Northern Virginia Community College
LOUDOUN CAMPUS

Veterinary Technology
A.A.S. Degree
On Campus
Full-time Program
2016
Overview of On-Campus Full-Time Program:

Important dates

- The next on-campus full-time cohort begins in the Summer/Fall of 2016.
- The program application window is January 2\textsuperscript{nd} to March 2\textsuperscript{nd}, 2016.

Welcome

Choosing a career in veterinary technology is an exciting and personally rewarding choice for many individuals. The students in our Veterinary Technology program are a very diverse group of women and men, both experienced and inexperienced with animals. However, they all share a common goal, to obtain and utilize a degree in Veterinary Technology.

There are two major areas of occupational opportunities in this continually growing field and many specialized fields are constantly emerging. The two major areas are:

- working for a veterinarian
- working in a diagnostic/research laboratory

Accreditation

Our program is accredited by the American Veterinary Medical Association. We award an Associate of Applied Science (A.A.S.) Degree and prepare you for the Veterinary Technician National Examination (VTNE), an entry-level national licensing exam.

Our Courses

The courses in our program offer a liberal amount of hands-on experience with large and small animals. Some of the skills and knowledge you will acquire through our program include:

- animal nursing techniques
- client relations and education
- preparation of patients, instruments and equipment for surgery
- specimen collection and performance of laboratory procedures
- radiographic and anesthetic techniques
- surgical assisting
- familiarization with anatomy, physiology, nutrition and animal diseases
- breeds and behavior

If you need help or have any questions regarding the Veterinary Technology program application process or the requirements needed to apply to the program, complete Contact Form.
Requirements

Students must meet the following minimum requirements **before applying to the program**. You must be a high school graduate/GED, with completion of the following high school units (or equivalent) a “C” letter grade or better as a minimum (a C-minus does not meet this requirement):

- 1 unit of algebra
- 1 unit of biology
- 1 unit of chemistry
- Proficiency in high school English

If you are missing any of these courses at the high school level, then a college course can be used to meet any of these minimum requirements. For example, some students applying to the program may not have taken Chemistry in high school; in this case, the student must then show a college-level Chemistry course (4-credits with a lab) before applying to the program in order to meet the minimum requirement. Students are strongly encouraged to submit an application to NOVA and register to complete any missing courses needed to meet these required courses. Students applying for the Fall semester should start taking required general education courses in the preceding summer session.

General Education Requirements

We are committed to accepting students who show the strongest academic foundation. We expect our students to enter the program with excellent skill sets in writing, math, critical thinking, communication, team work, interpersonal/social skills, study skills, organizational skills and adept at time management. Applicants must be 18 years of age or older. The required curriculum for Veterinary Technology students includes some Liberal Arts courses. These courses can either be taken prior to entering the program or after being accepted to the program. Preference for admission is given to those applicants who have already completed these fundamental general education courses or already have a degree. Preference is especially given to applicants with a degree in a related field, such as animal science, or any of the natural sciences. Your transcripts are evidence of your academic preparedness and an indicator of your readiness to complete the rigorous veterinary technology coursework. Thus, in the admission review process, we will be considering the number of college credits and fundamental general education courses already completed and your cumulative grade point average (GPA). We will also note the number of withdrawals and failures you may have earned over time; they may indicate a student’s inability to persist and we would be concerned about our ability to retain you through degree completion.

Review the most current academic [NOVA Advising Sheet](#) for a checklist of program requirements that fulfill the Applied Associates of Science degree in Veterinary Technology (A.A.S.). Students who have been most successful in our program are those who have already completed the following fundamental coursework toward degree completion:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>CST 110</td>
<td>Introduction to Communication (Speech)</td>
<td>*CST 126 may be substituted</td>
</tr>
<tr>
<td>BIO 195</td>
<td>Special Topics in Anatomy and Physiology of Domestic Animals</td>
<td>Students must complete BIO 195 with ‘C’ or better by end of 1st program semester. *This is a 4-credit lab course. The student will become familiar with the concepts of function and structure of the body of major domestic species including histology, embryology, and genetics. The student will gain knowledge of basic animal anatomy through comparative studies of various animal skeletons, anatomical models and a systematic dissection of a feline cadaver.</td>
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<tr>
<td>CHM</td>
<td>Introduction To College Chemistry with Lab (CHM 101, 111, or 121)</td>
<td>Students must complete CHM with ‘C’ or better by end of 1st program semester. *This course is a 4-credit lab course that prepares you for the Vet Tech Pharmacology course. Make sure to note that there are prerequisite courses required before taking any of these Chemistry courses. Check the current NOVA catalog for the prerequisite courses needed before being allowed to register.</td>
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<tr>
<td>ENG 111</td>
<td>College Composition</td>
<td>*This course requires a satisfactory placement test score suitable for English 111. Placement tests can be taken at any test center on any NOVA campus. The Loudoun test center is located in room LR-251.</td>
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<td></td>
<td><strong>Humanities Elective</strong></td>
<td>Refer to the current printed or on-line NOVA course catalog for the list of courses that can count toward the humanities elective course or check the list of acceptable humanities elective courses.</td>
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<tr>
<td>PED 116</td>
<td><strong>Lifetime Fitness and Wellness</strong></td>
<td>An activity physical education course cannot be substituted for this course.</td>
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<tr>
<td></td>
<td><strong>Social Sciences Elective</strong></td>
<td>Refer to the current printed or on-line NOVA course catalog for the list of courses that can count toward the social science elective course or check the list of acceptable social science elective courses.</td>
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<tr>
<td>SDV 101</td>
<td>Student Development for Veterinary Technology</td>
<td>The Veterinary Technology program offers its own 8-week career orientation course during the Summer and Fall semesters as SDV 101. Topics include</td>
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Profession of Veterinary Technology, Externship/Preceptorship information, Resume Prep Skills, Student Success Skills, Test Anxiety, Time and Stress Management, and more. Student development course SDV 100 at NOVA cannot be substituted.

Mathematics for Allied Health

Students must complete MTH126 with ‘C’ or better by end of 1st Program Semester. *This course requires a satisfactory Math placement test score. Placement tests can be taken at any test center on any NOVA campus. The Loudoun test center is located in room LR-251. The course is a 2-credit drug dosage calculation course that prepares students for the Veterinary Technology Animal Anesthesia course.

Advanced Standing Policy

Those students who have completed an Associate's or Bachelor's degree from an accredited U.S. institution will automatically be given credit for fulfilling all of the general education courses listed above with the exception of the Chemistry elective (4-credits with a lab), Biology 195 Animal Anatomy and Physiology (4-credits with a lab), Math 126 and SDV 101 Orientation to Veterinary Technology course. These four courses are program-specific requirements for degree completion in veterinary technology. If you have taken a 4-credit Chemistry course with lab as part of your degree curriculum and achieved a letter grade of C or better (C-minus grades and lower do not transfer to NOVA) then you are exempt from taking the Chemistry course as well. If you have not taken a 4-credit Chemistry course or did not achieve the minimum transfer credit grade then you will still need to take this requirement either before applying to the program (if you did not take Chemistry in high school) or during the summer session prior to entry or during first semester of the On-Campus program.

For the Math 126 requirement, you may either take this course or take a challenge exam and receive credit-by-exam after being accepted into the program. The challenge exam can be taken at the Loudoun campus test center located in LR 251. Before requesting to take the Math 126 challenge exam, you must have taken a college-level transferable math course with a ‘C’ or better. This college math course must also be documented on an official college transcript to facilitate student request to your faculty advisor for course substitution process.

Please note, due to the schedule of courses offered, two years is the shortest period of time possible to complete the program.

Veterinary Technology Course Requirements
After students are accepted into the program, they are program-placed by the campus counseling office then will be E-mailed instructions of when to register for the veterinary technology specific (VET) sequence of courses. Review chart in current Program of Study to see how the full-time, 68 total credit, 5-semester curriculum is sequenced.

**APPLY HERE SECTION**

The next full-time class begins August 2016 (NOVA Fall Semester).

*The last date to apply for the full-time traditional On-Campus program is March 2nd (completed program application packet must be postmarked by this date or will be returned to you).*

The On-Campus program application process involves mailing in required documents described in the process below. Only completed application packets will be reviewed for admission to the Veterinary Technology Program:

- The deadline for completed application packages for the On-Campus program is March 2nd (postmarked by).
- Admitted students are generally notified on or before April 15th to their NOVA college E-mail address on-file.
- Candidates declined admission to the program will be notified on or before April 30th by NOVA College E-mail and will be provided with re-application information.

If you need help or have any questions regarding the Veterinary Technology program application process or the requirements needed to apply to the program, complete **Contact Form**.

Please note that there is no formal application form directly for the program, but the candidate must print, complete, sign, and include a current year **Pre-Admissions Checklist** as the top-page document when mailing all of the following materials in one single application package. See the tips and suggestions offered below for key steps of the process based on frequently asked questions.

**IF YOU WISH TO APPLY FOR ON-CAMPUS PROGRAM ADMISSION, IT IS REQUIRED THAT YOU COMPLETE THE FOLLOWING:**

1. **Print Application Checklist.**

   - Print out and initial the current year **Pre-Admissions Checklist** to acknowledge that you have met all of the minimum requirements and are including all of the supporting materials needed to apply to the full-time program.
   - This Application Checklist should be included as the top page and mailed with your entire application package in a single large manila envelope.
• Please be sure to submit your application materials in their entirety. **Incomplete application folders or separate items received will not be accepted for the review process.**

2. Submit an application for general admissions to the College.

• If you are currently enrolled in classes at NOVA or have attended NOVA within the last two years, there is no need to re-apply to the college.
• Complete an on-line application at www.nvcc.edu. Click on the tab APPLY NOW in the top right corner of the NOVA homepage.
• Be sure to record the **password** you use to complete the application; you will use this password to log in to MY NOVA later.
• At the end of the application process, pay specific attention to obtain and record your new **STUDENT ID#** and **USER NAME** for future use.
• If you encounter any problems with the application process, please contact the IT Help Desk at 703-426-4141 (available 24/7), and select option # 1 when prompted.

3. Request three official copies of high school and any college transcripts be sent from your school(s) directly to you at your home address:

• Request that your school(s) send you at least two (2) official transcript copies from each institution to your home address **(do not open the transcripts)** and include one copy from each school’s **unopened** official transcript as part of your final application package. Keep the second copy for your own records and as a back-up unopened copy.
• Request for the third copy of transcripts to be sent to the College for official transcript evaluation – see **Step #5** below.

4. Submit Official Score Documents for Advanced Placement (AP), International Baccalaureate (IB) or College-Level Examination Program (CLEP) credits with packet (if applicable).

5. Submit a Request for Evaluation of Transcript Form (Form 125-049E) which must be completed online at https://dashboard.nvcc.edu/Default.aspx for transfer credit purposes. Paper transcript evaluation request forms will no longer be accepted. You must submit a separate request for each transcript you would like to be evaluated. All international high school and international college transcripts must first be evaluated for course-by-course credit by an evaluation agency. Once you have received the completed course-by-course evaluation, follow the steps listed above to request final evaluation through NOVA Student Services. Recommended private services to use for international transcript translation and review:

• World Education Services (WES) – http://www.wes.org
• American Association of College Registrars and Admission Offices – http://www.aacrao.org

Be sure to document the date and time Form 125-049E was completed and submitted on the Veterinary Technology Pre-Admissions Checklist.
6. Submit with your application packet a typed, dated, and signed letter of intent describing your background. Please include your academic accomplishments, work experience, life skills and your interest in becoming a professional Licensed Veterinary Technician (LVT).

- Letter should be single-spaced, 12pt font, and a maximum of 2-pages
- Include your name, NOVA STUDENT ID # and full signature at end of letter
- Include a current resume (maximum of 2-pages)

7. Obtain two professional letters of recommendation, each individually sealed in an envelope and addressed to:

   Dr. Tregel Cockburn, Assistant Dean  
   NOVA – Loudoun Campus  
   Veterinary Technology Department  
   Natural & Applied Science Division

- DO NOT have letters of recommendation mailed or E-mailed directly to the program. Both letters of reference are to be included with your application package.
- Request that each person writing a reference letter sign and date across the back of the sealed envelope then return the letter to you for inclusion within the packet. This action shows that the letter is official and has not been opened.
- Letters of reference from family members (close and distant) or co-workers are NOT acceptable.
- Solid letters of reference should be obtained from people who know you well and can speak of your character and the kind of person that you are or comment on your previous academic performance (i.e. practice managers, LVTs, veterinarians, practice owners, other work supervisors, high school teachers or counselors, college professors, people for whom you have completed volunteer service).

8. If you have no previous experience, you must observe in a veterinary clinic or hospital for a minimum of 32 hours and obtain written proof of completion.

- Please note that the documentation of your observation hours cannot be used as one of your letters of reference.
- If you are already working in a veterinary practice, this step is not required. However, ensure that the veterinarian that owns the practice or supervising veterinarian provides a letter of reference for you. This expected letter of reference will verify your experience and background.
- Locate a local veterinary practice who will allow you to observe by either using your current family veterinarian or by looking up local veterinary practices in the yellow pages or on the Internet. Politely introduce yourself when contacting the clinic or veterinary hospital and request the opportunity to observe as part of your application process.
- Your minimum 32 hours of observation should be documented in a brief letter on official veterinary practice letterhead. Ask the observing veterinarian to sign and date the
sealed envelope flap to designate this as an official letter. Be sure to include this with your application packet. There is no specific program application form for this step.

- Preference is given to applicants that are already working in the veterinary field full-time, because those students who are able to apply the knowledge and skills on a weekly basis while fulfilling coursework are historically the most successful in completing the academic program and becoming a licensed veterinary technician.

9. Complete NOVA placement tests for reading, writing, and mathematics with satisfactory scores and submit scores to the Veterinary Technology program. Satisfactory scores will place you into English 111, Math 126, and Chemistry 101 or 111. Ensure placement scores are posted to your NOVA student account for verification.

You do not need to take these free NOVA placement exams if you fit into any one of the following categories:

- You are a current or previous NOVA student and have already taken the English and Math placement tests with satisfactory scores.
- You are a current or previous NOVA student and you have already completed English 111 (you do not need to re-take the English placement test).
- You are a current or previous NOVA student and you have already completed a college-level Math course (you do not need to re-take the Math placement test); developmental Math courses do not count.
- You are a current or previous NOVA student and you have already completed Chemistry 101 or 111.
- You are a student who has earned an Associate’s or Bachelor’s or other advanced degree from another accredited school.
- You are a student transferring in Freshman English or a college-level credit math course (pass/fail math courses do not count) from another accredited college with at least a “C.”

10. AFTER you have completed all the above steps, mail your completed application package with the Application Checklist as the top-page document to the NOVA Loudoun Veterinary Technology program; no hand-delivery of application packet. Only completed application packets will be reviewed for admission to the Veterinary Technician program. Application package must be mailed to the Veterinary Technology On-Campus assistant dean’s office located below postmarked by deadline:

NOVA Community College – Loudoun Campus
Veterinary Technology Department
21200 Campus Drive
LA Building, Room 157
Sterling, Virginia 20164-8699

- Include a self-addressed and stamped postcard in packet. It will be marked and mailed back to you as confirmation that your application packet is received and complete.
- Evaluation of application packets will only be granted to those prospective students who have completed steps 1 through 10 and who have met all minimum requirements.
Be sure to submit your application material in one large manila mailing package by any mail carrier (e.g. USPS, FedEx, UPS) that provides delivery confirmation and package tracking services. We are not responsible for lost or misdirected mail to the college. **No hand-delivery of application packets.**

**11. Financial Aid considerations:**

- At the same time that you are preparing an application to be accepted to the Veterinary Technology program, be sure to also meet with a financial aid counselor on any campus to discuss financial aid process and your options.
- The Loudoun Campus financial aid counselors are located in the LR building (Reynolds, Room 249 for the Loudoun campus. Call toll-free to 1-855-323-3199 first to confirm their weekday walk-in hours before you visit.
- You can find the information for financial aid offices at all NOVA campuses at the following link: [http://www.nvcc.edu/financialaid/index.html](http://www.nvcc.edu/financialaid/index.html)
- More information about financial aid can be found under the Financial Aid FAQ: [http://www.nvcc.edu/financialaid/support/faq.html](http://www.nvcc.edu/financialaid/support/faq.html)
- The six-digit identification code for Northern Virginia Community College is **003727**.