Congratulations!

You've been accepted to Gupton-Jones College of Funeral Service! Now what?

1. PUT YOUR PAYMENT PLAN IN PLACE

- ☐ After you are accepted, you will receive a notification from our Financial Aid Department in your student email
- ☐ If you intend to use federal financial assistance (FAFSA), please complete and submit the application promptly. The process can take 2-3 days AFTER submission
- ☐ You WILL NOT be enrolled in classes until your financial plan is set
- ☐ Research scholarships

2. BE TECH READY

- ☐ Visit: Technology-Requirements-Updated-2026.pdf to ensure you have a computer compatible with needs. No Chromebooks or tablets.
- ☐ Obtain a freestanding webcam before the first day of class as required for all students
- ☐ Our IT Department will create, assign, and email to you the information needed for your school email address – typically 3 business days. Log in as soon as possible. USE THIS EMAIL GOING FORWARD to communicate with instructors, college administrators, and staff.
- ☐ If you do not receive information about your school email within 72 hours, please contact our IT department at: helpdesk@pierce.edu or (888)256-1427
- ☐ Sign into Orbund, our student information system (SIS), and familiarize yourself (link and password included in IT email). Ensure that personal items are correct. Your transcript information will be housed on this platform. Your course enrollments will be entered here first.
- ☐ Ensure you can sign into Canvas, our learning management system (LMS) (link and password included in IT email). While access to coursework will not be available until the first day of classes, make sure you can get logged in.

3. PLAN TO ATTEND

- ☐ Orientation will take place on the Wednesday before your classes begin. Gupton-Jones College of Funeral Service will have their Orientation for Fall 2026 classes on December 30, 2026 beginning at 9:00 AM Eastern/8:00 AM Central Join here: Winter New Student Orientation | Meeting-Join | Microsoft Teams

- ☐ Canvas Training Sessions will be held prior to your first day of classes and two support sessions the first two days. The Canvas Trainings will be held:
    i. Tuesday, December 22, 2026 at 3:00 PM EST/ 2:00 PM CT W2027 - Student LMS Training (New and Returning Students) | Meeting-Join | Microsoft Teams
    ii. Wednesday, December 30, 2026 at 3:00 PM EST/ 2:00 PM CT W2027 Canvas LMS Training (New and Returning Students) | Meeting-Join | Microsoft Teams
    iii. Monday, January 4, 2027 at 3:00 PM EST/ 2:00 PM CT W2027 Canvas LMS Training (New and Returning Students) | Meeting-Join | Microsoft Teams
    iv. Tuesday, January 5, 2027 at 3:00 PM EST/ 2:00 PM CT W2027 Canvas LMS Training (New and Returning Students) | Meeting-Join | Microsoft Teams

4. WHILE YOU WAIT

a. IMPORTANT! Confirm with your state licensing agency that the program you are enrolled in will lead to future licensure. Licensing Requirements – The International Conference of Funeral Service Examining Boards
b. You will need an affiliated Funeral Home to work with to complete your graduation requirements Clinical & Practicum Requirements - Gupton-Jones College of Funeral Service. Start looking sooner rather than later! If you have questions regarding a potential funeral home, please reach out to our clinical coordinator.
c. Your class enrollment will be sent via your school email. Don't see it? Check Orbund. Note: New students are not typically enrolled in classes until a month prior to the start of the quarter.
    i. Look over your schedule. Too much? Request changes to the Registrar before the quarter starts if possible. Full time is 12 credit hours or more

ii. You will be billed by our bursar and receive your statement and Tuition Installment Plan (TIP) sheet. Know your monthly payment. Your TIP payment is due the first day of the quarter and the first of each following month of the quarter.

d. Books for most new enrollees are online and available through your Canvas class. Hard copy textbooks will be mailed to the address we have listed and be sent the week prior to the start of the quarter.
e. Questions? Contact us: Faculty and Staff - Gupton-Jones College of Funeral Service