Northern Virginia Community College
LOUDOUN CAMPUS

Veterinary Technology
A.A.S. Degree
On Campus
Full-time Program
2015
Overview of On-Campus Full-Time Program:

Important dates

- The next on-campus full-time cohort begins in the Summer/Fall of 2015.
- The program application window is January 2nd to March 2nd, 2015.

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

Please see Requirements and Admissions/Apply if you are interested in moving to the next step of preparing to apply to the Veterinary Technology program here at NOVA.
If you need help or have any questions regarding the Veterinary Technology program application process or the requirements needed to apply to the program, go Contact Us.

Minimum Requirements

Academic

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 minimally required courses. Students applying for the Fall semester should start taking required general education courses in the preceding summer session.

General Education Requirements

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. However, 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. NOTE: An applicant’s academic record, including grade point average (GPA) and history of withdrawals (W) and failures (F) are also taken into consideration.

The Veterinary Technology program coursework is rigorous. We welcome all applications for students 18 yrs and older; however please note that 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.
Review the 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:

**CST 110**  
Introduction to Communication (Speech)  
*CST 126 may be substituted*  

**CHM Elective**  
Introduction To College Chemistry with Lab (CHM 101, 111, or 121)  
**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 catalog for the courses needed before being allowed to register for a Chemistry course:  
http://www.nvcc.edu/curcatalog/academics/descriptions/subject.asp?subject=CHM*  

**ENG 111**  
College Composition  
*This course requires a satisfactory placement test score suitable for English 111. Placement tests can be taken at any test center on any campus. The Loudoun test center is located in room LR 251. Information can also be found at this link:  
https://www.nvcc.edu/loudoun/testing/index.html*  

**Humanities Elective**  
Refer to the current printed 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 at this link for the on-line catalog:  
http://www.nvcc.edu/catalog/cat2014/academics/electives.html*  

**PED 116**  
Lifetime Fitness and Wellness  
An activity physical education course cannot be substituted for this course.  

**SDV 101**  
Veterinary Technology program offers its own 8-week course during the summer and fall semester of the program as SDV 101. Topics include Profession of Veterinary Technology, Externship/Preceptorship information, Resume Prep Skills, Student Success Skills, Test Anxiety, Time Management, and more. Student development course SDV 100 at NOVA may be substituted.  

**MTH 126**  
Mathematics for Allied Health  
*This course is a 2-credit drug dosage calculation course that prepares you for
the Vet Technology Anesthesia course. Students can also fulfill this requirement by taking a challenge exam at the Loudoun campus testing center (see Advanced Standing policy below) after being accepted to the program. https://www.nvcc.edu/academic-services/advanced-standing.html

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 Chemistry elective course (4-credits with a lab) and Math 126 course. These two 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 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.

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 Courses to see how the full-time, 68 total credit, 5-semester curriculum is planned.

If you need help or have questions about the veterinary Technology Program minimum or general education requirements, go to Contact Us.
APPLY HERE SECTION

The next full-time class begins August 2015 (NOVA Fall Semester).

*The last date to apply for the full-time traditional On-Campus program is March 2\(^{nd}\) (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; a folder will then be created for each applicant. Only completed application folders will be reviewed for admission to the Veterinary Technology Program:

- **The deadline for completed application packages for the On-Campus program is March 2\(^{nd}\) (postmarked by).**
- **Admitted students are generally notified on or before April 15\(^{th}\) to their NOVA college E-mail address on-file.**
- **Candidates declined admission to the program will be notified on or before April 30\(^{th}\) 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, go to [Contact Us](#).

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. **Use the Pre-Admissions Checklist to guide you.**
   - Print out and initial a 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 Pre-Admissions Checklist should be included as the top page and mailed with your entire application package in a single large manila envelope.
   - Please make sure to submit your application materials in their entirety as incomplete application folders or separate items received will not be accepted for the review process.

2. **Submit an application for admission to the college.**
   - If you are currently taking NOVA classes (courses) then you are an active NOVA student and you may skip this step -- you need not reapply for general admissions to the College.
If you are a returning NOVA student but it has been more than two years (inactive student) then you will have to reapply to reactivate your student ID and NOVA E-mail account.

Complete an on-line application at www.nvcc.edu. Click on the tab **APPLY NOW** in the top right corner of the NOVA home page.

Make 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 for future use your **STUDENT ID#** and your **USER NAME**.

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 college transcripts be sent from your school(s) directly to you at your home address:

- If you have taken college coursework or possess a college degree, and your college transcript shows evidence of the minimum requirements (Algebra, Biology, and Chemistry with a letter grade of C or better), then your high school transcript is not needed. However, if these minimum course requirements are not on your college transcript, be sure to request and include your high school transcript with the application package in a sealed original envelope.
- The most effective method of submitting transcripts is to do the following: Request that your school(s) send you at least three (3) official transcript copies from each institution to your home address **(do not open the transcripts)**, and include two of each school’s **unopened** official transcript(s) as part of your final application package. Keep the third copy for your own records.
- 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. A pattern of "Ws" or "Fs" across time may indicate a student’s inability to persist and we would be concerned about our ability to retain you through to degree completion.

### 4. Submit Official Score Documents for AP, IB or CLEP credits with packet (if applicable).

### 5. Submit a completed *Transcript Evaluation Request Form* for each transcript being sent for transfer credit purposes with packet.

- **Transcript Evaluation Request, Form #125-049**: The printed and signed form will enable your transferred credits to be evaluated and posted to your academic record. You can find the form at the link for the NOVA Forms Library: [http://www.nvcc.edu/forms/student/bynumber.asp](http://www.nvcc.edu/forms/student/bynumber.asp)
6. Submit with your application packet a typed, dated, and signed letter of intent describing your background include your academic accomplishments, work experience, life skills and your interest in becoming a professional Licensed Veterinary Technician (LVT).

- This letter should be single-spaced, 12pt font, and a maximum of two pages.
- Include your name, NOVA STUDENT ID # and full signature.
- Include a current resume.

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

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

- DO NOT have your recommenders mail or E-mail individual letters 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 that the applicant has not seen its content.
- You cannot use the minimum 16 hours of veterinary observation letter described below as a professional letter of recommendation.
- 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 (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 for a minimum of 16 hours in a veterinary clinic or hospital and obtain written proof of completion of the required hours. PREFERENCE IS GIVEN TO THOSE APPLICANTS CURRENTLY WORKING IN THE VETERINARY CLINICAL FIELD.

- Please note that the documenter of your observation hours cannot be used as one of your letters of reference. There is no application form for this.
- If you are already working in a veterinary practice, this step is not required. However, ensure that your veterinarian practice owner 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 Internet. Politely introduce yourself when contacting the clinic or veterinary hospital and request observation as part of your application process.
• Your minimum 16 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. There is no specific program application form for this step.
• Include this proof of observation hours letter as part of your application package.
• 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 and Math 126.

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 Math course (you do not need to re-take the Math placement test).
• 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 an English 101 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, please mail your completed application package with the Pre-Admissions Checklist as the top-page document to the NOVA Loudoun Veterinary Technology program. Only completed application folders will be reviewed for admission to the Veterinary Technician program. Application package must be submitted directly to the Veterinary Technology On-Campus assistant dean’s office located in the LA building or mailed to address below postmarked by deadline:

NOVA – Loudoun Campus
Veterinary Technology Department
LA Building, Room 159
21200 Campus Drive
Sterling, Virginia 20164-8699

• Include a self-addressed and stamped postcard in packet. It will be stamped and mailed back to you as confirmation application packet is received and complete.
• Evaluation of folders will only be granted to those prospective students who have completed steps 1 through 9 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, FEDEEx, UPS, DHL) that provides delivery confirmation/package tracking services. We are not responsible for lost or misdirected mail to the college.
• If you have any questions about this application process go to Contact Us.

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/
• More information about financial aid can be found under the Financial Aid FAQ: http://www.nvcc.edu/financialaid/support/faq.html
• The six-digit identification code for Northern Virginia Community College is 003727.