

Additional Admissions Information

Funeral Services (A.S.)

1. For new students, complete an online application to the College by the review deadline. For existing students, complete a Program Plan Change **if** Funeral Services is **not** your Active Program of study.
2. Submit all official non-FSCJ [transcripts](#) to the College when applying and prior to the review deadline date.
3. Complete the Prerequisite Courses.
4. If the HESI test was taken at FSCJ, no action is required. Your scores will be automatically submitted. Otherwise, ensure official scores are on file with the [FSCJ Assessment Center](#) before the review deadline.
5. Complete the following after acceptance into the professional phase of the program:
 - Ten-panel drug screening
 - Level two background screening
6. The following must be completed **after** the program orientation:
 - Hepatitis B or Declination

Health Education Systems Admission Test (HESI A2)

A completed HESI A2 admission test is required, consisting of nine sub-tests that must be completed in one sitting. A minimum score of 65% is required on the grammar, reading comprehension, and vocabulary sub-tests. Scores will be considered official if they meet the following:

- Applicant has taken all 9 categories in one sitting
- The test was taken within the last 2 years
- Submitted to the FSCJ Assessment Center before the application deadline

The HESI assessment can only be taken every 91 days, up to three times a year.

If you have Questions about the HESI A2 and submitting your official scores, please email north_testing@fscj.edu or call 904-713-6014.

Application Addendums

Submit all supporting documents to the Health Sciences department at HCIC@fscj.edu by the review deadline, with the following information included in the email:

- Student's **program of study, term, and "Attachment"** in the subject line
 - Include the student's **name** and student **ID** in the body of the message
 - Documents **must** be emailed as attachments.
1. If you are currently employed by a funeral home, submit proof of employment as follows:

- Completed by a company representative
- Printed on company letterhead
- Begin and end dates of employment
- Detailed funeral home-related duties performed
- Number of hours worked per week

2. If you served honorably in the U.S. Armed Forces, submit a copy of your DD214.

Competitive Review Process

Applicants must earn a grade of C or better in each prerequisite course and have a minimum cumulative GPA of 2.0. Completion of General Education coursework will allow applicants to achieve additional points.

Students are ready for review upon completion of all admission criteria. The ranking rubric is included below. Please note that the admission process is highly competitive.

Students will be notified through their FSCJ Student email of their admissions status 4-6 weeks following the review deadline. Information regarding a student's admissions status will not be provided over the telephone.

Funeral Services Ranking Rubric			Max Points
Minimum Cumulative GPA 2.0			21
Course Grade		Points	
A		3	
B		2	
C		1	
Prerequisite Courses:			
Course Title	Course Code	Credit Hours	
Anatomy & Physiology I	BSC 2085C	4	
Communications	ENC 1101, ENC 1101C, or ENC 1102	3	
HESI A2			100
A complete HESI/A2 administration is required and is made up of nine (9) sub-tests that must be completed in one sitting. Minimum scores of 65% for each of the following sub-tests are required: grammar, reading comprehension, and vocabulary.			
Points are determined by adding the scores of the 3 Categories and dividing by 3.			

Bonus Points		
General Education & Professional Courses: <i>Not a required prerequisite</i>		
Course Title	Course Code	Credit Hours
Financial Accounting	ACG 2021	3
Anatomy & Physiology II	BSC 2086C	4
Business Law I	BUL 2131	3
Humanities	ARH 2000, HUM 2020, LIT 2000, MUL 2010, PHI 2010, or THE 2000	3
Introduction to Infectious Diseases	HSC 1524	2
Mathematics	MAC 1105 or higher-level MAC course, MGF 1130, or STA 2023	3
Introduction to Applied Ethics	PHI 2603	3
Funeral Home Experience		5
Duration	Points	
>= 1 Year	5	5
Military Experience		5
Honorable Discharge	5	
Total Possible Points		194