

# **Veterinary Technology Program**

## **Guidelines and Admissions**



**Norwalk Community College**  
**188 Richards Avenue**  
**Norwalk, CT 06854**

for fall 2019 Admission

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## **Welcome to the Norwalk Community College Veterinary Technology A.S. Degree Program**

**Anne C. Hermans, D.V.M.  
Program Coordinator and Assistant Professor**

Congratulations on your first steps towards a rewarding career in Veterinary Technology. The dedicated staff of Norwalk Community College, and specifically our veterinary technology faculty, is excited about the opportunities we have planned for you. We are all committed to offering you as much support as possible to help you be successful in this endeavor.

We are excited to train compassionate and skilled veterinary technicians for immediate employment in the field of veterinary medicine in Connecticut, New England and the global community. We will strive to do so with the support of our colleagues and faculty in a supportive, progressive environment that offers students the best opportunity for success and treats our animal companions with kindness and respect. We have a Live Animal Lab on campus where we are privileged to work with healthy animals belonging to faculty, staff and students. We are also fortunate to have relationships with many local veterinary clinics, farms and shelters that will be sharing their facilities and their animals with you during your training.

Our goal is to help you realize your potential as an outstanding veterinary team member, should you choose this career. You will gain an understanding of cutting edge veterinary medicine as well as the skills necessary to be a positive, committed and reliable colleague and lifelong learner. As part of the requirement of the Veterinary Technology accrediting body (the American Veterinary Medical Association's Committee on Veterinary Technology Education and Activities) you will acquire over 300 skills in areas including nursing, management, hematology, cytology, animal nutrition, parasitology, dentistry, radiology, pharmacology, anesthesiology, and more. Veterinary Technology is a rigorous program that demands commitment from both students and faculty.

One other note I'd like to share as we begin this journey is the concept of "trigger warnings." There is some recent discussion about whether college instructors should warn students about potentially disturbing material that may be covered in their courses and then offer students alternative activities. To clarify, some of what we cover in veterinary technology to prepare you for the workplace may be considered controversial and potentially stressful, including such topics as euthanasia, animals in research and animal welfare issues. There is no alternative and learning about these topics is required. You must also experience hands-on learning through work on live animals and animal cadavers (as well as animal models). If these are concepts that you weren't anticipating or that are too upsetting for you, it might be helpful to do some further reflection on this as a career choice. I also highly recommend that students spend time volunteering or working in animal care facilities prior to applying to the program to help make sure they're comfortable with what will be expected of them in school and on the job. This way you can make informed choices about your professional commitments.

I look forward to working with you. Please don't hesitate to reach out with questions as you begin your new journey.

Very sincerely yours,

A handwritten signature in black ink, appearing to read "Anne C. Hermans".

Anne C. Hermans, D.V.M.

for fall 2019 admission

# ***Frequently Asked Questions***

## **What is Veterinary Technology?**

Veterinary Technology is a rapidly growing profession with exciting opportunities for qualified individuals. Specialty and referral small and large animal veterinary practices, wildlife rehabilitation facilities and zoos, shelters, farms, research laboratories and animal food industry are just a few of the employers that actively recruit credentialed veterinary technicians.

## **What are the opportunities for Veterinary Technicians?**

Veterinary technicians are highly trained and educated members of a veterinary healthcare team. They are greatly valued for their knowledge and their critical thinking skills. No longer responsible solely for animal restraint, their tasks may include: client communication, nursing care, laboratory diagnostics, radiography, anesthesiology, surgical nursing, and management. Many veterinary technicians are placed in a supervisory role in veterinary practices, research institutions and other employment options. In addition, there are recognized specialties for veterinary technicians who wish to attain a higher level of recognition in specific disciplines. After completing the 2-year A.S. degree, students may also transfer into pre-veterinary or other 4-year degree programs.

## **What do Veterinary Technicians Earn?**

The median entry-level annual salary for a credentialed veterinary technician is expected to be \$30,000 to \$35,000/year. This can vary widely based on regional demographics. The profession's projected growth is 19% from 2014 to 2024 (Bureau of Labor Statistics).

## **What are the licensure requirements for becoming a Credentialed Veterinary Technician (CVT)?**

A growing number of states (not currently including CT) require veterinary technicians to be licensed, registered, or certified. Passing the Veterinary National Technician Examinations (VTNE) is an important step in professional recognition and VTNE Results are recognized in the US and Canada. To be eligible to sit for the VTNE, students must have graduated from an AVMA accredited Veterinary Technology program. It is the expectation of the program that all NCC graduates will take the VTNE boards. There is now voluntary credentialing in CT administered by the Connecticut Veterinary Technician Association.

## **What type of degree will I receive?**

Upon successful completion of the program, graduates receive an Associate of Science in Veterinary Technology.

## **Is the program accredited by the AVMA?**

The VTP received initial AVMA-CVTEA accreditation effective September 16, 2016. Students graduating from the VTP will be eligible to take the VTNE.

## **Is this a part time or full time program?**

The program is designed as a full-time degree program that may be completed in 2 years by students who have completed all the prerequisites. Veterinary Technology courses are academically demanding and require 2-3 hours of study a week for every credit hour taken. It is

not possible to work full time and be successful in the VTP. You may choose to complete all general education requirements on a part-time basis in the first year and then progress through the technical education (VTP) classes. Once a student is admitted to the program, s/he has a maximum of three years to complete the program.

### **Can I start any time?**

Enrollment into the Veterinary Technology program is for the fall only, and most courses must be taken in sequence. However, you may complete prerequisites and core requirements during any session. In addition, the courses VET 101 (Introduction to Veterinary Technology) and VET 125 (Veterinary Medical Terminology) may be taken when offered without admission into the VTP; eligibility for ENG 101 (or ENG 101W) is the only prerequisite. Prior math and science coursework would help you as they are pre-professional courses. Please note that VET 100 (Introduction to Animal Care) is only open to students who have been admitted to the VTP.

Note: students may wish to complete non-VET courses such as Microbiology and science prerequisites as soon as is feasible, as these courses often fill quickly.

### **Who is my advisor?**

**Once you have been admitted to the Program, your advisor will be:\***

Anne C. Hermans, D.V.M.  
Program Coordinator  
(203) 857-7364  
[ahermans@norwalk.edu](mailto:ahermans@norwalk.edu)

**If you are completing prerequisites for the Program, you will be advised by the Student Success Center or the Counseling Center: \***

Student Success Center  
(203) 857-7234  
Counseling Center  
(203) 857-7033

**If you have questions about eligibility for the GAP articulation program with UConn and have fewer than 30 credits, you will be advised by Karla Lara:**

203-857-6919  
[klara@norwalk.edu](mailto:klara@norwalk.edu)

**If you have questions about Vet Tech Admissions, direct them to Robin Morris:\***

203-857-6971  
[rmorris@norwalk.edu](mailto:rmorris@norwalk.edu)

\*Please be sure to read through this packet of information thoroughly before contacting counselors, advisors or faculty. Please note that FERPA regulations prohibit NCC faculty and staff from discussing academic plans with any person other than the student.

This information is subject to change at any time.  
Please consult the program's administration for the latest updates.

# ***Check List for Veterinary Technology Program (VTP) Application***

## The VTP Application Process ~ Overview:

Admissions Deadline for admittance fall 2019: March 18<sup>th</sup>, 2019. Applications received after March 18<sup>th</sup> will be considered on a space and resource available basis. All applications will be held for review beginning March 19<sup>th</sup>. You may expect to be notified within 2-3 weeks.

Veterinary Technology is a selective admissions program with limited space available. Applications will be ranked as described on the attached guidelines. If there are more applicants than spaces available, a ranked wait-list will be generated. Applications should not be submitted unless all prerequisites are completed or actively in progress. Applicants whose prerequisites are completed will rank more highly than those with prerequisites in progress.

## BEFORE you apply to the VTP:

1. **Fill out an NCC application** (if not currently enrolled at NCC). Obtain from the Admissions Office or online. Your Banner (student) ID will be the same at NCC if you are transferring from another Community College. Students will be assigned to the Pre-Veterinary Technology cohort by the Records Office upon your request. Once accepted into the VTP, you will apply for a Change of Major to become a VET major (code DA06). Note: applying to NCC is a separate process from applying to the VTP. *If you have never taken classes at NCC, you must register for the first time in person, not online.*
2. **Request to have transcripts evaluated** by Counseling Center (203-857-7033, see attached form) if you think any of your previous college courses will count towards the VTP degree. The VTP faculty cannot make the determination about whether courses from other schools will transfer. If you requesting transfer of any Vet Tech specific courses, all previous VTP syllabi must also be reviewed and approved by the Program Coordinator before placement.
3. **Complete VTP prerequisites\* with a grade of C or better.**

CSA 105	Introduction to Software Applications (for proficiency test go to <a href="https://norwalk.edu/academics/cs/#csa105">https://norwalk.edu/academics/cs/#csa105</a> or contact Tom Duffy, <a href="mailto:tduffy@norwalk.edu">tduffy@norwalk.edu</a> ).
CHE 111	Concepts of Chemistry
BIO 121	General Biology (not BIO 105)

4. **Demonstrate competency in Math.** The VTP is a rigorous program of study that requires a solid academic foundation in order for students to be successful. Readiness in Math skills for the VTP may be demonstrated as follows:

MATH	Pass MAT 136 with a grade of "C" or better	<b>OR</b>
	SAT Math score (old) Taken BEFORE March 2016 a score of 550 or	<b>OR</b>

	above. SAT Math score (new) Taken AFTER March 2016 a score of 570 or above.	
	ACT score of 22 or above	<b>OR</b>
	Accuplacer score in Elementary Algebra of 92 or above	<b>OR</b>
	Accuplacer score in Elementary Algebra of 57 or above plus a score in College Level Math of 40 or above	

**5. Animal Work Experience:** While not required for admission, it is highly recommended that all students spend at least 20 hours volunteering or working in an animal care facility before considering applying to the Program. Veterinary technology is a deeply rewarding but demanding profession, physically and emotionally. It is in your best interests to have experienced the work environment prior to committing to a rigorous professional course of study.

*\*Prerequisite courses must have been completed within five years prior to the application deadline. Exceptions require Program Coordinator and Science Departmental approval.*

*When you are ready to apply to the VTP and have already applied to NCC (or are currently enrolled at NCC):*

- 1. Complete and sign VTP program application (2 pages, attached) and submit with all supporting documents to the attention of Robin Morris, Admissions.** Retain a complete copy for your records. The applications and supporting documents are due by March 18<sup>th</sup> for admission in the fall semester.
- 2. Two letters of recommendation**, one each from a teacher (academic) and supervisor (professional) if possible. Any prior volunteer or paid work experience with animals should be referenced in one of these letters and the letter(s) should be from someone familiar with animal science, such as your high school vocational agriculture teacher, a veterinarian (if you work or volunteer at a private practice or vet hospital), or a Veterinary Assistant program instructor at a Connecticut Community College. If you don't have any work experience, you may submit two academic recommendation letters with your application. Please note that Dr. Hermans cannot submit recommendation letters. Specific guidelines are provided in the Application Ranking section. Letters do not need to be sealed and may be submitted to Robin Morris with the rest of your application, or if your recommender(s) prefer to submit confidentially, letters may be mailed directly to the Program Coordinator:

**Anne C. Hermans, DVM**  
 Veterinary Technology Program Coordinator  
 188 Richards Ave. H213  
 Norwalk, CT 06754

***No handwritten or unsigned letters will be accepted.***

3. **Personal statement/essay** stating the applicant's goals & reasons for program entry. Please see attached guidelines to writing a personal statement.  
***Hand-written essays will not be considered.***
4. **Mid-term or interim grade report.** Students taking prerequisite college courses during the spring 2019 semester should have their mid-term or interim grades *for prerequisite courses only* sent before the March 18<sup>th</sup> deadline. Please see the attached mid-term/interims grade report form. **If mid-term grades are not yet available a current interim grade report signed by the instructor will suffice.** Note that attendance in the VTP is contingent on passing all prerequisites with a grade of "C" or better, including courses that may have been in progress at the time of admission. Interim and mid-term grades are NOT weighted in the admissions process but are evaluated of evidence of progress towards required completion of the prerequisites.
5. **Immunization record for NCC.** This includes documentation for Measles, Mumps, Rubella (MMR) and Varicella (chicken pox). Certain exemptions may apply. For example, students born on or before December 31, 1956 are exempt from the MMR requirement only. Students born in the United States before January 1, 1980 are exempt from the varicella requirement only. The VTP program requires tetanus immunity documented on the Medical Authorization form.

All transcripts must be final official transcripts. Unofficial transcripts may be used for pre-advising purposes only. Students taking courses in the fall or winter semester must submit transcripts that include their fall & winter grades. All transcripts (including those with course withdrawals, course failures, and remedial/developmental courses) must be submitted regardless of the age of the transcripts and applicability to the Veterinary Technology program. This includes any college credits earned while in high school. ***Note that if accepted to the VTP, your high school transcript must have been received by NCC in order to declare your major and register for courses.***

The NCC website has information about the placement exams:

<http://www.ncc.commnet.edu/dept/testingcenter/default.asp>

6. **Physical condition:** Veterinary Technology is a profession with technical standards (see Veterinary Technology Physical Requirements, page 20). Students **MUST** meet the technical standards OR contact Student Support for information about The Americans With Disabilities Act. Applicants are required to submit a Medical Authorization (attached) with their other application materials. This is in addition to medical forms required by NCC and some clinical partners. The Medical Authorization is not used to rank applicants.

NCC COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT. CONTACT 857-7192 OR GO TO E107 IF YOU NEED ASSISTANCE.

**For students accepted into the VTP:**

1. **Course Registration:** As soon as you are accepted and you have a Banner ID, overrides will be entered for you so you can register for VET 101 and VET 125, if you have not yet taken them. Please register as soon as possible (these are courses open to any NCC student). Then submit a Declaration of Major Form to Records at NCC so that you can register for the other first semester VET courses, open to students in the VTP only. You must register for at least one VET course by May 1st to secure your place in the VTP.



**KEY DATES: April 1st (fall course registration opens, subject to change), May 1st**

*If you are not on the class roster for any VET courses by **May 1st**, your place in the Program may be given to a candidate on the waitlist.*

*Remember that if you have not taken classes at NCC before you need to register for the first time in person, you will not be able to register online. You will also need to register in person if VET 101 and/or VET 125 is full and you are using your program override to register.*

2. **Rabies Immunity.** All students who have been *selected for admission* to the Veterinary Technician Program are strongly recommended to have documented rabies immunity (recent vaccine or titer) prior to entry into Vet Tech courses 151 and above (VET 151 is a spring, second semester course). If you waive Rabies vaccination, it is entirely your responsibility to arrange completion and evaluation of the required hands-on skills and it may not be possible to do so within the time frame necessary for graduation from the program. Rabies vaccination is also required by most employers. Detailed guidelines for obtaining the Rabies prophylaxis series are provided in the Student Handbook and will be reviewed during Orientation. It is not necessary to receive the vaccine before the start of the first semester but it is encouraged.
3. **Tetanus Shot.** All students who have been *selected for admission* to the Veterinary Technician Program must provide proof of tetanus vaccination within the past 10 years prior to starting the program. This will be recorded on the Medical Authorization and may be required by clinical partners also.
4. Students accepted into the VTP will be required to access, understand, and abide by the policies and procedures of the NCC Student Handbook. It will be emailed to you and you will also receive a hard copy at orientation. ***Students will be required to sign and date their acceptance and review of the Handbook.***
5. Students are required to access, understand, and abide by the policies and procedures of the NCC College Catalog. It is available online  
  
<https://norwalk.edu/catalog/academic-information/>
6. There will be a mandatory VTP Orientation Session scheduled in advance of the upcoming year. You will be notified well in advance through your NCC and/or personal e-mail and will be required to attend one of the two available options.

***Attendance at one session is MANDATORY for all accepted incoming students.***

Students who are unable to attend one Orientation Session may forfeit their places in the program.

7. Once you are admitted into the Program, courses must be completed within 3 calendar years.

## ***Additional Requirements and Information***

- Certain clinical rotations may require background checks, drug testing, physical examinations, uniforms, and or other related equipment. These are the responsibility of the student to provide and are not facilitated by the college. Many employers also require background checks.
- All VTP students are required to be covered by Professional Liability Insurance while enrolled in clinical and externship courses. NCC will provide liability insurance for all students. Students are encouraged to obtain their own private liability insurance in addition to the school policy.
- In addition to college tuition, lab fees, and textbooks, students may be required to arrange and pay for parking at and transportation to off-site clinical instruction and clinical externships, as well as required uniforms/attire. Every attempt will be made to place students in an area that is within a reasonable driving distance from Norwalk, or the student's home, however students may be required to attend clinical externships or learning experiences outside those areas.
- *Due to FERPA regulations, it is not possible for any Advisor, Instructor or other NCC personnel to discuss a student's candidacy, record or performance by phone, email or in person with anyone other than the student, including immediate family member(s), unless the student elects to waive FERPA confidentiality (form is available from the Records office, please provide copy to appropriate Counselor). Students may bring a family member to an office meeting without filing a FERPA waiver, however this is entirely at the student's discretion.*

## ***Helpful Resources***

The program's website has additional information and links to other resources:

<https://norwalk.edu/academics/science/veterinary-technology-degree-program-a-s>

Our Program ePortfolio:

[https://norwalk.digication.com/veterinary\\_technology\\_at\\_ncc/Home22//](https://norwalk.digication.com/veterinary_technology_at_ncc/Home22//)

# ***NCC Veterinary Technology Program of Study***

The Veterinary Technology program of study reflects a full-time curriculum plan that matriculated students are required to complete before graduation. Students may complete their College Core courses before applying to the program, or at any time during their course of study. Veterinary Technology courses must be taken in the stated sequence unless prerequisites allow otherwise (see attached course descriptions).

**The Veterinary Technology A.S. Degree is a professional 70 credit degree program, inclusive of all prerequisites.**

As the Program is being developed, course offerings may vary from the projected schedule and are subject to change. We will work with you to optimize your individualized progress through the curriculum.

Students must earn a “C” or higher in all prerequisites and maintain a GPA of 2.0 or higher while in the program. Students who fail to complete required courses or meet the minimum grade requirement may be dismissed from the program. *It is the responsibility of the students to know and meet all requirements for graduation, including core courses required by NCC. NOTE: Vet Tech students are NOT required to take a Communications (COM) course to graduate.*

## **RECOMMENDED SEQUENCE OF STUDY**

### **47 Veterinary Technology + 23 College Core credits, including prerequisites**

<b>SEMESTER 1, fall</b>	<b>15</b>	<b>SEMESTER 2, spring</b>	<b>15</b>
ENG 101 Composition	3	VET 151 Small Animal Vet Tech w/Lab	4
VET 125 Veterinary Medical Terminology	1	VET 152 Large Animal Vet Tech w/Lab	4
VET 100 Introduction to Animal Care	2	VET 202 Vet Anatomy and Physiology II w/Lab	4
VET 101 Introduction to Vet Technology	3	VET 250 Principles of Pharmacology Vet Tech	3
VET 201 Vet Anatomy & Physiology w/Lab	4		
VET 103 Communication and Veterinary Office Management for Vet Techs	2		
 <b>SEMESTER 3, fall</b>	 <b>14</b>	 <b>SEMESTER 4, spring</b>	 <b>15</b>
Social Science Elective	3	Humanities elective (IDS) <sup>1</sup>	3
ENG 102 Literature and Composition	3	BIO 235 Microbiology	4
VET 207 Clinical Vet Tech Procedures w/Lab	2	VET 238 Parasitology	3
VET 212 Principles of Imaging w/Lab	1	VET 221 Diseases of Animals	2
VET 230 Vet Anesth&Surg Nursing w/Lab	4	VET 241 Dentistry for Vet Techs w/ Lab	1
VET 280 Vet Tech Externship	1	VET 281 Vet Tech Externship	2

### **PROGRAM ADMISSION REQUIREMENTS (11 credits)**

CSA 105 Introduction to Software Applications <sup>2</sup>	3 credits
BIO 121 General Biology	4 credits
CHE 111 Concepts of Chemistry	4 credits

**Math Competency:** must be demonstrated by **either** a Math ACT Score of 22 or higher, **or** a Math SAT score of 550 or higher, **or** Accuplacer scores (see Admissions policies) **or** completion of MAT 136 with a grade of “C” or better.

*Note: No Communications (COM) Course is required for graduation with an A.S. degree in Veterinary Technology.*

<sup>1</sup>Students with a B.S. or a B.A. may request Counseling to transfer one of their previous courses to satisfy this requirement.

<sup>2</sup>A proficiency test is available from NCC’s Computer Science Department to meet this requirement.

# ***NCC Veterinary Technology Course Descriptions***

## **VET 100 Introduction to Animal Care (2 credits)**

*Prerequisite: Admission to Veterinary Technology Program.*

This course is an introduction to practical and "hands-on" experience with various species. Basic biological concepts and normative data including common husbandry practices and diseases are discussed. Restraint, grooming and handling methodologies are discussed and practiced.

## **VET 101 Introduction to Veterinary Technology (3 credits)**

*Prerequisite: Eligibility for ENG\*101 or ENG\*101W.*

This course introduces the role of the veterinary technician to employment opportunities, clinical settings and professional development opportunities in the field. Ethics, animal welfare regulations, state and federal laws are reviewed, including controlled substance laws, occupational safety and health regulations and veterinary practice responsibilities. Preventive health care and introduction to nursing practices will be introduced.

## **VET 103 Communication and Office Management for Veterinary Technicians (2 credits)**

*Prerequisite: Admission to the Veterinary Technology Program*

This is a communication and business management skills course for Veterinary Technology students. Topics include communication techniques, team building and collaboration, client relations, understanding different personality types, the human-animal bond, staff management, triaging phone calls, office procedures and practices, recordkeeping, and stress management. Personnel administration and other administrative procedures common to veterinary medical practices including databases are reviewed.

## **VET 125 Veterinary Medical Terminology (1 credit)**

*Prerequisite: Eligibility for ENG\*101 or ENG\*101W.*

This course is an introduction to basic veterinary medical terminology including origins of scientific terms, suffixes and prefixes, which will enhance student ability to interpret and discuss scientific and clinical concepts. Concentration is on veterinary medical terminology, which facilitates the student's comprehension of materials in patient records, medical reports and scientific articles. Clinical cases including diagnostic reports are utilized for discussion in this course. \*

## **VET 151 Small Animal Veterinary Technology w/ Lab (4 credits, 6 contact hrs)**

*Prerequisites: VET 100 and VET 101, and GPA of 2.0 or higher*

Nursing procedures in small animals and laboratory species are discussed. Topics include physical examinations, common medical nursing techniques and emergency care. Long term nursing care of common animal conditions will be discussed including client education. The course includes vaccination protocols, nutritional support and specialized problems encountered in companion animals. Relevant clinical cases will be utilized in lecture discussions. Laboratory sessions include restraint, physical exams, specimen collection, drug administration, and principles of husbandry. Off-site clinical instruction.

## **VET 152 Large Animal Veterinary Technology w/ Lab (4 credits, 6 contact hrs)**

*Prerequisites: VET 100 and VET 101, and GPA of 2.0 or higher*

The course focuses on the specifics related to large animal medicine and nursing practices including techniques. Lectures include anatomy and physiology, nutrition and breeding of agricultural species. The etiology of disease, transmission, prevention and disease control are discussed. Topics include nursing care, diagnostic techniques, reproduction, husbandry, and common diseases. Laboratory sessions include restraint, physical exams, specimen collection, drug administration, and principles of husbandry. Supervised field trips are required.

**VET 201 Anatomy & Physiology w/Lab I (4 credits, 6 contact hrs)**

*Prerequisite: Admission to Veterinary Technology Program.*

Veterinary anatomy and physiology of domestic species presented as a two course series. The anatomic structures and physiologic functions of domestic animals including companion species are discussed. The first semester reviews the basic foundations of structure and function of the most common species including the integumentary, skeletal, muscular, nervous, endocrine, and digestive systems in addition to cellular aspects of metabolism. Comparative aspects of other species including avian, reptilian and farm species are provided. Lecture and laboratory exercises emphasize the understanding of the organized body state and the relationship of various components including cells, tissues, organs and body systems.

**VET 202 Veterinary Anatomy & Physiology w/ Lab II (4 credits, 6 contact hrs)**

*Prerequisite: VET 201 and GPA of 2.0 or higher*

Veterinary Anatomy and Physiology II with Lab. This course is a continuation of Veterinary Anatomy and Physiology I, with discussion of the respiratory, circulatory, urinary and reproductive systems. Relevant clinical topics are utilized during this course.

**VET 207 Clinical Veterinary Technology Procedures with Lab (2 credits, 4 contact hrs)**

*Prerequisites: VET 125, VET 151, VET 152*

The theory behind clinical sample analysis utilizing clinical laboratory procedures including specimen collection, hematology, cytology, blood chemistry, urinalysis, necropsy technique, and serology. Emphasis is on manual performance of basic laboratory diagnostic procedures and discussion of the relevance of laboratory findings to the veterinary practitioner.

**VET 212 Principles of Imaging w/ Lab (1 credit, 2 contact hrs)**

*Prerequisites: VET 125, VET 151, VET 152*

The theory and principles of radiology and radiation safety. Topics include radiologic and imaging principles and practices and the uses in patient diagnosis. Animal restraint, positioning, special diagnostic techniques and imaging are reviewed. Ultrasonography, Computerized Axial Tomography, Magnetic Resonance Imaging and Positron Emission Tomography will be discussed.

**VET 221 Diseases of Animals (2 credits)**

*Prerequisite: VET 205 and GPA of 2.0 or higher*

The course encompasses health and diseases of the major domestic animal species. Major systems are discussed with a review of anatomy and physiology. Clinical signs of organ dysfunction, pathophysiology, diagnostic tests, treatment and prevention are reviewed. The lecture topics are approached in an organ system format including integumentary, musculoskeletal, neurosensory, cardiovascular, respiratory, digestive, renal and reproductive systems.

**VET 230 Veterinary Anesthesia & Surgical Nursing with Lab (4 credits, 6 contact hrs)**

*Prerequisites: VET 125, VET 151, VET 152*

Lectures and demonstrations in general anesthetic technique, standard surgical procedure, and operating room conduct. The emphasis is on surgical technology including equipment and supply nomenclature, patient monitoring, aseptic, sterile technique, preoperative care of the patient and emergency medicine. Classifications and mechanisms of action for commonly used anesthetics, and analgesics are discussed. Topics include intravenous catheterization techniques, CPR, and oncology therapeutics.

**BIO 235 Microbiology (4 credits, 6 contact hrs)**

*Prerequisites: Eligibility for ENG 101, one semester of college work in both Biology and Chemistry or BIO 211 or VET 201*

This is an introduction to general microbiology. The course is designed to meet the needs of pre-allied health students as well as biology or science majors. Topics include the structure, physiology, and molecular biology of microorganisms as well as the interactions between microbes and their hosts, including their role in the environment. Students also learn how microbes are studied and how they can cause disease and yet are essential to human well being. There are laboratory exercises each week that will teach the basics of aseptic techniques as well as handling, culturing, and identifying microbes. Lecture: 3 hours per week. Laboratory: 3 hours per week.

**VET 238 Parasitology (3 credits, 2 lecture hrs/1 lab hr)**

*Prerequisite: VET 151*

This course is intended to familiarize students with the parasites of importance in the veterinary field. The course includes both lecture and laboratories to reinforce the knowledge and identification skills necessary for the veterinary technician.

**VET 241 Dentistry for Veterinary Technicians with Lab (1 credit, 2 contact hrs)**

*Prerequisites: VET 205, VET 212, and GPA of 2.0 or higher*

This course is an introduction to veterinary dentistry, which has become a significant part of veterinary practices. Topics include oral anatomy, terminology periodontology oral radiography endodontics, orthodontics and restorative dentistry. Tasks performed by veterinary technicians, including oral radiography will be discussed.

**VET 250 Principles of Pharmacology for Veterinary Technicians (3 credits)**

*Prerequisite: VET \*125 with a grade of "C" or better. Prior math and science recommended.*

The study of dose and dosage in applied pharmacology. Topics include basic mathematics, conversions, measurements, drug calculations, drug orders and fluid rate calculations. The major classes of drugs used in therapeutics, dose response characteristics, mechanisms of action, major physiological effects, toxicity and drug interactions are discussed. A review of laws applying to licensure and use of controlled substances in veterinary medicine is included.

**VET 280 Veterinary Technology Externship (1 credit, 80 hrs. contact time)**

*Prerequisites: VET 205, VET 212, VET 230, GPA of 2.0 or higher and approval of the Vet Tech Program Coordinator.*

This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all previous veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility.

**VET 281 Veterinary Technology Externship (2 credits, 160 hrs. contact time)**

*Prerequisites: VET 205, VET 212, VET 230, GPA of 2.0 or higher and approval of the Vet Tech Program Coordinator.*

This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all previous veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility.

*The Curriculum is subject to change.*

# Veterinary Technology Program

## Fall 2019 Application (2 pages)

Norwalk Community College | ATTN: Robin Morris, Office of Admissions  
 188 Richards Ave | Norwalk CT 06854-1655  
 203-857-7068 [www.norwalk.edu](http://www.norwalk.edu)

<b>Banner ID (if known):</b> @
<b>BELOW: For Office Use Only</b>
Prerequisites Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
Accepted into the Program <input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE PRINT CLEARLY USING BLUE OR BLACK INK

APPLICANT'S LEGAL NAME (Last) (First) (Middle)		
ADDRESS (No. and Street) (Apt. #) (City or Town) (State) (Zip Code)		
HOME TELEPHONE (Area Code)	CELL (Area Code)	CURRENT NCC STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>NCC New Student Application must also be on file.</i>
COMMUNITY COLLEGE E-MAIL ADDRESS IF KNOWN: <i>You can look up your NCC email in myCommNet or by using the NetID Lookup Utility at <a href="http://www.ct.edu/netid">http://www.ct.edu/netid</a></i>		
PERSONAL E-MAIL ADDRESS:		
<b>ACADEMIC REQUIREMENTS ~ note if "In Progress"</b>	<i>APPLICANT USE</i>	<i>Office use only</i>
<b>Competency in Basic Computer Skills</b> CSA*105 or equivalent, or a "pass" on the Computer Proficiency Test administered in the NCC College Learning Center.	Grade earned and semester received	
<b>Competency in College Algebra</b> MAT*136 or equivalent or higher with a "C" or better; Accuplacer placement above MAT*136; SAT/ACT scores with placement above MAT*136.	Grade earned and semester received	
<b>General Biology I (BIO*121)</b> With a grade of "C" or better, taken within 5 years prior to program admission.	Grade earned and semester received	
<b>Concepts of Chemistry (CHE*111)</b> With a grade of "C" or better, taken within 5 years prior to program admission.	Grade earned and semester received	
Mid-Term or Interim Grade Report prerequisite courses in progress	Grade earned and semester received	
<b>Official Transcripts if not currently or previously enrolled at NCC</b>	Date submitted and received by NCC	
<b>Official SAT/ACT/Accuplacer/TEAS scores (if applicable).</b>	Date submitted and received by NCC	
<b>SUPPLEMENTAL INFORMATION – PLEASE CHECK BOXES AS APPROPRIATE</b>		
Required: Two Letters of Recommendation (Typed and signed) Academic <input type="checkbox"/> Professional <input type="checkbox"/>		
Required: Signed Personal Statement/Essay <input type="checkbox"/>		
Required: Medical Authorization to participate in Veterinary Technology Program <input type="checkbox"/>		
Required: Complete Immunization (MMRV) Records if not currently enrolled in NCC <input type="checkbox"/>		
Optional: Unofficial Transcripts (for Preadvising purposes only) <input type="checkbox"/> Resume <input type="checkbox"/>		
Optional: VET 125 in progress <input type="checkbox"/> completed <input type="checkbox"/> VET 101 in progress <input type="checkbox"/> completed <input type="checkbox"/>		

^"Five years prior" is defined as having completed the course between December 2014 (fall 2014 semester) and the application deadline. If you took BIO\*121 and/or CHE\*111 more than 5 years ago and wish to have these grades included in your application, for fall 2019 admission

please submit a written statement requesting a waiver of this requirement. For example, Admissions will consider grades for advanced coursework beyond BIO\*121 and/or CHE\*111, taken within the past 5 years.

### **ACADEMIC INFORMATION**

What is the highest degree that you have **completed** (circle one):

No degree      Associates Degree      Baccalaureate Degree      Master’s Degree      Doctoral Degree

List ALL Colleges or Universities attended. Failure to submit official transcripts from all previously attended colleges & universities (including CT Community Colleges) by **March 18<sup>th</sup>, 2019** may make you ineligible for the 2019-2020 academic year.

Name of School & Address (City, State & Country if outside the U.S.)	Dates Attended	Degrees/Certifications Earned
1.		
2.		
3.		
4.		

If you have attended additional colleges, please list them on a separate sheet of paper and submit along with your application. Students who have attended or are currently attending one of the twelve Connecticut Community Colleges must submit community college transcripts ***from all previously attended Connecticut Community Colleges. No deadline extensions will be given to applicants who fail to submit required transcripts from the CT Community College System by the application deadline.***

All transcripts must be final transcripts. Students taking courses in the fall or winter semester prior to applying must submit transcripts that include their fall & winter grades. All transcripts (including those with course withdrawals, course failures, and remedial/developmental courses) must be submitted regardless of the age of the transcripts and applicability to the Veterinary Technology Program. This includes any college credits earned while in high school. Request a high school transcript so you can declare your major if accepted.

### **SUBMISSION OF APPLICATION**

I have provided true, correct, and complete information. I have read and I understand the information provided in the application instructions and the application packet. I understand that I must submit all official supporting documents to the Norwalk Community College Admissions Office (attention Robin Morris) by March 18<sup>th</sup>, 2019 in order to be considered for admission to the 2019-2020 Veterinary Technology Program. I realize that any misleading information on this application may be cause for dismissal. I request the college forward to me at the email address I have provided all correspondence, including personally identifiable information pertaining to me from College records that is protected by FERPA.

Please check one:       I agree to the above statement.       I do not agree to the above statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Admission to the Veterinary Technology Program is selective and space is limited.  
This application does not guarantee acceptance.*

***The application deadline is March 18<sup>th</sup>, 2019. Applications received after this date will be considered space and resources permitting.***



## ***Guidelines for Writing Your Personal Statement***

**Directions:** A signed, one-page, typed personal statement is a required part of your application to the Veterinary Technology Program at Norwalk Community College. This is your opportunity to share what motivates you to seek a career as an animal care professional. You are strongly encouraged to proof-read, grammar check, and spell check your written work. Please note: hand-written essays will not be considered.

**Content:** Please consider including the following information when preparing your statement. All information should be in narrative essay paragraph form.

### **Personal/Professional Goals:**

- What motivated you to pursue training in this field?
- What are your current plans after you receive your degree?
- What areas of the veterinary technology profession are inspiring to you?

### **Academic Experience:**

- Describe your previous high school and college experience(s) and how you plan to apply your prior academic skills to this program.
- Explain any inconsistencies in your academic record. For example, explain special circumstances that may have adversely affected your previous academic record with respect to grades, GPA, etc. How do you plan to meet similar challenges that might arise in the future?

### **Work/Community Experience:**

- Explain how your prior work experience relates to your decision to apply to the program.
- Include any relevant volunteer work, additional shadowing experiences, or extracurricular activities.
- Include specific details about the number of hours and schedule.

### **Personal Qualities:**

- Discuss personal qualities that you possess that are pertinent to this profession and that you feel will help you in successfully completing this program.
- What qualities do you possess that you anticipate sharing with your fellow students and eventual colleagues?

### **Other:**

- Please feel free to share additional information, including an updated 1 or 2-page resume that you deem relevant to your application.
- Please sign and date your essay before submitting.

## ***Mid-term/interim grade report for prerequisite courses***

Students taking college courses at any institution during the spring 2019 semester are **required** to submit mid-term or interim grades for any prerequisite courses in progress. Please bring this form to your current instructor/s and have each instructor **sign the form** and indicate your current grade and/or academic standing. (Use as many copies as you need.) Please note: instructors must provide a letter grade (a range of grades is acceptable, for example: "A-/B+"). If you have any questions please call Robin Morris in the Office of Admissions at 203-857-6971. If you are submitting mid-term grade reports for any of the courses demonstrating competency for the VTP, they will NOT be counted towards your application ranking. However if you are accepted into the VTP, any required courses in progress at the time of application must be passed with a grade of "C" or better before you begin the VTP.

**Student name:** \_\_\_\_\_ **Banner ID: @** \_\_\_\_\_

### **Spring 2019 semester prerequisite courses:**

**College/University:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Current grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor's signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**College/University:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Current grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor's signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***Medical Authorization To Participate In The VTP***

Student Name \_\_\_\_\_

I have examined the above student on the date below. S/he is in good health and is able to participate fully in the curriculum of the Veterinary Technology Program (VTP) per the Technical Standards for the profession (attached), or will consult Student Support for information about The Americans With Disabilities Act. Requirements include being able to lift 55 pounds, and handling of various small and large animal species\*. S/he has no known health conditions that would compromise her/his ability to perform the responsibilities of a veterinary care team member and deliver patient care as required during the Veterinary Technology Program.

Date of Exam \_\_\_\_\_

Date of Last Tetanus vaccination (must be within the past 10 years) \_\_\_\_\_

Health Provider Name (Printed) \_\_\_\_\_

Health Provider Signature \_\_\_\_\_

Health Provider Phone \_\_\_\_\_

Health Provider Address:

Please retain one copy for your records, and deliver the signed original by mail or electronic transmission with your other application materials to:

Robin Morris  
Office of Admissions  
Norwalk Community College  
188 Richards Ave.  
Norwalk, CT 06854-1655

203-857-6971  
[rmorris@norwalk.edu](mailto:rmorris@norwalk.edu)

\*Technical Standards are attached

## VETERINARY TECHNOLOGY TECHNICAL STANDARDS

*O = occasionally; F = frequently; C = constantly*

Lift:	up to 55 pounds to assist moving patients	F
Stoop:	adjust equipment	F
Kneel:	perform CPR	O
Crouch:	locate and plug in electrical equipment	F
Reach:	5½' above the floor to move animals in upper level cages	C
Handle:	small and large equipment for storing, retrieving, moving	C
Grasp:	syringes, laryngoscope, endotracheal tubes.	C
Stand:	for prolonged periods of time (e.g., deliver therapy, check equipment)	C
Feel:	palpate pulses, access veins, skin temperature	C
Push/Pull	large, wheeled equipment. e.g., mechanical ventilators, anesthesia machines	C
Walk:	For extended periods of time, for all areas in and around an animal care facility	C
Manipulate:	knobs, dials associated with diagnostic/therapeutic devices	C
Hear:	verbal directions, client communication	F
	gas flow through equipment, alarms, stethoscope sounds,	C
See:	Patient skin and mucous membrane color, attitude	F
	mist flowing through tubing, shapes and forms associated with radiographs	F
Talk:	Communicate goals and procedures to colleagues and clients, in English	C
Read:	Typed, handwritten and computer information in English	C
Write:	Record pertinent information (e.g., patient evaluation data, therapy outcomes) in English	C
<b>MENTAL/ATTITUDINAL STANDARDS</b>		
	Prioritize multiple tasks.	C
	Exhibit social skills necessary to interact effectively with patients, clients, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, and collaboration.	C
	Maintain personal hygiene consistent with close personal contact associated with patient care.	C
	Display attitudes/actions consistent with the ethical standards of the profession.	C
	Function safely, effectively, and calmly under stressful situations.	F
	Maintain composure while managing multiple tasks simultaneously.	F

**Students MUST meet the above technical standards  
OR contact Student Support for information about  
The Americans With Disabilities Act.**

# Transcript Evaluation Request

## NORWALK COMMUNITY COLLEGE

### OFFICIAL TRANSCRIPT EVALUATION REQUEST



- 1.) Have an official transcript on file.
- 2.) Make sure that an official transcript has been received and filed.
- 3.) Transcript is located in:  

Admissions Office- *New Students (attending 1st semester)*  
Records Office- *(Current or returning students)*
- 4.) Submit this form to the Counseling Center- East Campus Room 104

Date: \_\_\_\_\_

Major/Curriculum: \_\_\_\_\_

Student ID # \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Last Name)

Maiden Name (If applicable): \_\_\_\_\_  
(Last Name)

Address: \_\_\_\_\_  
(Street) (Apt./Fl.)  
\_\_\_\_\_  
(City) (St) (Zip Code)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### COLLEGE(S) - PLEASE LIST BELOW

- |    |                                |                     |                      |
|----|--------------------------------|---------------------|----------------------|
| 1. | _____                          | _____               | _____                |
|    | <small>Name of College</small> | <small>City</small> | <small>State</small> |
| 2. | _____                          | _____               | _____                |
|    | <small>Name of College</small> | <small>City</small> | <small>State</small> |
| 3. | _____                          | _____               | _____                |
|    | <small>Name of College</small> | <small>City</small> | <small>State</small> |
| 4. | _____                          | _____               | _____                |
|    | <small>Name of College</small> | <small>City</small> | <small>State</small> |
| 5. | _____                          | _____               | _____                |



## TRANSCRIPT EVALUATION INSTRUCTIONS

- 1) Request an ***official*** transcript:

**Mail to: Norwalk Community College  
188 Richards Avenue  
Norwalk, CT 06854**

**New Students** → **Admissions Office**

**Current/Returning Students** → **Records Office**

- 2) After your transcript is received in either of the offices listed above, a Transcript Evaluation form is to be completed and submitted to the Counseling Center, Room E104.
- 3) Transfer credit(s) can be viewed online on MyCommNet at [www.ncc.commnet.edu](http://www.ncc.commnet.edu). You will need your student ID # to access the website.
- 4) All **International transcripts** are evaluated through **World Education Services**. A **comprehensive course-by-course** evaluation is required for evaluation of credit(s). Applications are located in the Counseling Center or you may submit an application online at [www.wes.org](http://www.wes.org).

## ***Veterinary Technology Application Ranking***

All VTP program applicants are ranked according to the following admissions point system:

<b>Category</b>	<b>Requirement</b>	<b>Maximum Points Possible</b>
Academic Preparation*  (32 points)	Demonstration of competency by coursework (or equivalency) <b>completed at the time of application</b> <ul style="list-style-type: none"> <li>• CSA 105</li> <li>• MAT 136</li> <li>• BIO 121</li> <li>• CHE 111</li> </ul>	16 (4 points each prerequisite or equivalency)
	<ul style="list-style-type: none"> <li>• VET course(s) completed (VET 101 and/or VET 125)</li> <li>• VET 125 in progress with satisfactory interim grade</li> </ul>	16 (8 points for each class completed, 4 points for each class in progress)
Background  (68 points)	Two letters of recommendation <sup>1</sup>	40 (20 points from each letter)
	Personal Statement <ul style="list-style-type: none"> <li>• Discusses goals/vision</li> <li>• Discusses personal qualities</li> <li>• Discusses work/academics<sup>2</sup></li> <li>• Meets format guidelines, including signature/date</li> <li>• Optional extra information (up to 4 additional points)</li> </ul>	28 (7 points each category)
<b>TOTAL POINTS POSSIBLE</b>		<b>100</b>

\*All courses for consideration must be completed with a grade of “C” or better. Courses in progress at the time of application are not counted in the ranking, but must be completed with a grade of “C” or better before starting in the VTP if accepted.

## Explanation of Points Categories

### Letters of Recommendation

- Each of the five areas the individual providing the reference will comment on are assigned points as per the table below. The five areas are:

- Potential to contribute to the field
- Interpersonal skills
- Motivation and work ethic
- Demonstration of understanding of requirements of the profession<sup>2</sup>
- Unique qualities

Rating	Points
No basis	0
Below average	1
Average	2
Above Average	3
Superior	4

<sup>2</sup>Prior hands-on or field experience, paid or unpaid, is strongly recommended before making the commitment to the Veterinary Technology Program. Applicants are encouraged to reference any relevant work experience in their Personal Statements and Letters of Recommendation.

Points are assigned individually by representatives from the Veterinary Technology, Science and Admissions Departments and an average score is generated for each applicant. In the event of an exact tie with more applicants than spaces, tied applicants will be ordered based on date of completed application, with preference given to earlier applicants.

Thank you for your application!

