

DALLAS INSTITUTE OF FUNERAL SERVICE

SUPPLEMENT TO THE CATALOG
2014 - 2015

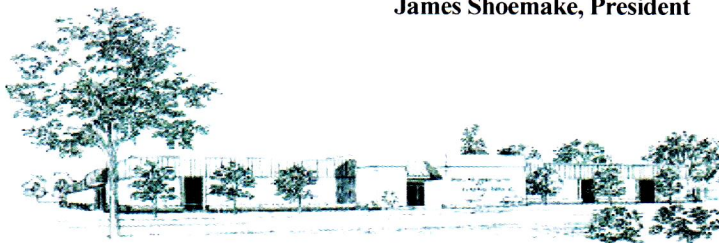


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FAX (214) 388-0316**

The information contained in this supplement is true and correct to the best of my knowledge.

A handwritten signature in cursive script, appearing to read "James Shoemake".

James Shoemake, President



FACULTY AND ADMINISTRATION



JAMES M. SHOEMAKE, CFSP, President

M.S. University of Texas at Dallas; B.S. Southern Methodist University; Graduate, Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Instructor in Anatomy. Director of Associate Degree Program.



J. WAYNE CAVENDER, CFSP, Administrative Assistant

M.A. Amberton University; B.S. Missouri Western State College; A.A.S. Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Instructor in Microbiology, Pathology, Embalming Discussions, F.S. Ethics, Written Communications, and General Psychology.



ROBERT SCOTT ALLEN, CFSP, Director of Clinical Embalming Program

M.A. Amberton University B.F.A. Emporia State University; A.A.S. Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Instructor in Embalming, Restorative Art, Restorative Art Lab, Cosmetology Lab, Business Law, and Speech Communications.



ROBERT A. CLARK, Director of Financial Aid

M.A. Amber University; B.B.A. East Texas State University; A.S. Kilgore College; A.A.S. Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Instructor in Funeral Service Law, Texas State Law, Accounting, F.S. Merchandising, and Business Management.



BRIAN C. MULLINS – Director of Learning Resources and Learning Skills Improvement

M.Div., B.A., Baptist Missionary Association Theological Seminary; A.A.S. Dallas Institute of Funeral Service; Post Graduate Studies, Southwestern Baptist Theological Seminary; Licensed Funeral Director and Embalmer. Instructor in F.S. Administration, F.S. Management, F.S. Counseling, Grief Psychology, Funeral Directing, Sociology of F.S., State F.S. Law, F.S. History and Written Communications.



AMY L. FULTON – Clinical Embalming Preceptor

A.A.S. Dallas Institute of Funeral Service; A.A.S. Tyler Junior College; Licensed Funeral Director and Embalmer. OSHA Trainer and Clinical Embalming Preceptor.



TERRY PARRISH, CFSP, Registrar

B.A. Ottawa University, A.A.S. Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Director of Admissions, Registrar, and VA Official.

ADJUNCT FACULTY

TONYA M. CUNNINGHAM, Instructor

M.A. Professional Counseling & M.A. Pre-Professional Counseling, Amberton University B.S.W.; University of Texas. Licensed Funeral Director and Embalmer. Instructor in General Psychology.

JO-SANDRA GREENBERG, Instructor

M.S. University of Texas at Dallas; B.A. Southern Methodist University. Instructor in English Composition.

DAVID HOBLIT, Instructor

M.D., B.S. Louisiana State University. Instructor in Human Anatomy.

GERALD F. ROSEBURE, Instructor

M.S. Texas A&M University @ Commerce; B.S. Tarleton State University. Instructor in U.S. History.

SARA M. STOKES, Instructor

M.A. University of Texas at Arlington B.S. Arlington State College Instructor in Mathematics.

SCHOOL HOURS

CLASSES: Monday through Friday OFFICE: Monday through Friday
 7:30 A.M. - 12:30 P.M. 7:30 A.M. - 4:00 P.M.

CALENDAR

	Calendar 2014	Calendar 2015
January 8	Classes Resume	January 5
January 11	Open House 10 A.M.	
January 20	Martin Luther King, Jr. Holiday	January 6
January 21	Classes Resume	January 19
February 14	Winter Quarter Ends	
February 24	Enrollment & Registration General Education Courses Spring Quarter Begins	February 13
	Easter Holiday	February 16-20
April 18	Classes Resume	February 23
April 21	Spring Quarter Ends	March 7
May 9	Summer Commencement	March 20
May 16	Enrollment & Registration Funeral Service Core & FD Program	March 23-April 3
May 19	Summer Quarter Begins	April 3
	Memorial Day Holiday	April 6
May 26	Classes Resume	
May 27	Summer Vacation & Holiday	April 7
June 23 - July 7	Classes Resume	May 1
July 8	Open House, 10 A.M.	May 8
July 12	Summer Quarter Ends	May 15
August 15	Enrollment & Registration General Education Courses	May 25
August 25	Fall Quarter Begins	May 26
	Labor Day Holiday	June 19
September 1	Classes Resume	June 22-July 3
September 2	Fall Quarter Ends	July 6
November 7	Winter Commencement	
November 14	Enrollment & Registration Funeral Service Core & FD Program	July 7
November 17	Winter Quarter Begins	July 7
	Thanksgiving Holidays	August 15
November 27 - 28	Christmas & New Year's	August 21
December 18 -	Vacation & Holiday	August 24-28
January 4, 2015		August 31
		September 7
		September 18
		September 21 -
		October 2
		October 5
		October 6
		November 6
		November 20
		November 26 - 27
		December 21 -
		January 1, 2016
		Calendar 2016
		January 4, 2016
		January 5, 2016

Enrollment & Registration
 General Education Courses
 1st Quarter Begins
 Classes Resume for 2nd & 4th Qtrs
 Martin Luther King, Jr.
 Holiday
 2nd & 4th Quarters End
 Quarter Break for 2014-2015
 Classes
 3rd & 5th Quarters Begin
 Open House, 10 A.M.
 1st Quarter Ends
 Quarter Break for 2015 Class
 Easter Holiday
Enrollment & Registration
 Funeral Service Core & FD
 Program **Online**
 2nd Quarter Begins
 5th Quarter Ends
 3rd Quarter Ends
 Summer Commencement
 Memorial Day Holiday
 4th Quarter Begins
 2nd Qtr Ends
 Summer Break - All Classes
Enrollment & Registration
 General Education Courses
 1st Quarter Begins
 3rd Quarter Begins
 4th Quarter Continues
 Open House, 10 A.M.
 4th Quarter Ends
 Quarter Break for 2014-15 Class
 5th Quarter Begins
 Labor Day Holiday
 1st & 3rd Quarters End
 Quarter Break for 2015 Classes
 5th Quarter in Session
Enrollment & Registration
 Funeral Service Core & FD
 Program
 2nd & 4 Quarters Begin
 5th Quarter Ends
 Winter Commencement
 Thanksgiving Holidays
 Winter Break - All Classes

Enrollment & Registration
 General Education Courses
 1st Quarter Begins
 3rd & 5th Quarters Begin

ENROLLMENT DATES

FALL CLASS 2014

For those who need to complete some or all General Education Courses.....August 25, 2014
 For those who have degrees or have completed the General Education Courses & Funeral Director's Program.....November 17, 2014

NEW ENROLLMENT CALENDAR BEGINS 2015

WINTER CLASS 2015

For those who need to complete some or all General Education Courses.....January 5, 2015
 For those who have degrees or have completed the General Education Courses & Online Funeral Director's Program.....April 6, 2015

SUMMER CLASS 2015

For those who need to complete some or all General Education Courses.....July 6, 2015
 For those who have degrees or have completed the General Education Courses & Funeral Director's Program.....October 5, 2015

WINTER CLASS 2016

For those who need to complete some or all General Education Courses.....January 4, 2016
 For those who have degrees or have completed the General Education Courses & Funeral Director's Program.....April 4, 2016

TUITION AND APPLICATION FEES

Effective with Enrollments after January 1st 2015

Tuition is \$ 3,700 per quarter, which includes laboratory supplies, activities fees, and graduation fee, [the National Board Exam Fee (or State Board Exam Fee for FD's) for first-time takers will be reimbursed if taken and passed within 60 days of last Comprehensive Exam]. AAS in Funeral Service Program tuition is \$18,500 for 5 quarters. Funeral Director's Program tuition is \$7,400 for 2 quarters. Online students and those pursuing less than a full quarter of studies will be charged \$ 250 per quarter hour or \$ 3,700, whichever is less. A non-refundable Application Fee of \$50.00 must accompany the Application for Matriculation. Textbooks - Tuition for all on-campus students includes all required textbooks for the quarter's studies they are first used. Distance Learning students may purchase textbooks online when paying tuition.

FINANCIAL ASSISTANCE

This Institution participates in the United States Department of Education Title IV Federal Financial Assistance Program. A student may be eligible for a PELL Grant, a Wm D Ford Direct Loan, a Direct Unsubsidized Loan, and/or a Direct PLUS loan. Information on these and other types of financial assistance is available from the office of the Financial Aid Director.

CANCELLATION AND REFUND POLICY

The Cancellation and Refund Policy may be found in the college Catalog.

Dallas Institute of Funeral Service in accordance with Title IV of the Civil Rights Act of 1964 (and as amended) accepts students without regards to race, color, religion, sex, national origin, age, handicap, marital status or veteran status.

NATIONAL BOARD EXAM PASS RATES

YEAR	FIRST TIME TAKERS	NUMBER WHO PASSED	% WHO PASSED
2004	84	69	82 %
2005	80	58	73 %
2006	73	55	75 %
2007	75	59	79 %
2008	66	40	61 %
2009	51	32	63 %
2010	63	50	Arts 79 %
	63	56	Sciences 89 %
2011	81	62	Arts 77 %
	80	61	Sciences 76 %
2012	67	40	Arts 60 %
	69	51	Sciences 74 %
2013	48	33	Arts 69 %
	48	37	Sciences 77 %

The annual passage rate of first-time takers of the National Board Examination (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org).

NOTE: This Supplement in all or in part is subject to change without notice.