review sessions by the department.

- Present grade and documentation on Mats program of 90 or above if 31 days from end of last class.
- Present grade and documentation on MATS program of 95 or above if beyond
- Nassau Community College Mortuary Science Program will clear you with The International Conference of Funeral Service Examining Boards to take the test no earlier than 5 days from the end of your last class.
- Register and pay your money to the International Conference of Funeral Service Examining Boards, Inc.
- After money is paid by credit card online, you will receive a return e-mail asking you to select dates for Arts and Sciences. Inform the Mortuary Science Department of these dates.
- Take the National Board Exam.
- NCC Mortuary Science Department will now release scores to NYS Department of Health.
- It will take about eight (8) weeks from the end of the semester for all your paper work to be processed. In other words if you graduate in May, your residency will start approximately July 15. If you graduate in December, your residency will start approximately February to early part of March. If you graduate in August, you start approximately mid-October.
- Your Nassau Community College transcript demonstrating all courses completed and degree conferred needs to be sent to New York State Department of Health (NYSDOH).

V. HEALTH FORMS

Nassau Community College policy requires a Medical Report be on file at the Health Services office (Lower Level of Tower). This must be done immediately at the start of your first semester. (Please get Health Form from the Mortuary Science Office). Hepatitis B Vaccines are required to get into the embalming lab. It should be noted that this vaccine shot series is completed over a six month series, so prepare accordingly. This class for most students will be in your 3rd semester.

VI. CONDUCT

The Mortuary Science Program has an academically serious, motivated, and competitive, student body. For the most part behavioral concerns are minimal, but when they do arise they are linked to modern day technology such as the “clicking” sound that results from typing class notes into iPads and or lap tops. The rules are:

- College ID should be on your person at all times.
- No cell phones on desk during class time.
(First time, warning. Second time, removal from class)
- Taking photos in class:
(No warning - removal from Program)

- Taking photos in embalming laboratory:
(No warning - removal from Program)
- Taking photos in pathology lab:
(No warning - removal from Program)

VII. GENERAL ACADEMIC REGULATIONS

- The American Board of Funeral Service Education, Inc. (ABFSE), which is the accrediting agency of the Nassau Community College Mortuary Science Program, requires an 80% attendance factor in all classes for the semester. Attendance policy is set by individual instructors in the Mortuary Science Program to comply with ABFSE standard. Nassau Community College policy is a maximum of (3) three days.
- Punctuality is essential so as not to inconvenience instructors and classmates.
- All courses are NOT given each semester. This may DELAY graduation.
- Prerequisites must be fulfilled.
- The National Board Examination (NBE) must be taken as a requirement for graduation.
- Students may NOT take the National Board Examination until all requirements for graduation from the Mortuary Science Curriculum are met.
- Students must be legally eligible for employment and licensure in the US.
- Students must register for graduation with the Registrar's office by the dead line for graduation of that particular semester.
- Students must demonstrate competency in all aspects of the embalming operation.
- Completed Pathology Signature cards must be handed in to the Mortuary Science Department at the conclusion of the Pathology course in order to receive a grade.
- Completed Practicum Signature cards must be handed into the Mortuary Science Department at the conclusion of the practicum course in order to receive a grade.
- All Liberal Arts required courses must be completed prior to graduation.

VIII. GRADES

- Grading policy will be explained at the beginning of each course by the instructor on record.
- A minimum **"C"** grade or better is required for all Mortuary Science courses, as well as CHE 135 (Chemistry for Applied Sciences). Failure to obtain a minimum **"C"** grade or better in any of the above courses will necessitate repeating the course.

Unless otherwise stated by the individual instructors of Mortuary Science courses make-up examinations will not be given for missed examinations.

Please keep in mind that the program is to be completed in a timely fashion which is 2 years. To be considered a timely graduate, a student has 3 years to complete the AAS degree in Mortuary Science.

Student who leave the program and wish to return, must do so within 5 years, otherwise courses and their content will need to be repeated. Those courses are considered outdated with National Board Exam material

IX. PROBATION/DISMISSAL

Students, who violate a policy, as stated in the Nassau Community College Catalog (Online) or the Student Handbook, will be placed on probation or dismissed from the Mortuary Science Program. The reason for probationary status and the terms and duration of probation will be given in writing to the student and a copy retained in the student's file. Failure to satisfy the terms of probation will result in appropriate disciplinary action, including the possibility of dismissal from the program.

Immediate dismissal of student from the Mortuary Science Program if:

- Any fighting in class.
- Physical contact of any kind (kicking, punching, etc.)
- Loud outburst or foul language.
- Bullying (in person or cyber).
- Photographing of any kind (cellphone) in embalming lab or where prohibited

X. DISABILITY POLICY

Embalming laboratory is dangerous because of the use of formalin solution, which contains formaldehyde, as well as other hazardous agents in use, such as phenol. It presents a particular hazard to pregnant women, respiratory compromised individuals, and individuals with a compromised immune system. In addition to the use of dangerous chemicals, the laboratory effort involves heavy lifting, strenuous activity as well as fine motor skills and the proper visual identification of a deceased human body. If you are being treated by a physician for any conditions, which may put you at a particular risk due to formaldehyde exposure or any other medical/psychological issue, we strongly encourage you to seek the advice of your health care professional about whether or not it is medically advisable for you to continue to participate in the course.

You shall be permitted to take a leave of absence and may return to the Mortuary Science Program when your temporary medical condition is resolved.

XI. CLINICAL EDUCATION

Students enrolled in the Mortuary Science Program must complete supervised clinical embalming before graduation.

A. ASSIGNMENT TO EMBALMING LAB(S) – SUNY DOWNSTATE

1. Due to the physical demands of clinical work, accepted students are required to have a physical examination and submit a health form that certifies they are in good health. **NO STUDENT WILL BE PERMITTED TO ENTER THE CLINICAL EMBALMING LABORATORY WITHOUT A COMPLETED MORTUARY SCIENCE HEALTH FORM.** Original Forms must be submitted upon the commencement of classes in the Mortuary Science Program to the Health Services Office located on campus next to the College Union. Copies must be kept by the student. These forms must be completed by a licensed physician and must demonstrate that the student has all of the proper vaccinations, including, but not limited to Hepatitis B and Tetanus. In the appropriate semester prior to MSC 237 (Embalming Laboratory I), students must go to the Health Office and procure a “Blue Slip”. The “Blue Slip” indicates a clearance by the Health Services Office that the student has all of the proper vaccinations and is physically ready to begin Clinical Laboratories. The “Blue Slip” is to be brought by the student to the **Mortuary Science Office**, and given to the Department Technical Assistant. Only those students with “Blue Slips” on file will be admitted to clinical laboratories.
2. MSC 237 (Embalming Laboratory I) & MSC 248 (Embalming Laboratory II) are requirements of the program and are held at **SUNY-Downstate**. Mortuary Science Students must be prepared to supply their own transportation to off-campus facilities. In addition, students are required to provide their own PPE (Personal Protection Equipment) and Embalming Instruments for Embalming Lab.

B. LAB PROCEDURES AND BEHAVIOR

1. Students must possess their Nassau Community College ID, other form of identification and have applied for their New York State Department of Health Bureau of Funeral Directing, in order to be admitted to SUNY DOWNSTATE and the Embalming Laboratory.
2. Students are expected to arrive at SUNY-DOWNSTATE, ready to work no later than scheduled lab time.
3. While waiting for admission to the Morgue/Laboratory area, students are expected to be quiet & professional in the waiting areas of the Hospital or Medical School.
4. The use of universal precautions and Personal Protective Equipment (PPE) is necessary for the preparation of all bodies.

5. All bodies need to be identified and recorded properly. Check identification on the body – wristbands, toe tags, etc.
6. An Embalming Case Report needs to be completed by the instructor(s) for each body embalmed in the lab. General information needed for the completion of the report is as follows:
 - Deceased's Name
 - Date of Death
 - Age of Deceased
 - Gender of Deceased
 - Estimated Weight of Deceased
 - Autopsy (Full or Partial) if applicable
 - Place of Death
 - Mortuary In Charge

All embalming and restorative procedures will be documented by the instructor(s) on the Embalming Analysis Report. These will include:

- Arterial Chemical Used and Supplier of Chemical
 - Cavity Chemical Used and Supplier of Chemical
 - Mixing of Embalming Solution and by which student
 - Vessels Injected, and by which student
 - Drainage Conditions
 - Hypodermic Injection (if necessary) and what Body Regions
 - Student(s) responsible for the hypodermic injection
 - Aspiration, and by which student
 - Cavity Viscera Treatment, and by which student
 - Setting of Features, and by which student(s)
 - Method of Mouth Closure
 - Shaving, and by which student
 - Suturing Incision Site, and by which student(s)
 - Any other restorative treatments, and by which student(s)
 - Students assigned to the particular embalming case
 - Table number
 - Date of embalming
 - Instructor signature Certifying embalming
7. Cell phones, photographic equipment or any device used to take and transmit an image of any kind are **PROHIBITED** in the Embalming Lab. If a sound or visual image is obtained in the embalming laboratory at any time, the student will be DISMISSED from the Mortuary Science Program.

C. ABSENCES

Mortuary Science Students are required to attend all embalming sessions.

D. PUNCTUALITY

1. Each student is required to enter the clinical embalming area at the assigned time.
2. Each student is required to report immediately to his/ her assigned area.
3. Students who enter the embalming lab late may be sent home at the discretion of the Instructor.
4. Students who come to embalming lab unprepared. (i.e. no instruments, Personal Protective Equipment) may be sent home at the discretion of the Instructor.

E. DRESS CODE

Students are advised of the following regarding appropriate dress for lab:

- Surgical scrubs (solid colors) are acceptable.
- No shorts or skirts allowed.
- No open toe shoes (i.e. sandals, flip-flops, etc.)
- Gloves are to be worn in the lab at all times, ESPECIALLY when handling:
 - Blood or any surface soiled with blood.
 - All body fluids or any surface soiled with body fluids.
 - All body secretions or any surface soiled with body secretions.
 - All body excretions or any surface soiled with body excretions.
 - Embalming chemicals.
 - Embalming instruments.
 - Disinfectant/cleaning chemicals.
 - Biohazard refuse/debris.
 - Performing vascular access or invasive procedures.
- Gloves must be changed if torn and hand washing with germicidal soap should take place, after glove removal and prior to placing new gloves on.
- Gloves must be made of materials impervious to infection (i.e. Nitrile Gloves)
- Students must wear gowns made of materials impervious to infection.
- Students must wear face shields that cover mouth, nose & eyes.
- Students must wear head coverings, such as nurse's caps or surgical caps.
- Students must wear hospital shoe covers or protective boot covers.
- No skin showing is the rule

F. ENVIRONMENTAL CLEANING

- All embalming instruments should be treated with special care, ESPECIALLY when contaminated with blood or bodily fluids.
- All sharps should be disposed of in proper sharps container after use.
- Clothing Items contaminated with blood or other potentially infectious material should be:
 - Handled with gloves.
 - Placed in fluid-proof bags.
 - Laundered and disinfected.
- The lab tables should be thoroughly rinsed & scrubbed with disinfectant cleaners after each embalming.
- The lab floors should be thoroughly rinsed & scrubbed with disinfectant cleaners after each embalming.
- All embalming machines are to be rinsed & flushed thoroughly with water & stored in their designated locked closet.
- All lab instruments are to be cleaned & disinfected & placed back in secure lockers.

XII. GENERAL RULES OF CONDUCT AND SAFETY

Students are expected to conduct themselves in a professional manner at all times.

A. CONDUCT

1. Students are expected to observe the guidelines set forth in the directives issued by the Occupational Safety and Health Act (OSHA) and the New York State Department of Health, Bureau of Funeral Directing.
2. Students must abide by the standard rules and regulations of the hospital and clinical facility.
3. Use of insulting, threatening or abusive language or gestures to staff, instructors or fellow students will be considered grounds for dismissal.
4. Smoking, eating and drinking are PROHIBITED in lab areas. .
5. Personal conversation and discussions are inappropriate and should be limited to after lab hours.

6. Grievances and personal dislikes should be aired in private and with the appropriate persons.
7. The NCC Student Code of Conduct as set forth in the College catalogue applies to the behavior of students in clinical courses. It is the students' responsibility to familiarize themselves with these rules and regulations.
8. The use of cell phones, recording devices, iPods and picture taking is strictly prohibited in the Embalming Laboratory as well as the classroom.
9. Regarding social media: The Mortuary Science Department strongly objects the posting of information that is negative to the Department or fellow students.
10. Do not post on social media any information about the professors, lab personnel, classmates and/ or about a particular case or cadaver. Your experience in the lab should be kept confidential; violation of this policy will be grounds for immediate dismissal.

B. SAFETY

1. Students are required to acquaint themselves with the Occupational Safety and Health Administration (OSHA) rules and regulations.
2. Accidents involving students or cadavers will be reported immediately to the Chair of the Mortuary Science Department.

C. DIRECT SUPERVISION OF STUDENTS

According to the directives of the New York State Department of Health, students in Mortuary Science Programs must be under the direct supervision of a licensed Funeral Director. **Under no circumstances will students perform unsupervised embalming related tasks.**

XIII. RESIDENCY ELIGIBILITY

The Mortuary Science Program at Nassau Community College is accredited by the American Board of Funeral Service Education, Inc. (ABFSE). Students who graduate from the program are eligible for candidacy to take the National Board Examination, administered by the International Conference of Funeral Service Examining Board. Upon successfully passing the National Board Examination, the student may apply for a New York State Residency from the New York State Department of Health, Bureau of Funeral Directing. Any entering student who was ever convicted of a crime, or who received other than an honorable discharge from the Armed Services is strongly urged to contact the New York State Department of Health, Bureau of Funeral Directing to determine if he/she is eligible for a residency and/or licensure upon completion of the program.

XIV. COMPLETION OF MORTUARY SCIENCE PROGRAM

The Mortuary Science student has completed the Mortuary Science Degree Program and is eligible for graduation when all courses listed in the catalogue are satisfied with a “C” or better. The student has also filed for graduation through their NCC portal and/or with Registrar. As well has requested their final NCC transcript to be sent to the NYS DOH Bureau of Funeral Directing on their behalf.

XV. NATIONAL BOARD EXAMS AND NEW YORK STATE RESIDENCY PROCESS

Taking the National Board Examinations is a requirement for licensure. For a graduate of the Mortuary Science Program in New York State to begin a funeral directing residency, a **student must**:

- Be eligible and must register for graduation and bring receipt to Mortuary Science Department.
- Take the National Board Examinations.
- Have the National Board Scores sent to New York State Department of Health (By the International Conference of Funeral Service Examining Boards).
- Have an official and complete Nassau Community College Transcript send to New York State Department of Health Bureau of Funeral Directing.
- Have New York State send your paper work to be completed for your residency.

This process can take approximately six to eight weeks from date of graduation.

XVI. CLASS REGISTRATION

Registering for classes is the responsibility of the Student. Course requirements and sequence of classes are listed in the catalog. Nassau Community College entrance requirements and testing must be satisfied prior to taking any Mortuary Science Courses. Prerequisites must be observed and a student will not be permitted to advance into a class until the prerequisite or corequisite course is satisfied. A grade of a “C” or better is acceptable. Transfer classes into the program are at the discretion of the Mortuary Science Department Chair. Classes from other Mortuary Science Programs are unacceptable. The Chemistry course needs to be taken at Nassau Community College. Failure to attain a “C” or better will prevent a student from advancing into the embalming classes.

Tuition must be paid within 24 hours or you run the risk of being dropped from your classes. Students whose names do not appear on a class roster will not be permitted to attend the class.

You run the risk of being dropped from your classes if tuition isn't paid. Please be aware of the College policy on tuition. Students receiving Financial Aid or others types of student or personal loans are responsible for contacting the proper departments for assistance:

- **Financial Aid**
- **Student Financial Affairs**
- **Bursar**

If a student does pre-registration, it is their responsibility to find out due dates and billing cycles. Please note your **classes will be dropped for non-payment**. Please double check when it comes to "Who is paying your tuition". Be familiar with each semester's policy on payment. Example: Did you know that you cannot do a differed payment plan in the summer, payment in full is required and sometimes within 24 hours.

After registering, please follow up. Ask yourself the following:

1. When is my bill due?
2. Who is taking care of the payment?
3. Do I need to be fulltime in credits for my loan, health insurance, financial aid, unemployment?

XVII. Tuition

Please review website and current tuition rate
www.ncc.edu

XVIII. GRADUATION

At Nassau Community College a student can complete their course work and be a graduate three times per year: May, August and December. Please note that there is only one ceremony held in May for everyone who wishes to “walk”. A graduate is someone who has completed all necessary coursework and has taken the National Board Exam, both parts, in Arts and Sciences regardless of passing or failing the Boards. The student is responsible to register for graduation. This is done by:

1. Printing out a degree evaluation from Nassau Community College’s website www.ncc.edu (See sample of Degree Audit Instructions in the back)
2. Proceeding to Registrar and fill out a graduation form along with your degree evaluation. There is no fee for this, included in your tuition charges. You will receive a receipt. (Pink)
3. Bringing the graduation receipt to the Mortuary Science Department in order to notify us of your intentions.

The graduation ceremony is usually held on a Wednesday evening at Nassau Coliseum in May. There is a commencement program printed out and graduates names appear on different pages in the booklet by filing for graduation follows: August graduates, December graduates, and May graduates will appear in program at ceremony. There is a fee to obtain the graduation regalia from the Book Store. You will need to show them your graduation receipt from Registrar.

XIV. Degree Evaluation

MYNCC student portal offers degree works which is a tab on your NCC portal to keep track of courses in process, satisfied and courses needed to complete degree. Advisement is always available through the Mortuary Science.

FREQUENTLY ASKED QUESTIONS

Q: Do I have transfer credits from other colleges that don't show up on my degree evaluation?

A: You need to go to Registrar and fill out a re-evaluation of transfer credits. Registrar will determine what is transferable. Please note there will be no transfer credit of Mortuary Science classes taken at another institution.

Q: I have two (2) more remedial classes, will I require NCC 101?

A: if you took MAT 001 and MAT 002, this is one subject you are not required to take NCC 101 for graduation. If you took RDG 001 and MAT 002 or any combination of two different remedial classes, you are required to take NCC 101 for graduation or you will be deficient.

Q: When can I tell my future employer my start date?

A: You can anticipate receiving paper work from New York State Department of Health in:

- Mid-July, if you graduate in May.
- Mid-October, if you graduate in August.
- Mid-March, if you graduate in December.

The Mortuary Science Department has no control of the timeline. Registrar Office needs time to process the transcripts and confirm your degrees then certified transcripts are ordered and mailed to the NYSDH by the Mortuary Science Office, and then the Bureau needs time to process your residency.

Acknowledgement of Receipt

Appendix I

I have received, read and understood the material contained in the Mortuary Science Department Student Handbook, and agree to abide by the rules of the Mortuary Science Program at Nassau Community College.

PRINT NAME _____

SIGNATURE _____ **Date** _____