



Future Intended Program: Funeral Service Education AAS Degree (FS23)

Advisor Prior to Competitive Selection: advising@westgatech.edu

Dean of Health Sciences, Dr. Phyllis Ingham: phyllis.ingham@westgatech.edu

Pre-Funeral Service Admission Requirements					
Program Specific					
- GPA requirement 3.0 or higher. - After the completion of all general core classes and ACCT 1100, COMP 1000, SPCH 1101 and ACCT 2140, general core classes, and fundamental pre-occupational courses, students are eligible to apply through the competitive selection process to enter the Funeral Service Program and begin program courses. - Students who have met this eligibility requirement must take the entry level Funeral Service science courses, FSRV 2000 Anatomy, FSRV 2010 Pathology, FSRV 2020 Chemistry, and FSRV 2080 Microbiology. - In order to continue in the program, students must: Obtain a grade of "C" or better in each of these entry level science courses: FSRV 2000, FSRV 2010, FSRV 2020, FSRV 2080.					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i> Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange and Online					
✓	Grade	Courses Required for Competitive Selection	S	CR	Notes & Milestones
		ENGL 1101 Composition and Rhetoric	ALL	3	Prerequisites must be passed with a "C" or higher Program Admission
		MATH 1111 College Algebra or MATH 1103 Quantitative Reasoning	ALL	3	Program Admission
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission
		ACCT 2140 Legal Environment of Business	ALL	3	Program Admission
		ENGL 1102 Literature and Composition	ALL	3	ENGL 1101 prerequisite grade of C or better
		SPCH 1101 Public Speaking	ALL	3	Program Admission
		COMP 1000 Introduction to Computer Literacy	ALL	3	
		Area IV: Choose One: ARTS 1101 Art Appreciation or MUSC 1101 Music Appreciation or THEA 1101 Theater Appreciation or HUMN 1101 Introduction to Humanities or RELG 1101 World Religions or ENGL 2110 World Literature or ENGL 2130 American Literature or ENGL 2310 English Literature	ALL	3	Program Admission Program Admission Program Admission ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better
				25	Program Hours

All 9 Courses above must be completed with a "C" or higher and before the Application Deadline.

The 9 courses are used to calculate your competitive GPA. Minimum GPA= 3.0

Admission Criteria for Funeral Service Education AAS Degree (FS23)

Admission to West Georgia Technical College's Funeral Service Education AAS Degree is based on a competitive selection process. There are minimum requirements for admission and meeting minimum requirements does not guarantee admission to the program.

Non-Georgia residents shall be enrolled on a space-available basis and shall not displace any student desiring to enroll who is a resident of the state. This applies to programs with limited seating, such as competitive selection Health Sciences and Nursing programs and programs that have a waiting list. Please refer to the [In-State Residency section¹](#) of the catalog for more information regarding residency status.

Learn more about [Health Sciences²](#) and [Nursing³](#) programs. Be sure to review the [General Competitive Selection Procedures⁴](#) and [Competitive Selection Program Statistics⁵](#).

Competitive Selection Deadline

- The Funeral Service Education program will admit once each year at the Murphy Campus.
- Application opens for submission on April 1st and closes on the deadline June 1st with a Fall semester cohort start date.

Competitive Selection Requirements

- Must be admitted to the college in good academic standing and regular status.
- Non-Georgia residents will be considered in the competitive selection process on a space available basis.
- Must complete the eight (8) required courses and labs with a minimum grade of "C" or higher and have at least a 3.0 competitive GPA (100% of the process).
 - ENGL 1101, MATH 1111, ACCT 1100, ACCT 2140, ENGL 1102, SPCH 1101, COMP 1000, AREA IV
Choose one (ARTS 1101 or MUSC 1101 or THEA 1101 or HUMN 1101 or ENGL 2110 or ENGL 2130)
are used to calculate the competitive GPA.

Competitive Selection Process

1. Must attend Mandatory Information session with WGTC Advising Coach.
2. Gather all supporting documentation and save electronically.
3. Complete [Competitive Selection File Review Request Form⁶](#) and attach all supporting documents electronically on or before the deadline (direct questions related to the form to admissions@westgatech.edu).
4. Monitor student email and review competitive selection scoring sheet (this does not indicate acceptance or denial).
5. Allow 4-6 weeks from the program deadline date to receive acceptance or denial letter from the Admissions Office. If accepted, respond to secure your seat in the program by the given deadline.

If denied, meet with an Advising Coach to determine next steps. Students not selected into the program cohort must submit a new Competitive Selection File Review Request Form and required documentation to be included in the next selection process for the same program or the selection process for another program.

¹<https://westgatech.smartcatalogiq.com/2023-2024/student-catalog/admissions/admissions-requirements-for-applicants/>

²<https://www.westgatech.edu/program-explorer/health-services/>

³<https://www.westgatech.edu/program-explorer/nursing/>

⁴<https://westgatech.smartcatalogiq.com/2023-2024/student-catalog/admissions/health-sciences-and-nursing-programs-general-procedures/>

⁵<https://www.westgatech.edu/wp-content/uploads/Competitive-Selection-Statistical-Data-2023-1.pdf>

⁶[Competitive Selection File Review Request Form - Multiple Selections](#)

Funeral Services Program Curriculum (3 Semesters)					
Dean, Dr. Phyllis Ingham: Phyllis.Ingham@westgatech.edu					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		FSRV 1010 History of Funeral Services	FA, SP	2	
		FSRV 1020 Funeral Service Law and Ethics	FA, SP	1	
		FSRV 1030 Funeral Service Management and Directing	FA, SP	6	
		FSRV 1050 Funeral Service Practicum	FA, SP	2	
		FSRV 1070 Small Business Administration for Funeral Service	FA, SP	4	
				15	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes and Milestones
		FSRV 2000 Anatomy for Funeral Service	FA, SP	4	
		FSRV 2010 Pathology for Funeral Service	FA, SP	3	
		FSRV 2020 Chemistry for Funeral Service	FA, SP	3	
		FSRV 2080 Microbiology for Funeral Service	FA, SP	3	
				13	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes and Milestones
		FSRV 2030 Embalming Techniques	FA, SP	6	
		FSRV 2060 Restorative Art	FA, SP	4	
		FSRV 2090 Grief Counseling and Sociology	FA, SP	3	
		FSRV 2100 Funeral Service Seminar	FA, SP	3	
				16	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Note: If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite. FSRV 1010, FSRV 1020, FSRV 1030, FSRV 2000, FSRV 2010, FSRV 2020, FSRV 2030, FSRV 2080, FSRV 1050, FSRV 1070, FSRV 2060 and FSRV 2090: "C" or higher grade is required for all these courses.

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Articulation Agreements: <https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

Important Accreditation Statement: Caution:

The Funeral Service Education associate degree program at West Georgia Technical College is in the process of seeking accreditation by the American Board of Funeral Service Education (ABFSE). However, the program is **NOT** currently accredited by ABFSE and students enrolled at this time are not eligible to sit for the National Board Examination until such accreditation is achieved.

For more information about the accreditation process and standards, contact:

American Board of Funeral Service Education (ABFSE)

992 Mantua Pike, Suite 108
Woodbury Heights, NJ 08097
(816) 233-3747
www.abfse.org

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Dean of Students 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgctHR@westgatech.edu.