



# **CLICK FOR SUCCESS!**

Dallas Institute of Funeral Service

[www.dallasinstitute.edu](http://www.dallasinstitute.edu)

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**Distance Learning**

**2009 - 2012**

# Welcome to Dallas Institute of Funeral Service

## Distance Learning

### What is Distance Learning?

Dallas Institute's Distance Learning program allows the student an opportunity to complete most or all of his/her general studies course at home. These courses are necessary for obtaining an Associate's Degree in Funeral Service. Distance Learning classes are delivered to the student through the Internet, allowing the Student to forego the time he or she would normally spend in the classroom setting by acquiring academic credit from the comfort of home or office.

### What courses are available through distance learning?

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Tuition</u>
ENG 105	English Composition	6 Quarter Hours	\$800.00
HST 105	U.S. History Before 1865	5 Quarter Hours	\$800.00
HST 205	U.S. History After 1865	5 Quarter Hours	\$800.00
MAT 105	College Mathematics	6 Quarter Hours	\$800.00
PSY 105	General Psychology	5 Quarter Hours	\$800.00
FS 102	History of Funeral Service	2 Quarter Hours	\$400.00

Applicants for the Associate of Applied Science Degree in Funeral Service may take Distance Learning Courses through Dallas Institute of Funeral Service. **Only one course may be taken concurrently with in-residence courses. Resident students may not take a distance learning course if the same class is offered in residence in the same quarter.** In order to eliminate the first quarter of the Associate of Applied Science degree program, the student must take ENG 105, HST 105, HST 205, and MAT 105. Satisfactory completion of the other Distance Learning Courses will give the student credit for courses normally taught during other quarters.

### How do distance learning courses compare to courses on campus?

Each course is the equivalent of the on-campus section of the same course in the terms of objectives, content, and transferability between each Pierce Mortuary College. Students must meet stated prerequisites where applicable.

Tuition is \$200.00 per quarter hour or \$800.00 per class, whichever is less and includes the required textbook for the particular class.

Except at another Pierce Mortuary College, the course curriculum may or may not transfer to another college or university. Determination of transfer credit for Distance Learning classes taken at a Pierce Mortuary College and transferred to other colleges or universities is solely at the discretion of that college's administrators.

### **What is included in a Distance Learning class?**

A Distance Learning Class includes:

- . Lectures, notes, and assignments available through their home or office computer.
- . Interaction with the instructor or other students through the use of phone calls, facsimile machines, and electronic mail.
- . Textbook, study guides, and supplemental reading where applicable.
- . Students taking these courses must have a computer, an Internet connection, an e-mail account, and Netscape Navigator 3.1 or Internet Explorer 3.02 or higher.
- . Examinations at the student's local area testing center.
- . Participation in special activities related to the course, if applicable.

### **Who may be admitted to a Dallas Institute of Funeral Service Distance Learning course?**

**Only those applicants for the Associate of Applied Science Degree in Funeral Service may take Distance Learning Courses through Dallas Institute of Funeral Service.** The rules and regulations pertaining to the educational standards which must be met by the applicant prior to his or her enrollment in the college are prescribed by the state approval agencies and examining boards in various states. It is essential that the applicant consult the secretary of his or her state board or the registrar of the college well in advance of the desired date of enrollment. The minimum requirement for admission in all cases is high school graduation or its equivalent. Contact the Registrar at Dallas Institute for an Application for Matriculation.

### **How much does Distance Learning cost?**

Tuition is \$200.00 per quarter hour attempted or \$800.00 per course, whichever is less, and includes all required textbooks and supplies. A one-time \$50.00 non-refundable Application Fee must accompany the Application For Matriculation. Title IV federal financial aid is not available for Distance Learning courses.

## How do I register?

You may register by contacting the Office of the Registrar at Dallas Institute of Funeral Service and requesting an Application for Matriculation or by accessing the website listed below:

**[www.dallasinstitute.edu](http://www.dallasinstitute.edu)**

Applications should be submitted no later than thirty (30) days prior to the start of the quarter, and should be accompanied by the following:

- . \$50.00 non-refundable Application Fee.
- . High School transcript certifying graduation, GED, or other equivalent, as well as transcripts of any college work completed.
- . A recent photograph.

## When do I register?

There are four (4) registration dates each year for Distance Learning Classes. These correspond with the start dates of the college's quarters. Refer to the Supplement to the Catalog or the college website for these dates. A student may elect to take a Distance Learning Course at the start of any quarter he or she chooses regardless of whether that class is being offered in that same quarter at the College. The length of time a student has to complete each course will be the same as the student who attends on-campus classes.

## What are the grading and testing procedures?

The grade of a student in any course represents all the work of the student in the course, including assignments and examinations, combined in such proportions as the instructor in charge of the course may decide. Exams will be given and proctored at student area testing centers decided upon by the instructor. Make-up or completion of incomplete course work will be solely at the discretion of the instructor.

The following table indicates letter grades and their corresponding numerical value:

<b>Grade</b>	<b>Numerical Value</b>	<b>Interpretation</b>
A	93-100	Excellent
B	85-92	Good
C	75-84	Average
D	70-74	Poor
F	Below 70	Failure

The College maintains complete records of the academic progress of all students. The students will be mailed copies of their grades at the end of each academic quarter.

### **Withdrawal From A Distance Learning Class**

A student withdrawing from the College must make a formal declaration of intention to withdraw and must clear oneself in every respect with the College. Merely discontinuing assignments and examinations does not constitute formal withdrawal. A student who does not notify the College in writing or e-mail will receive a failing grade for the work taken while enrolled in the Distance Learning Program. Any consideration for tuition will be based on the date of formal notification.

### **What If I Have Questions?**

Each instructor maintains designated times throughout the quarter to take phone calls, and answer questions. These individual hours are noted on the course syllabus, as well as pertinent e-mail addresses, physical addresses, facsimile and phone numbers. These numbers are also available on the college's website.

### **For Further Information, Please Contact Dallas Institute of Funeral Service at:**

3909 South Buckner Boulevard

Dallas, Texas 75227

1-800-235-5444

Fax 214-388-0316

Email: [difs@dallasinstitute.edu](mailto:difs@dallasinstitute.edu)

or visit our website at [www.dallas.institute.edu](http://www.dallas.institute.edu)

**In accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352)  
We accept students without regard to race, color, sex, creed, disability,  
or national origin.**