

**PROGRAM OVERVIEW:** This 17-week program provides prospective veterinary assistants with the skills and experience in commonly used medical and surgical techniques, as well as an understanding of common disease states. The program provides an introduction to animal hospital management, business procedures and job preparation skills. It prepares students for an entry-level position within the Veterinary industry.

Each week will focus on one or more related topics and weekly laboratory time will be devoted to reinforcing those topics. While the curriculum will focus primarily on small-animal species, information regarding large-animal species will be incorporated wherever possible.

At the end of the academic portion of the course, there is a required four-week internship in a veterinary practice.

**PROGRAM FORMAT:** The Veterinary Assistant Program is a 17-week commitment. Students should be available from 8:00 am to 5:00 pm Monday through Friday. Students earn 30 credits. We will admit up to 24 students. It is recommended that students have completed college level lab science (Biology, Chemistry, Physics) coursework. This information and experience is good preparation for this program.

**ESTIMATED PROGRAM COST:** \$5,000. (subject to increase)

**PROGRAM DATES:** January 4 – April 29, 2016

**MANDATORY PRE-APPLICATION INFORMATION SESSION:** September 14, 10-Noon or October 6, 2-4 PM or October 15, 11-1 PM or October 21, Noon-2 PM or November 5, 9-11 AM.

You must attend one entire session before turning in an application. Sessions are held in LBCC's Calapooia Center building, room CC-212. Attendees are expected to bring a copy of this bulletin.

**APPLICATION DATES:** Online application opens: **November 9, 2015, 9:00 AM**  
(Early applications will not be considered)  
Academic/Residency Priority ends: **November 13, 2015, 5:00 PM**

**ADMISSION DECISION:** Emailed to your LBCC student email the week of **November 23, 2015**

**POST-ADMISSION REQUIREMENTS DEADLINE:** **December 11, 2015** (see last page)

**CLASS SELECTION PROCESS:** Applications are accepted on a first-come first-served basis with preference given to residents and students with previous college experience. It is your responsibility to be informed and adhere to all requirements, procedures and deadlines as they change from year to year. New applicants to LBCC as well as previously admitted LBCC students must complete the following application process.

**Residency Priority** will be first given to residents of the Linn-Benton Community College (LBCC) tax district followed by in-state, out-of-state and then international applicants. To determine whether or not you live at such an address (whether you rent or own), please refer to your property tax statement, or inquire at your county tax assessor's office. Some addresses at or near the Linn or Benton county lines, though inside the county lines, may not be within the LBCC District. **NOTE:** Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult LBCC's International Admissions to find out whether they are eligible to apply.

**Academic Priority** will be given to students within each residency category who have demonstrated success in college level credit coursework taken in a community college or university setting.

**CANCELLATION:** Sessions are subject to cancellation if a minimum number of eligible students are not admitted. Students must reapply for later sessions.

## ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations; failure to comply may result in application denial:

- **APPLICATION COMPLETION:** Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program.
- **HOLDS\*:** Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program.
- **ACADEMIC STANDING\*:** Applicants' Academic Standing must be in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.
- **STUDENT STATUS\*:** Applicants must be in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

\* To view your status at LBCC: 1) Log in to WebRunner, 2) Select "Student," 3) Select "Registration," 4) Select "Check Your Registration Status," 4) Select the next available term. Contact your LBCC advisor if you have questions about your status.

**NOTE REGARDING FINANCIAL AID:** The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college's standards on admission/registration eligibility. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner, 2) Select "Financial Aid," 3) Select "Your Financial Aid Status," 4) Select "academic progress." To find out more about Financial Aid Academic Standards at LBCC go to: <http://www.linnbenton.edu/financial-aid/academic-standards>

## CIVIL RIGHTS

**LBCC STATEMENT OF NONDISCRIMINATION:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information <http://po.linnbenton.edu/BPsandARs/>) Board Policy P1015

**PERSONS RESPONSIBLE FOR COORDINATING TITLE II** (ADA reasonable accommodations), **TITLE IX** (gender discrimination), **and SECTION 504** (discrimination against individuals with disabilities – a civil rights issue):

**Affirmative Action Officer:** Scott Rolen - 541-917-4425

**ADA Coordinator (Students):** Carol Raymundo - 541-917-4690

**ADA Coordinator (Employees/Applicants):** Kathy Withrow - 541-917-4420

**Title IX Coordinator:** Lynne Cox - 541-917-4806

**DISCRIMINATION/HARASSMENT COMPLAINT PROCESS:** If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:

**A student complaint about another student:**

Contact: Lynne Cox, 541-917-4806, [coxly@linnbenton.edu](mailto:coxly@linnbenton.edu)

**A student complaint about an LBCC staff member:**

Contact: Scott Rolen, 541-917-4425, [rolens@linnbenton.edu](mailto:rolens@linnbenton.edu)

**An LBCC staff member complaint about another staff member or student:**

Contact: Scott Rolen, 541-917-4425, [rolens@linnbenton.edu](mailto:rolens@linnbenton.edu)

This and additional information can be found at

<http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity>

# 2016 VETERINARY ASSISTANT MINIMUM APPLICATION REQUIREMENTS

**Print:**

\_\_\_\_\_  
Last Name (legal)

\_\_\_\_\_  
First Name (legal)

\_\_\_\_\_  
MI

\_\_\_\_\_  
Former Name (if applicable)

\_\_\_\_\_  
LBCC Student ID (optional)

\_\_\_\_\_  
LBCC Email Address (application communication will be sent via email)

If you satisfy the minimum application requirements and do not have any other admission limitations, you will be considered a qualified applicant. Course numbers noted below refer to LBCC courses as described in the LBCC Catalog. Fall term enrollment and/or placing above the courses on the LBCC Computer Placement Test (CPT; [www.linnbenton.edu/student-assessment](http://www.linnbenton.edu/student-assessment)) will be accepted pending completion by December 14, 2015. Courses must be completed with a grade of "C" or higher at a regionally accredited institution. Official transcripts from non-LBCC institutions must be sent prior to or with your application. Course equivalence is considered on a case by case basis and is not guaranteed. Once supplemental documentation is submitted, new materials may not be added.

Check List	<b>All supplemental documentation, as applicable, must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application.</b>			
	<b>Minimum Application Requirements</b>	Complete and submit this Minimum Application Requirements form. Include your course/CPT information in the spaces provided at the bottom of this form.		
	<b>Check Your Status</b>	Prior to the day applications open, if you have ever been an LBCC student, log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see page 2)		
	<b>Information Session</b>	Attend one of the MANDATORY Pre-Application Information Sessions (see page 1)		
	<b>Online Application</b>	Complete the ONLINE Application for Admission (see next page)		
	<b>Transcripts</b>	LBCC transcripts are not required. If submitting Official transcripts from non-LBCC institutions, complete the Transcript Evaluation Request Form found at <a href="http://linnbenton.edu/forms">linnbenton.edu/forms</a> (select the "Forms Related to Transcripts" button).		
	<b>LBCC Admission Fee</b>	Submit payment of the non-refundable, one-time \$30 LBCC Admission fee (if you have paid the fee before, you do not need to pay the fee again)		
	<b>Compliance</b>	Complete and submit the Statement of Understanding and Compliance		
	<b>Residency</b>	Submit proof of your official residency for the 90 days prior to November 9, 2015 by completing and submitting the Request to Establish Residency Status form along with supporting documentation (see page 1 for Residency Priority info)		
	<b>High School</b>	Submit proof of your state accredited high school graduation or GED certificate.		
	<b>Academic Priority</b>	If applicable, submit proof of college level coursework (see page 1 for more info)		
<b>Minimum Application Coursework:</b>				
		<b>Course Number/Title:</b>	<b>Grade:</b>	<b>Completion date:</b>
				<b>College/University:</b>
	<i>WR 115 – Introduction to College Writing</i>			
	<i>MTH 060 – Introduction to Algebra (completed since January 2011)</i>			

### Application Questions

Lorraine Lara, Academic Planning Assistant

541-917-4544

[lorraine.lara@linnbenton.edu](mailto:lorraine.lara@linnbenton.edu)

## ONLINE APPLICATION INFORMATION

When applying for the Veterinary Assistant Program, you are required to apply online. Applications will open online on November 9, 2015 at 9:00 am. Online applications receive an automatic time/date stamp. Early applications will not be considered. Academic/Residency Priority ends November 13, 2015 at 5:00 pm.

**NEW STUDENTS:** Students who have never attended or applied to LBCC must begin at step 1.

1. Go to [http://webrunner.linnbenton.edu/admit\\_home.htm](http://webrunner.linnbenton.edu/admit_home.htm)
2. Select **"I Want to Earn a Degree or a Certificate"**
3. Create a Login **ID**:
4. Create and verify a **PIN**:
5. Select **"Login"**
6. Select **"Veterinary Asst"** from the Application Type drop down options (See NOTE below)
7. Select **"Continue"**
8. Select **"Winter 2016"** from the Admission Term drop down options
9. Enter at least your **first** and **last name** into the appropriate boxes
10. Complete all online application checklist items:
  - ✓ Name
  - ✓ Permanent Address
  - ✓ Mailing Address, if different from permanent
  - ✓ Personal Information<sup>1</sup>
11. Select **"Application is Complete"**<sup>2</sup>

**LBCC STUDENTS:** Log in to your WebRunner account, select the **"Student"** tab, select **"Admissions"**, select **"Apply with an Online Application"**, and then, *beginning at step 6*, follow the rest of the above online application steps.

**Note:** If you are applying within the appropriate application dates but are unable to view this program on the Application Type drop down list, create a new application by starting at Step 1 (using a new Login ID and password). Be sure to select the appropriate program from the drop down list and not to select *A New Student* nor *Transfer Student*.

**Remember:** The supplemental documentation must be submitted/postmarked in a sealed envelope in entirety to Albany Admissions department (c/o LBCC Special Admissions) within 2 business days of submitting your online application. Submit all documentation you believe will be necessary to satisfy the application requirements. Failure to do so will result in your application being denied. You may NOT add new information once submitted.

**Tips:** <sup>1</sup> Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCC applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

<sup>2</sup> Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.

# Veterinarian Clinic Observation Form

DEAR APPLICANT,

Applicant Name \_\_\_\_\_

Please give this form to the veterinarian for review at the start of your observation. You are required to observe all the tasks on the list. After eight hours of observation, this form needs to be checked off and signed by the veterinarian. All items must be checked.

If you are currently employed with or have been employed with a veterinarian, it is permissible for him/her to fill out and sign the form.

## TASKS TO OBSERVE

Check

1. Minor surgical procedures: (example: abscess drainage)  
Or
2. Major surgical procedures: (example: ovariohysterectomy)
3. Office procedures: (example: daily cash flow)
4. Client interaction: (example: history taking)
5. Kennel or Stall clean-up: (example: cage clean-up) Animal Medicating:  
(example: pilling and/or injecting a cat)
6. Clean-up
7. Laboratory work-looking through a microscope:  
(example: fecal analysis)
8. Various other treatment procedures:  
(example: expressing anal sacs, enemas)

## Topics to be Discussed

- Anticipated wages of a veterinary assistant
- Working hours for veterinary assistant:
- Benefits anticipated, such as paid vacations, health insurance, etc.
- Rewards of being a veterinary assistant:
- Problems associated with being a veterinary assistant:

I certify that the information on this form is true and accurate.

Signature of Veterinarian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Veterinary Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2016 STATEMENT OF UNDERSTANDING AND COMPLIANCE

### Initial:

- \_\_\_ I understand that communication from LBCC regarding my application to this program will be made using my LBCC student email account (if I have never been admitted to nor registered for a class at LBCC, I give LBCC permission to contact me via the email address I provided with my application).
- \_\_\_ I have read, understand and agree to uphold those policies put forth in LBCC's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at [www.linnbenton.edu/go/studentrights/](http://www.linnbenton.edu/go/studentrights/).
- \_\_\_ I have read and understand my civil rights as a student at LBCC.
- \_\_\_ I have read this Veterinary Assistant Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.
- \_\_\_ I have read and understand the information on page 2 regarding Admission Limitations and Financial Aid SAP.
- \_\_\_ I understand that only the forms included in the current Veterinary Assistant application packet may be used, however, they may be copied if more than one of the same form is needed.
- \_\_\_ I understand some occupational health hazards include the use of latex gloves and mask, therefore, I will meet with the Veterinary Assistant advisor if I have skin or breathing disorders to consider my risk factors.
- \_\_\_ I understand that it is my responsibility to prove my residency by supplying the appropriate documentation, regardless of how long I have lived at my current address.
- \_\_\_ I understand that, if admitted, I will be required to complete and pass all post-admission requirements and meet all deadlines as set by the program in the Admission letter to remain admitted in the program.
- \_\_\_ I understand that my social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.
- \_\_\_ I understand that, if admitted, I will be required to complete and pay for the LBCC approved criminal background check. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed or employed in this field.
- \_\_\_ I understand that, if admitted, it will be my responsibility to attend the mandatory orientation on the date and time noted in my Admission letter in order to keep my seat in the program.
- \_\_\_ I understand that, if admitted, I must maintain a minimum "C" grade in each required course in order to continue in the program, and courses must be taken in the specified sequence.
- \_\_\_ I understand that I must complete all LBCC Admissions processes as well as the requirements for graduation, which includes payment of all required LBCC fees & tuition.
- \_\_\_ I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at [www.linnbenton.edu/forms](http://www.linnbenton.edu/forms) or update this information through WebRunner.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS**

For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a person intends to return to after any absence, and in which one’s dependents reside for an unlimited period of time. You must complete the residency information below and provide at least one document from Category 1 AND one document from Category 2 to prove your permanent residency status.

**NOTE:** Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult International Admissions to see if they are eligible to apply. Go to <http://www.linnbenton.edu/international-students> for more information.

**CATEGORY 1** (One of below)

- Rent receipts with your name, resident address, and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)
- Notarized affidavit substantiating your permanent residency for the period of time in question. (Applicants cannot complete the Affidavit for Residency for themselves.)
- Documents proving your own Oregon property and that the property is your permanent residence.

**CATEGORY 2** (One of below)

- Oregon driver’s license
- Oregon vehicle registration with your resident address.
- Oregon state income tax return (for previous year) with resident address.
- Verification of local bank account showing resident address.
- Oregon voter registration.
- Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

**COMPLETE THE INFORMATION BELOW**

Name \_\_\_\_\_ Phone \_\_\_\_\_

ID # or SS# \_\_\_\_\_

Program for which you are requesting to establish your residency \_\_\_\_\_

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the time period).

Street	City	State	Zip	Time Period
Street	City	State	Zip	Time Period
Street	City	State	Zip	Time Period

List the two documents you are submitting to verify your permanent address.

Category 1 \_\_\_\_\_ Category 2 \_\_\_\_\_

The above information is a true and accurate statement of my residency.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date



Admissions & Records

AFFIDAVIT OF RESIDENCY IN OREGON

STATE OF OREGON)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, being first duly sworn, state the following:  
(Landlord certifying residency)

That \_\_\_\_\_ has lived at  
(student's name and ID #)

\_\_\_\_\_  
(street, city, state)

since \_\_\_\_\_ .  
(date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further state that my statement is not for any fraudulent purpose.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of Landlord certifying residency)

NOTARIZATION: Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public for the State of Oregon

My Commission expires:

6500 Pacific Blvd SW

Albany, Oregon 97321

(541) 917-4812

LINN-BENTON COMMUNITY COLLEGE



## POST-ADMISSION REQUIREMENTS

**Please do not turn in proof of the items listed below with your application packet.** Only students who are admitted to this program will be required to complete the Post-Admission Requirements. Instructions and deadlines will be provided with the admission emails. The requirements and estimated costs listed below are subject to change. The cost of the criminal background check is not included in the estimated cost of the program.

- **FALL TERM COMPLETION:** If applicable, submit proof of Fall term minimum application course completion with a “C” grade or better. If completed at another institution, you must submit an official transcript.
- **RECORD RELEASE:** All admitted students will be required to complete and submit a Record Release form
- **CRIMINAL BACKGROUND CHECK (CBC):** All admitted students will be required to complete and pass the LBCC approved CBC. Instructions will be included with the admission emails (estimated cost: \$60; not included in program cost estimate).
- **DEPOSIT:** Pay the mandatory deposit and submit the appropriate Deferred Note Contract (DNC; see Tuition, Expenses and Financial Aid information below).

**TUITION, EXPENSES AND FINANCIAL AID:** The estimated cost of the program is \$5,000 (subject to increase). This includes required books, registration, lab fees and instructional costs. Payment options and plans are available to those who qualify. You may pay online with a credit card or through the LBCC Business Office.

Students NOT receiving financial aid, unless paying for the program in full, must complete a deferred note contract (DNC) and pay a deposit of 1/2 of the program cost (\$2,500– subject to increase).

Students who receive a financial aid award for Veterinary Assistant must complete a DNC for financial aid recipients and pay a deposit of \$415 (subject to increase). The deposit is due before any financial aid is received. An award document must accompany the DNC. Please call 541-917-4927 with any questions.