Mesa Community College

Information for application to the Veterinary Technology Program

PLEASE READ AND KEEP THE INFORMATION PAGES 1-2

COMPLETE AND RETURN APPLICATION PAGES 3-8

Application deadline: **Wednesday, May 1 , 2019**

ADMISSIONS INTRUCTIONS FOR **FALL 2019**

Please read the following instructions carefully:

1. **All prerequisites must be completed or "in progress" and transcripts attached at the time the application is submitted.**

- **High school graduation or a valid GED**
- Cumulative college grade point average of **2.0** or higher.
- All prerequisite courses must be completed with a "C" or higher.
- ENG101 and ENG102
- MAT120, 121 or 122 (MAT141, MAT142 are **not** eligible math courses)
- CRE101 or tested out at testing center
- CHM130 and CHM130
- BIO181 (**Must** have been taken within last **5** years of application)
- VET101 (ANS110AA accepted as substitute until May 2019)

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2. **Transcripts—** should include all work shown as completed on the application. One complete set of **unofficial** college transcripts is required from each school attended. This includes Mesa Community College. Please make sure to submit a Request for Evaluation form to have your transcripts from other schools evaluated. This is important to make sure you are on track for graduation. Do Not assume a class will transfer for credit.

   Note: ALL college transcripts are required, even if the courses do not seem relevant. An application that is not complete and/or does not have all transcripts included will not be considered.

   Previous Applicants– who have applied during the previous application window, do not need to submit duplicate transcripts, as we keep documentation for the next application period; however you must submit a current application and transcripts showing coursework you may have completed since the previous application. We will also keep your references on file for the next application period as well.

3. **Tetanus toxoid—**proof of Tetanus toxoid being administered within the last 7 years needs to be attached to the application.

4. **Animal-related work experience—** Animal-related work experience can be voluntary or paid. It is important that this experience include hands-on work with taking care of animals. Work experience also needs to be supervised and can not include owning your own pets or pet sitting. **A minimum of 200 hours of animal-related work experience is required**. This experience can include receptionist at a veterinary clinic, kennel help, veterinary assistant, animal husbandry, etc. If you are unsure ask the program staff to clarify. You will need to include a letter from your supervisor that documents the exactly number of hours performed.

5. **Letters of reference—** attach 3 letters of reference , signed and sealed in an envelope. One letter from an academic professor (preferably from a science course), one letter from a supervisor observing your animal-related work experience (this letter can include your animal care experience documentation or from a separate supervisor) and one letter from a person who has known you at least 3 years and is not family.

Selection Procedure

Step 1: Students not meeting minimum eligibility requirements or incomplete applications will be removed from the applicant pool and their applications will not be evaluated.

Step 2: All qualified applicants will be scored using an objective rubric that evaluates the applicants for each of the required application requirements.

Step 3: All applicants will be notified by e-mail of their program status by June 15, 2019. **Keep your email information current and legible.**

ADDITIONAL INFORMATION

- It is required that the Veterinary Technology Curriculum be completed in sequence within two years. Exceptions may be granted by the program director to individual students on a case-by-case basis.
- To qualify for licensure, you must have an AAS degree in Veterinary Technology from an AVMA-accredited program. In order to receive the AAS degree in Veterinary Technology at Mesa Community College, all general education and graduation requirements must be met. A minimum GPA of 2.0 is required for graduation from the Veterinary Technology program.
- Enrollment at Mesa Community College does not constitute eligibility for the Veterinary Technology Program. Registration for first and second year Veterinary Technology Program courses is not allowed until after the applicant has been notified in writing of their acceptance into the program.
- It is expected that the student applying to the Veterinary Technology Program has read and understands the Veterinary Technology Student handbook. The handbook have be found on the application process page at www.mesacc.edu.

APPLICANT CHECKLIST:

To be considered complete, your application must include the following in one envelope:

◊ _____ Signed and completed 2019 application
◊ _____ Signed Disclosure and Counseling information page
◊ _____ Attached copy of Tetanus toxoid immunization
◊ _____ Attached unofficial transcripts from each college attended
◊ _____ Attached signed and sealed letters of reference
◊ _____ Attached signed and sealed letters of Animal Care hours

Please be sure to read all the written information provided. If you have questions, be sure to check the Veterinary Technology webpages at www.mesacc.edu. If you are unable to find the answers to questions there, please contact one of the program's staff.

Dr. Kimberly Focht   Kimberly.focht@mesacc.edu
Diana Lehigh, CVT   diana.lehigh@mesacc.edu

Mesa Community College
Veterinary Technology Program
Application for Admission

Date of Application: _____

I) General Information

Full Name: _____ Student ID (required)_____

              Last   First   Middle

Please list any other name(s) by which you have been known _____

Provided at least one phone number and email address where you can be <u>reliably</u> be reached after submitting this application . Indicate the best phone number with which to contact you. **Admission notification will be sent via e-mail.**

                                               Best number

       Home phone number: _____   ☐

       Work phone number: _____   ☐

       Cell phone number: _____   ☐

       E-mail address: _____

Mailing address:

       _____

       _____

       _____

Had you been enrolled at Mesa Community College prior to this year?

Yes ____   No _____   If Yes, when ? Fall   Spring   Summer Year _____

Have you ever been and/or are you currently employed in the field of Veterinary Medicine/Veterinary Technology?

Yes ____   No_____

If Yes, your position or job duties _____

Place of employment _____

Have you ever been employed in any other medical field?   Yes ____   No ____

List any Licenses or certifications you may hold:

_____

II)   Pre-requisite and Degree Course Information

NOTES: You Must have received a grade of "C" or better in <u>all</u> pre-requisite courses to be eligible for acceptance into the Veterinary Technology Program.

In addition, if you completed any other required program courses while completing pre-requisites, you must have received a grade of "C" or better in all of them.

A.   Mathematics and Science (* indicates a pre-requisite course)

	Course Completed		Grade	Sem/Yr	Course name/#	School completed
	Yes	No				
*MAT120/121/122						
*BIO181						
*CHM130						
*CHM130L						
*VET101 (or ANS110AA)^						
BIO205 Microbiology						
ANS222 Animal A&P						
ANS222L A&P lab						
other A&P course						
EQS105 Equine Science						

^If you have ANS110AA and VET101 on transcripts– only VET101 will evaluated for application

B.   General Education Information (*indicates a pre-requisite course)

	Course Completed		Grade	Sem/Yr	Course name/#	School completed
	Yes	No				
*ENG101						
*ENG102						
AGB139/CIS105/BPC110						
COM100/COM110						
ECN160/ECN211/ECN212						
Humanities/Fine Arts						

*CRE101   Yes _____   No _____   Tested out _____   Name of school completed _____

Date _____   Grade A B C D F NA

List all the college course in which you are currently enrolled this semester. *You must complete all pre-requisite courses this semester to be eligible for admission*

Course number	Course title	College
(ex:: ANS110)	(Intro to Animal Science)	(MCC, SCC)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is your Cumulative college GPA? If you have attended multiple colleges, add the cumulative GPA for each one together and then divide by the total number of schools. This **must** be supported by Unofficial transcripts.

Cumulative GPA: _____

Please list the name, dates attended and any degrees or certificates earned from all colleges attended:

College name	Dates attended	Degree/Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____

III.   Animal-related Work Experience

Please list in reverse chronological order any animal-related work experience you in which you have participated . Attach an additional sheet if necessary. For "dates" , give <u>starting</u> and <u>ending dates</u> (i.e. 1/2/2016-2/1/2017) Give total number of hours worked for each location. You need to include documentation from the facility that list the number of hours worked for each location.

Dates/Hours	Location	Job description	Supervisor

IV.   Disclosures and Counseling Information

If you are accepted into the Veterinary Technology Program, you may be required to obtain and submit the results of a physical examination by a physician of your choice. The purpose of this would be to verify that no health problems exists which might potentially be detrimental to your safety or well-being, or to the safety and well-being of clinical staff, clients, or patients at internship sites. The requirement for such health verification is at the discretion of the Program Director and /or clinical internship supervisor.

_____ I understand (please initial)

Before official admission into the Veterinary Technology Program, you must submit proof of tetanus immunization within the last seven (7) years.

_____ I understand (please initial)

Veterinary Technology Program students are periodically assigned course work, field work or clinical activities at veterinary hospitals, humane societies, colleges other than Mesa Community College or other sites removed from campus. These assignments may involve non-school hours or days, including holidays and weekends. The student is responsible for their own transportation to these off-campus sites.

_____ I understand (please initial)

Veterinary Technology Program students (as a group) are required to provide care to resident teaching animals and cleaning/maintenance of teaching laboratory facilities seven days a week, including weekends and holidays, throughout the school year.

_____ I understand (please initial)

Veterinary Technology Program students are expected to maintain professional appearance, dress, behavior and attitude at all times when engaged in Program activities. Program activities include, but are not limited to, classroom lectures, laboratory activities, animal care, field trips and other required off-campus activities including internships. Dress code and attendance standards are set by the Program Director and faculty and/or by internship sites. Please see the MCC Veterinary Technology Student Handbook at www.mesacc.edu. Official MCC Veterinary Technology uniforms are required to be purchased by the student once admitted into the program.

_____ I understand (please initial)

 I have read and understand the policies of Mesa Community College's Veterinary Technology program as outlined in the Veterinary Technology Student handbook. You can download at www.mesacc.edu.

_____I understand (please initial)

V.   Transcripts and Immunization Verification

You **must** attach to this application unofficial transcripts from ALL colleges attended if any course taken at that college is to be considered as fulfilling Veterinary Technology Program required coursework.

You **must** attach to this application proof of tetanus toxoid immunization within the last seven (7) years.

Your application will be considered incomplete and will <u>not</u> be evaluated without unofficial transcripts and proof of immunization attached.

VI.   Letters of Recommendation

To aid us in the evaluation of applicants for experience and aptitude, you are asked to attach to this application (3) <u>three</u> signed letters of recommendation. These recommendation letters are considered an integral part of the application and its evaluation. Each letter must include a contact phone number or e-mail address at which the Program could contact the recommending party. One letter is requested from a college instructor from whom you have taken a course. One letter is requested from a supervisor or other responsible person representing a site where you obtained animal experience. One letter is requested from a responsible adult other than an immediate or extended family member who has been acquainted with you for at least 3 years.

You may submit the application by bringing it to the Technology Department office in the TC50 building and requesting it be placed in Dr. Focht's mailbox. Please request a date and time notation be placed on your application by office staff.

Note: You **must** have submitted the completed application and associated documents **and** be officially notified of your acceptance into the Veterinary Technology Program **before** you will be allowed to attend Program courses,

Deadline for submission of all applications is Wednesday, May 1, 2019, to be considered for admission to the Fall 2019 class.

I hereby certify that all information provided in the application and attached documents is truthful, accurate and complete. I understand and will comply with all items listed under Disclosures and Counseling Information.

Signed: _____   Date:_____

Please print your name: _____