INFORMATION
And
APPLICATION PACKET

May 2017
ADMISSION CRITERIA

The Veterinary Technology Program is an online hybrid program that begins every Spring Semester. Coursework will be completed via the internet, but students will be required to come to campus at designated times and will attend weekly clinicals at approved veterinary facilities in Mobile and Baldwin Counties. Clinical sites outside of Baldwin or Mobile Counties must meet additional criteria and approval. The following information details the admission requirements for the Veterinary Technology Program:

1. ___ Applicant must be admitted to Coastal Alabama Community College. The Admissions Office must receive an applicant’s application for admission to Coastal Alabama Community College prior to November 1st.

   Application must be updated if student did not attend Coastal Alabama Community College the semester prior to application deadline. Official transcripts of all college work attempted at any institution other than Coastal Alabama Community College and high school transcript must be sent by the institution’s Registrar directly to Coastal Alabama Community College’s Registrar by the November 1st deadline.

2. ___ The Veterinary Technology application must be received in the Veterinary Technology Department by November 1st.

3. ___ Applicant must have a minimum cumulative GPA of 2.0 on a 4.0 Scale.

4. ___ Applicant must have completed or be in the process of completing the following core courses with a minimum grade of “C”: English Composition I, Intermediate College Algebra (or a higher level Mathematics course), Principles of Biology I, Fundamentals of Public Speaking, and Microcomputer Applications. Orientation to College must also be completed by all first time college students.

5. ___ Applicant must be in good standing with the College.

6. ___ Applicant must meet the essential functions and technical standards required for the Veterinary Technology Program, as listed in this packet.

Nondiscrimination Policy

It is the official policy of the Alabama State Department of Postsecondary Education and Coastal Alabama Community College that no person shall, on the grounds of race, color, qualified disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.
COASTAL ALABAMA COMMUNITY COLLEGE
VETERINARY TECHNOLOGY PROGRAM APPLICATION
(Please type or print)

Date: ____________

I. PERSONAL DATA

Last Name: _______________________ First: ___________________ MI: ___ Maiden: ________________

Social Security Number: ________________________________________________________________

Coastal Alabama Community College Student Number: __________________________

Mailing Address: _________________________________________________________________

City: ___________________ State: ___ Zip Code: ___________ Telephone: (___) _____________

Cell Phone: (___) _____________

E-mail address: _________________________________________________________________

Emergency Contact: ___________________________ Telephone: (___) _____________

II. EDUCATION

High School Graduation Year: _______ High School Name: ________________________________

GED (if applicable): __________________________________ Date Completed: ______________

Are you currently taking college courses? Yes ___ No ___ If yes, what college: ______________

List all colleges attended and the year(s) attended:

<table>
<thead>
<tr>
<th>Name of College (DO NOT ABBREVIATE)</th>
<th>Year(s) attended</th>
<th>Degree (if completed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

III. EMPLOYMENT

Are You Currently Employed? Yes _____ No _____ Place of Employment: _____________________

Employer’s Address: ________________________________________________________________

Employer’s Phone Number: (___) _____________ Name of Supervisor: _________________________

Are You Employed Full-Time _____ Part-Time ____ Initial Date of Employment: ______________
Do you have Veterinary Clinic Experience?  Yes _____ No _____  
If “yes” Full time _____ Part time _____ Volunteer _____

Duties ____________________________________________________________________________

Location ________________________________ Supervisor Name ____________________________

Phone number ____________________________ Dates of experience ____________________________

IV. ESSENTIAL FUNCTIONS

Each student in the Veterinary Technology Program must be able to successfully carry out the essential 
functions that are listed at the end of this application packet.  Please read thoroughly the essential 
functions and sign and date the last page.

Are you able to meet the essential functions with or without reasonable accommodations?  
Yes __  No__

COURSE REQUIREMENTS AND RECOMMENDATIONS

Initial each statement verifying that you have read and understand the requirements for the Veterinary 
Technology Program.

_____ Veterinary Technology students will be required to complete clinical activities at approved 
veternary hospitals or veterinary facilities in Mobile or Baldwin counties off-campus for hours 
varying between 16-30 hours per week each semester.

_____ Veterinary Technology students who have not secured a position with a pre-approved veterinary 
facility clinical site, will be assigned an available clinical site.

_____ Rotations for large animal and laboratory animal sessions will be done at specific hospitals or 
facilities.  These rotations will require travel.

_____ Arrangements must be made by the student to secure transportation to all clinical sites and 
rotations.

_____ Written and computerized tests that are required to be given at the Coastal Alabama Community 
College Campus in Bay Minette, will require travel to by the student.

_____ All students must have access to a computer with an internet connection and video capabilities to 
complete weekly required course work.

_____ Veterinary Technology students shall be bound by the Coastal Alabama Community College 
Student Code of Conduct, located in the College Catalog and Student Handbook, relating to 
behavior on and off-campus.  Since student behavior is considered a reflection of the Veterinary 
Technology Program, students in violation of the Student Code of Conduct are subject to 
dismissal from the Program.

_____ All students must show proof of satisfactory medical insurance by the first class day.

_____ All students must maintain the ability to perform essential functions.

_____ Any student who becomes pregnant while enrolled in the Veterinary Technology Program should 
inform the program instructor, due to potential risks to the developing fetus and/or the expectant 
mother.

_____ All students must be immunized against tetanus, and it is strongly recommended students be 
immunized against rabies.

_____ Each student accepted into the program must test negative to such drug screening as may be 
designated by Coastal Alabama Community College.
ACKNOWLEDGEMENT BY STUDENT/APPLICANT

I, the undersigned student or applicant, understand that completion of this application is a component of the student profile and does not in itself grant admission to the Veterinary Technology Program. I understand a new application must be submitted if I am not selected and wish to reapply. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed as a sufficient reason to dismiss me from the Veterinary Technology Program and/or deny my admission to said program. It is the sole responsibility of the applicant to ensure that the Veterinary Technology Program has received all of the requested documentation. All application materials become the property of Coastal Alabama Community College.

Note: All information must be received by November 1st, or the application will be considered incomplete. It is recommended that applicants check with the Admissions Office at (251) 580-2111 to confirm that their College application is up-to-date and transcripts are on file.

Applicant’s Signature ______________________ Date ______________________

Please mail your completed Veterinary Technology Program Application to:

Veterinary Technology Program
Coastal Alabama Community College
1900 Hwy 31 South
Bay Minette, AL 36507

Or hand deliver to the Veterinary Technology Department in the Stone Building, Room C-101d, on the Bay Minette Campus.

For specific questions regarding the Veterinary Technology Program, please contact the Veterinary Technology Department at (251) 580-2273 or 251-580-2274. For general questions regarding admission to the College, please contact the Admissions Office at (251) 580-2111.
VETERINARY TECHNOLOGY PROGRAM

ADMISSION TO PROGRAM
Admission consideration will be given to students who have completed, or who are in the process of completing, the first semester core general education requirements: English Composition I, Intermediate College Algebra, Principles of Biology I, Microcomputer Applications, and Fundamentals of Public Speaking.

POINT SYSTEM
The Veterinary Technology Program utilizes the following rank-ordered point system to select applicants for enrollment in the program: Total points possible – 145 points

1. Points for Grades in Select College Courses – 120 points (pts.) possible:

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate College Algebra (MTH 100 or higher)</td>
<td>30 pts</td>
<td>20 pts</td>
<td>10 pts</td>
</tr>
<tr>
<td>General Biology (BIO 103)</td>
<td>30 pts</td>
<td>20 pts</td>
<td>10 pts</td>
</tr>
<tr>
<td>English Composition I (ENG 101)</td>
<td>30 pts</td>
<td>20 pts</td>
<td>10 pts</td>
</tr>
<tr>
<td>Microcomputer Applications (CIS 146)</td>
<td>30 pts</td>
<td>20 pts</td>
<td>10 pts</td>
</tr>
</tbody>
</table>

2. Points for GPA – 10 points (pts.) possible:

<table>
<thead>
<tr>
<th>GPA</th>
<th>0 pts</th>
<th>5 pts</th>
<th>10 pts</th>
</tr>
</thead>
</table>

3. Additional Points – 15 points (pts) possible: 5 points each for the following courses passed with a minimum grade of “C“:
   a. A higher level Mathematics course, such as Pre-Calculus (MTH 112), Calculus (MTH 125), or Finite Mathematics (MTH 110)
   b. Anatomy & Physiology I (BIO 201)
   c. Anatomy & Physiology II (BIO 202)

4. Veterinary Experience -- 5 pts.

ESTIMATED PROGRAM COSTS
Two-year Associate Degree at $146/credit hour (in-state tuition) $10,804
   $263/credit hour (out-of-state tuition) (19,462)

Books                               * 1,900
Medical Insurance                   * 600
Uniforms and Patch                  * 85
Drug Screening                      * 75
Graduation Fee                      * 75
Approximate total costs for Associate Degree *$13,539
   (Optional: stethoscope, calculator, watch with number markings and a second hand, etc.) * 150

*The figures above are approximate figures and are subject to change without prior notice.
* The cost to sit for the Veterinary Technician National Exam through the state of Alabama upon graduation from the program is $400.00.
CURRICULUM MAP FOR VETERINARY TECHNOLOGY PROGRAM

The following schedule is recommended for program participants pursuing an Associate in Applied Science Degree in Veterinary Technology:

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>(ORI 101)</td>
<td>Orientation to College, required for first time college students – 1cr hr</td>
<td></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 110</td>
<td>Veterinary Technology Clinics I</td>
<td>2</td>
</tr>
<tr>
<td>VET 112</td>
<td>Introduction to Veterinary Technology</td>
<td>5</td>
</tr>
<tr>
<td>VET 114</td>
<td>Anatomy and Physiology of Animals</td>
<td>5</td>
</tr>
<tr>
<td>elective</td>
<td>Fine Arts or Social Science Elective if not completed</td>
<td>3</td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 120</td>
<td>Veterinary Technology Clinics II</td>
<td>3</td>
</tr>
<tr>
<td>VET 124</td>
<td>Clinical Procedures &amp; Pathology</td>
<td>4</td>
</tr>
<tr>
<td>VET 236</td>
<td>Veterinary Microbiology/Parasitology</td>
<td>3</td>
</tr>
<tr>
<td>VET 242</td>
<td>Animal Nutrition and Laboratory Animals</td>
<td>3</td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 126</td>
<td>Animal Diseases &amp; Immunology</td>
<td>3</td>
</tr>
<tr>
<td>VET 230</td>
<td>Veterinary Technology Clinics III</td>
<td>3</td>
</tr>
<tr>
<td>VET 232</td>
<td>Anesthesia &amp; Diagnostic Imaging</td>
<td>4</td>
</tr>
<tr>
<td>VET 234</td>
<td>Animal Pharmacology &amp; Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>elective</td>
<td>Fine Art or Social Science Elective if not completed</td>
<td>3</td>
</tr>
</tbody>
</table>

### Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 122</td>
<td>Veterinary Technology Emergency &amp; First Aid</td>
<td>5</td>
</tr>
<tr>
<td>VET 240</td>
<td>Veterinary Technology Clinics IV</td>
<td>3</td>
</tr>
<tr>
<td>VET 244</td>
<td>Seminar in Veterinary Technology</td>
<td>3</td>
</tr>
<tr>
<td>VET 250</td>
<td>Veterinary Technology Preceptorship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours: 74

The Veterinary Technology Program at Coastal Alabama Community College has been awarded initial accreditation by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)
PROGRESSION POLICY (Requirements for Graduation)

In order to continue in the Veterinary Technology Program, the student must:

1. Maintain a minimum grade of “C” in all program course requirements
2. Maintain the ability to perform essential functions
3. Maintain the sequence of Veterinary Technology Program courses; [Note: Withdrawals or a grade of “D” or “F” in a Veterinary Technology course will stop progression in the program until the course(s) is (are) successfully repeated. Course repetition will be based on instructor’s approval and program resources.]
4. Adhere to clinical facility and Veterinary Technology Program policies and procedures;
5. Maintain professional and ethical standards and professional care of animals.

NOTE: Failure to meet any of the above requirements may result in failure of a course or termination from the Veterinary Technology Program.

ESSENTIAL FUNCTIONS FOR VETERINARY TECHNOLOGY STUDENTS

The field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the veterinary technician program and veterinary profession. Every student will be held to the same standards with or without reasonable accommodations.

**General Physical Requirements**

Students must:

- possess the physical ability to
  - tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
  - lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
  - lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
  - use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
  - handle, position, and restrain live animals of small and large animal species.
- sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

**Cognitive Ability**

Students must:

- function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- complete required tasks/functions under stressful and/or unpredictable conditions, including
emergency situations.
- access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- prioritize, organize, and utilize time-management skills to perform tasks.
- evaluate, synthesize, and communicate diagnostic information to the attending veterinarian and/or staff.
- progress toward minimal supervision as they advance through the program.

**Communication Skills**

Students must:
- read, write, speak and report accurately and effectively in English.
- comprehend and carry out complex written and oral instructions given in English.
- communicate with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms.

**Professionalism and Interpersonal Skills**

Students must:
- demonstrate professional and socially appropriate behavior.
- maintain cleanliness and personal grooming consistent with close human and animal contact.
- interact appropriately with clients and all members of the veterinary healthcare team.
- have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli, aggressive animals).

**Manual Dexterity and Mobility**

Students must:
- move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, insert and remove tubes, collect organic samples from live animals, and perform wound care.
- possess the ability to palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- hold surgical instruments in one hand and perform fine movements with such instruments. This includes the ability to assist in holding of hemostats or other instruments while assisting in surgery, induce and monitor general anesthesia in an animal patient, and place intravenous and urinary catheters without assistance.
- hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge, tie a 00 silk suture, perform endotracheal intubation, inject liquid intravenously, catheterize animals to obtain urine and/or other body fluids samples, and apply bandages without assistance.
Auditory, Olfactory, and Visual Skills
Veterinary technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:
- possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes the ability to detect and describe a change in color of hair coat caused by licking or trauma, detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia, and read anesthesia monitoring equipment.
- discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes the ability to characterize bacterial hemolysis on a blood agar plate, density patterns on a radiograph, and see ECG tracings.
- possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog to determine the presence of a reaction to skin testing for allergies.
- perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- perceive the origin of sound as needed to detect movement of large animals in a pen or corral or monitoring multiple patients in an ICU.

Reasonable Disability Accommodations
The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of Coastal Alabama Community College. To ensure institutional compliance, the College administration has:
- appointed one individual to oversee compliance with the Americans with Disabilities Act;
- required comprehensive self-evaluation of all programs and activities of the institution, including employment;
- provided a committee to assist the ADA Coordinator in his/her functions in preparation of the self-evaluation and implementation of a plan of compliance;
- provided funding for the activities of the ADA Coordinator and for reasonable accommodations of auxiliary aids and services;
• prepared, published, and distributed policy statements and procedures; and,
• initiated additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these are deemed to pose an undue burden or would result in a fundamental alteration of programs of the institution. Further, the administration solicits the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Questions or concerns regarding this Act should be directed to the Vice President of Institutional Advancement & Student Development, ADA Coordinator, Coastal Alabama Community College, 1900 US Highway 31 South, Bay Minette, Alabama 36507, telephone (251) 580-2180.

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodations and should be aware that a potential employer may not be amenable to use of accommodations that result in undue hardship to the employer. Students receiving accommodations must be aware that these may not be available from a prospective employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

I have read and understand the Essential Functions for the Veterinary Technology Program. I am able to perform all essential functions as listed above.

Student Signature _________________________________________________

Student Name (print) ______________________________________________

Date __________________________________________________________________________