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| **Student Name: Student ID:** |
| **Basic** | **Intermediate** | **Advanced** |
| BIOL 1406 | VTHT 2223 | VTHT 1341 |
| VTHT 1301 | VTHT 2331 | VTHT 2439 |
| **\***MATH 1314 | VTHT 1345 | VTHT 2325 |
| VTHT 2201 | VTHT 2213 | VTHT 2380 |
| ENGL 1301 | **Requirements for enrollment**:* **Already approved OCCI facility**
* **Completion of ALL basic courses.**
* **All students must be employed at an approved clinic at least 20 hours a week throughout the entire semester. Failure to maintain hours results in failing the course(s).**
* **Volunteering or interning is NOT permitted. Students must be a paid employee of the site.**

ALL courses in intermediate require submission of video successful completion all hands on required tasks under the supervision of a preceptor in an OCCI approved facility where you are employed at least 20 hours a week, no interning or volunteering.VTHT 2213 requires access to a mouse, rat, rabbit and bird in an OCCI facility for completion of hands on tasks. Video required.Students may enroll in all four intermediate courses in one semester. | **Requirements for enrollment:*** **Already approved OCCI facility**
* **Completion of ALL basic and intermediate courses.**
* **All students must be employed at an approved clinic at least 20 hours a week throughout the entire semester. Failure to maintain hours results in failing the course(s).**
* **Volunteering or interning is NOT permitted. Students must be a paid employee of the site.**

ALL courses in advanced require submission of video successful completion all hands on required tasks under the supervision of a preceptor in an OCCI approved facility where you are employed at least 20 hours a week, no interning or volunteering.VTHT 2380 must be taken in your last semester in the program. Requires 20 hours a week in a clinic, 16 hours of RACE approved CE and 4 learning objectives.VTHT 2325 Prerequisite: Requires completion of VTHT 1341 and 2439 to enroll. Also, requires large animal OCCI access or fast track lab attendance for hands on tasks. Video required.VTHT 2325 requires access to cattle, horses and goats and an approved large animal facility or attendance to fast track lab to complete the hands on skills. |
| **\*\***VTHT 1413 |
| VTHT 1217 |
| **\*\*\*\***Social Science |
| VTHT 2321 |
| **\*\*\*\***Fine Arts |
| VTHT 2205 |
| **\*\*\***VTHT 1349 |
| VTHT 2209 |
| **Requirements:****\***MATH requires a math placement test taken prior to enrollment.**\*\***VTHT 1413 prerequisite of BIOL 1406.**\*\*\***VTHT 1349 prerequisite of VTHT 1413, BIOL 1406 **AND** MATH. **\*\*\*\***Must do ENGL 1301 first or take a placement test.Effective for Fall 2019 courses: Students must volunteer or work in an animal care facility at least 20 hours throughout the semester. The facility does not need to be approved but failure to meet the required hours results in failing the course(s).  |
| Biology, Math and Veterinary Technology Courses have a ten (10) year expiration. |

PLEASE NOTE: There will be times due to the setup of the program that you will NOT be able to be full time (completion of all basic before enrolling in intermediate and all intermediate before advanced). In those cases if you still need to be full time, supplement your schedule with non-vet tech courses such as business management, marketing, human resources, supervision, office software (word, excel, etc) or even computer classes. There are certificates in these areas as well that you might consider. If you are on financial aid the courses you take must be either social science or fine arts in order for financial aid to pay for them.

The grid below will help you plan your schedule for your entire degree. To use the grid you will decide how many hours you want to take in a semester. We do limit students in the basic level to no more than five courses, regardless of hours so you may need to mix gen eds and vet tech courses to reach the number of hours you want. Be cautious when planning your schedule. Distance learning vet tech courses are very demanding, reading and task intensive so it is easy to overload yourself. The blank lines at the end of each level of classes is for additional elective type courses that you can use if you are trying to get 12 hours each semester since there are times when there is no way to be full time with vet tech courses alone due to level prerequisites (complete all basic before intermediate and all intermediate before advanced). PREREQUISITES ARE STRICTLY ENFORCED!

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| **Student ID#:**  | Vet Tech Advising Email |
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| **Basic Courses** | **Intermediate Courses** |
| **Course** | **Semester Planned to Take** | **Semester Taken** | **Grade** | **Course** | **Semester Planned to Take** | **Semester Taken** | **Grade** |
| BIOL 1406 |  |  |  | VTHT 2223 |  |  |  |
| MATH |  |  |  | VTHT 1345 |  |  |  |
| VTHT 1301 |  |  |  | VTHT 2331 |  |  |  |
| VTHT 2321 |  |  |  | VTHT 2213 |  |  |  |
| VTHT 1217 |  |  |  |  |  |  |  |
| VTHT 2201 |  |  |  | **Advanced Courses** |
| VTHT 1413 |  |  |  | **Course** | **Semester Planned to Take** | **Semester Taken** | **Grade** |
| ENGL 1301 |  |  |  | VTHT 2349 |  |  |  |
| VTHT 2205 |  |  |  | VTHT 1341 |  |  |  |
| VTHT 2209 |  |  |  | VTHT 2325 |  |  |  |
| Fine Arts |  |  |  | VTHT 2380 |  |  |  |
| Social Science |  |  |  |  |  |  |  |
| VTHT 1349 |  |  |  | In order to graduate you must submit a petition for graduation. This is done the semester before you plan on graduating or the first week of the semester you plan on graduating. [Application for Graduation](https://www.cedarvalleycollege.edu/services/graduation/pages/graduation-application.aspx) |
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| Sample Schedule

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| **Student ID#: 1234567** | Vet Tech Advising Email |
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| **Basic Courses** | **Intermediate Courses** |
| **Course** | **Semester Planned to Take** | **Semester Taken** | **Grade** | **Course** | **Semester Planned to Take** | **Semester Taken** | **Grade** |
| BIOL 1406 | Fa2017 | Fa2017 | A | VTHT 2223 | Sp2022 |  |  |
| VTHT 1301 | Fa2017 | Fa2017 | A | VTHT 1345 | Sp2022 |  |  |
| MATH | Sp2018 |  |  | VTHT 2331 | Su2022 |  |  |
| VTHT 2321 | SP2018 |  |  | VTHT 2213 | Su2022 |  |  |
| ENGL 1301 | Su18 |  |  |  |  |  |  |
| VTHT 2201 | Fa2019 |  |  | **Advanced Courses** |
| VTHT 1217 | Fa2019 |  |  | **Course** | **Semester Planned to Take** | **Semester Taken** | **Grade** |
| VTHT 1413 | FA2019 |  |  | VTHT 2349 | Su2023 |  |  |
| VTHT 2205 | Sp2020 |  |  | VTHT 1341 | Su2023 |  |  |
| VTHT 2209 | Sp2020 |  |  | VTHT 2325 | Fa2023 |  |  |
| Fine Arts | Su2020 |  |  | VTHT 2380 | Fa2023 |  |  |
| Social Science | Fa2021 |  |  |  |  |  |  |
| VTHT 1349 | Fa2021 |  |  |  |  |  |  |
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|  |  |  |  | **In order to graduate you must submit a petition for graduation. This is done the semester before you plan on graduating or the first week of the semester you plan on graduating.** [**Application for Graduation**](https://www.cedarvalleycollege.edu/services/graduation/pages/graduation-application.aspx) |
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| **NOTE: There is a 10 year expiration on all BIOL, MATH and vet tech courses, regardless of your previous degrees earned or professional experience. While they may meet the college requirements, they DO NOT meet prerequisite for vet tech courses unless they are less than 10 years old. No exceptions.****Assisting Certificate**For students on financial aid, you must complete all the courses in the certificate first and it is highly recommended that you complete BIOL and MATH as soon as possible (DURING FIRST SEMESTER) as they are also prerequisites for VTHT 1413 and 1349:* **BIOL 1406**
* **MATH**
* **VTHT 1301**
* **VTTH 2201**
* **VTHT 1217**
* **VTHT 2321**
* **ENGL 1301**

**NOTE: Gen ed courses (biol and math) fill extremely fast so you MUST register for those the first week or so registration is open. A class being full is no excuse and may cause you to sit out a semester if you have not met prerequisites.****Students MUST have BIOL 1406 showing on their dcccd advising report BEFORE they can enroll in VTHT 1413. STUDENTS CANNOT TAKE THE COURSES CONCURRENTLY. Courses must be less than 10 years old to meet vet tech prerequisite requirements.****Students must have BOTH MATH/BIOL 1406 and VTHT 1413 showing on their dcccd advising report BEFORE they can enroll in VTHT 1349. STUDENTS CANNOT TAKE THESE COURSES CONCURRENTLY DUE TO THE FAIL RATE. Courses must be less than 10 years old to meet vet tech prerequisite requirements.** **PREREQUISITES FOR COURSES AND LEVELS ARE STRICTLY ENFORCED.****Course Descriptions**These are the course descriptions and requirements specifically for the distance learning vet tech program. The on-campus program has different prerequisites and requirements. STUDENTS MUST WORK IN AN APPROVED HOSPITAL at least 20 hours a week throughout the entire semester for intermediate and advanced. NO volunteering or interning, students must be paid employees and maintain hours or they will fail the course(s). Basic students must volunteer or intern in an animal care facility a set number of hours throughout the semester for all basic courses effective Fall 2019. Failure to complete the required hours results in failing the course(s). |
| **VTHT 1301 *(3 Credit Hours)*****Introduction to Veterinary Technology****Level: Basic Course****Course Requirements:** Video/Photo project submission and access to dogs and cats throughout the semester and volunteer in an animal care facility at least 20 hours throughout the semester.**OCCI Requirements:  None****Prerequisite:** Program Acceptance.**Course Description:** Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements. The student will demonstrate basic restraint, medication, and treatment techniques for domestic animals; identify breeds of animals; and define the responsibilities of a veterinary assistant or technician in a veterinary practice including physical exams, basic care, feeding, sanitation, public and/or client relations; and identify ethical and legal issues. (2 Lec., 4 Lab.) **VTHT 1217 *(2 Credit Hours)*****Veterinary Office Management****Level: Basic Course****OCCI Requirements:  None****Prerequisite:** Program Acceptance.**Required Clinical Hours:** Volunteer, work or intern in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Course Description:** Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment. The student will employ client and veterinary team communication; apply basic business principles such as the maintenance of medical records and computer skills; and demonstrate employment skills including interviewing, resume writing, and appropriate interview attire. (2 Lec.) **VTHT 2201 *(2 Credit Hours)*****Canine and Feline Clinical Management****Level: Basic Course****OCCI Requirements:  None****Course Requirements**: Volunteer in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Prerequisite:** Program Acceptance**Course Description:** Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine. The student will apply sanitation and disease prevention techniques; utilize medication procedures; implement nutrition, reproduction, and behavior concepts of canines and felines in a clinical setting; and differentiate between common disease pathophysiology. (2 Lec., 1 Lab.) **VTHT 2321 *(3 Credit Hours)*****Veterinary Parasitology****Level: Basic Course****OCCI Requirements:  None****Prerequisite:** Program acceptance.**Required Clinical Hours:** Volunteer, work or intern in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Course Description:** Study of parasites common to domestic animals including zoonotic diseases. The student will identify internal and external parasites and parasites of public health importance; and apply knowledge of basic life cycles to the study of parasites. (2 Lec., 3 Lab.) **VTHT 1413 *(4 Credit Hours)*****Veterinary Anatomy and Physiology****Level: Basic Course****OCCI Requirements:  None****Prerequisite:** Successful completion of in BIOL 1406 within the last 10 years.**Required Clinical Hours:** Volunteer, work or intern in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Course Description:** Gross anatomy of domestic animals including physiological explanations of how each organ system functions. The student will describe the major anatomical systems of domestic animals and integrate basic physiological processes with anatomical structures of domestic animals. (3 Lec., 4 Lab.) **VTHT 2205 *(2 Credit Hours)*****Equine Clinical Management****Level: Basic Course****OCCI Requirements:  None****Prerequisite:** Program Acceptance**Required Clinical Hours:** Volunteer, work or intern in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Course Description:** Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine. The student will demonstrate sanitation and disease prevention techniques; perform medication procedures; and implement nutritional, behavioral, and reproductive concepts in an equine clinical setting. (2 Lec., 1 Lab.) **VTHT 2209 *(2 Credit Hours)*****Food Animal Clinical Management****Level: Basic CourseOCCI Requirements:  None****Prerequisite:** Program Acceptance**Required Clinical Hours:** Volunteer, work or intern in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Course Description:** Survey of feeding, common management practices, and care of food producing animals in a clinical setting. Review of common diseases of food producing animals encountered in the practice of veterinary medicine. The student will demonstrate sanitation and disease prevention techniques; utilize medication procedures; implement principles of nutrition, reproduction, and behavior of food producing animals in a clinical setting; and differentiate between common disease pathophysiologies. (2 Lec., 1 Lab.) **VTHT 1349 *(3 Credit Hours)*****Veterinary Pharmacology****Level: Basic Course****OCCI Requirements:  None****Prerequisite:** Successful completion of BIOL 1406, MATH 1314 or higher and VTHT 1413 within the last 10 years.**Required Clinical Hours:** Volunteer, work or intern in a shelter or veterinary facility for 20 hours during the semester with access to dogs and cats.**Course Description:** Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents. The student will identify general types and groups of drugs; prepare, label, package, and dispense pharmaceuticals in an ethical/legal manner; calculate dosages using proper weights, units, and measures; explain and use appropriate routes and methods of drug administration; and differentiate between normal and abnormal responses to medication. (3 Lec., 1 Lab.) **VTHT 2223 *(2 Credit Hours)*****Veterinary Clinical Pathology I****Level: Intermediate Course****Course Requirements:** Video project Submission**OCCI Requirements:  Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Prerequisite:** Completion of all basic courses.**Course Description:** In-depth study of hematology and blood chemistries with emphasis on lab procedures. Perform complete blood counts (CBC's); differentiate normal from abnormal blood components; perform blood chemistries; and utilize diagnostic equipment. (1 Lec., 4 Lab.) **VTHT 2331 *(3 Credit Hours)*****Veterinary Clinical Pathology II****Level: Intermediate Course****Course Requirements:** Video project Submission**OCCI Requirements:  Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Prerequisite:** Requires completion of all basic courses. Can be taken concurrently with VTHT 2223**Course Description:** In-depth study of urinalysis and cytology. Survey of microbiological techniques. Emphasis on laboratory procedures. The student will perform urinalysis, cytological, and basic microbiological techniques; and utilize diagnostic equipment. (2 Lec., 4 Lab.) **VTHT 1345 *(3 Credit Hours)*****Veterinary Radiology****Level:** Intermediate Course**Course Requirements:** Video/Radiology project Submission**OCCI Requirements:  Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Prerequisite:** Completion of all basic courses.**Course Description:** Presentation of theory and principles and practical application of radiology within the field of veterinary medicine. The student will implement and follow recommended safety procedures; prepare and use technique charts; take and process diagnostic radiographs using stationary and portable X-ray machines; properly care for radiographic equipment; and label, file, and store radiographs. (2 Lec., 3 Lab.) **VTHT 2213 *(2 Credit Hours)*****Lab Animal Clinical Management****Level:** Intermediate Course**Course Requirements:** Video project Submission and access to a rat, mouse, rabbit and bird for the skills project.**OCCI Requirements:  Requires employment at an approved veterinary facility and access to rats, mice, rabbits and birds. Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Prerequisite:** Completion of all basic courses.**Course Description:** Survey of feeding, management practices, and care of laboratory animals in a clinical setting. Review of common diseases of laboratory animals encountered in the practice of veterinary medicine. The student will apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of laboratory animals in a clinical setting; and recognize common disease pathophysiology. (2 Lec., 1 Lab.) **VTHT 1341 *(3 Credit Hours)*****Anesthesia and Surgical Assistance****Level**: Advanced Course**OCCI Requirements:  Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Course Requirements:** Video project Submission**Prerequisite:** Completion of all basic and intermediate courses.**Course Description:** In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. The student will identify instruments used in veterinary surgery; demonstrate operating room etiquette and the use of sterile technique; perform pre-anesthesia evaluation, administer and monitor anesthesia, and provide post-anesthesia care; recognize and respond appropriately to anesthetic emergencies; and assist with routine surgical and obstetrical procedures. (2 Lec., 4 Lab.) **VTHT 2439 *(4 Credit Hours)*****Veterinary Nursing Care****Level**: Advanced Course**OCCI Requirements:  Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Course Requirements:** Video project Submission**Prerequisite:** Completion of all basic and intermediate courses.**Course Description:** Capstone course requiring integration of course work in the field of veterinary technology. The student will apply surgical and anesthesia principles with emphasis on pharmacological care; and demonstrate competencies expected of an entry-level credentialed veterinary technician. (3 Lec., 3 Lab.) **VTHT 2325 *(3 Credit Hours)*****Large Animal Assisting Techniques****Level**: Advanced Course**Course Requirements:** Video project Submission**OCCI Requirements:  Requires employment at an approved veterinary facility (access to horses, cattle and goats) or attendance to fast track lab. Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Prerequisite:** Requires completion of all basic and intermediate courses as well as VTHT 1341 and 2439.**Course Description:** Study of restraint and proper management, treatment, and medication techniques for farm animals. The student will perform restraint of farm animals; demonstrate proper treatment and medication techniques; and identify common diseases and management techniques for farm animals. (2 Lec., 4 Lab.) **VTHT 2380 *(3 Credit Hours)*****Cooperative Education - Veterinary/Animal Health Technology/Technician and Veterinary Assistant****Level**: Advanced Course**Course Requirements:** 16 hours of CE during the semester, 20 hours a week in a veterinary facility and completion of four learning objectives.**OCCI Requirements:  Requires employment at an approved veterinary facility at least 20 hours a week throughout the entire semester.****Prerequisite:** Completion of all basic and intermediate courses. Must be taken in your last semester only.**Course Description:** Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. (1 Lec., 15 Ext.) **TSI Requirements****All students MUST have their program of study listed as the small animal certificate which will exempt them from testing in TSI. If you choose to list your program of study as the AAS in vet tech you are required to test and if you fail the tests you must take the developmentals before taking the courses required for the degree.**We recommend taking the [ACT](http://www.act.org/) or [SAT](https://collegereadiness.collegeboard.org/sat) prior to or in your first semester of the vet tech program in lieu of taking our placement test. The scores will need to be sent to our admissions office. Scores must be less than 5 years old to be accepted.Should you elect to not do the SAT or ACT test then you must do the following if you have not transferred in ENGL 1301 and MATH 1314 or higher:* Students must be TSI met to graduate with the degree or to take general education courses. Students that have not completed ENGL 1301 must take that course before taking any other gen eds. This will make you TSI met in reading and writing and will allow you to take social science, fine arts and biology.
* Students must be TSI met in math. In order to take math through CVC you must take a placement test the semester before you plan on registering for the course. Do this early in the program. You can contact the testing center to arrange the test making sure they know you are a distance learning student and if you are not local, where you are located (city/state) by calling 972-860-8118, Jonas Young.
* To request the test you must email CVCVetTech@dcccd.edu so we can email the testing center giving you permission to take it and letting them know what you need.
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| **General Education Requirements for the AAS veterinary technology degree**[**Dcccd Schedule**](http://econnect.dcccd.edu/econnect/Schedule/)* English: 3 hours
* Math: 3 hours
* Biology: 4 hours
* Fine Arts: 3 hours
* Social Science: 3 hours

**General Education Course Options**Students were required to start with the small animal assisting certificate. This means you must complete or show proof of completion of ENGL 1301 and BIOL 1406 BEFORE you try and enroll in social science and fine arts. NO EXCEPTIONS! If you have taken courses elsewhere and transferred them in, until they show in your advising report they are not transferred so you cannot take courses that require a prerequisite or test.Some of the courses below are not offered online, you must check the schedule for each course. Students may select courses from any of our sister campus in the schedule. It is your responsibility to make sure they are INET courses. General education courses fill quickly so you must register for them early. Biology online is only offered at CVC and there are limited slots so you must register for that course within the first couple of weeks registration is open so plan ahead.Signs of an internet only course: INET in the delivery type, notes say that it is 100% online. Assume nothing, if in doubt email the instructor and ask.* Biology: BIOL 1406
* English: ENGL 1301
* Math (select one): [**MATH** 1314](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MATH#1314), [1316](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MATH#1316), [1324](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MATH#1324), [1325](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MATH#1325), [1332](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MATH#1332), [1350](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MATH#1350)
* Social Science (Select one): [**ANTH** 2302](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ANTH#2302), [2346](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ANTH#2346), [2351](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ANTH#2351); [**BUSI** 1307](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=BUSI#1307); [**CRIJ** 1307](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=CRIJ#1307); [**ECON** 1301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ECON#1301), [2301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ECON#2301), [2302](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ECON#2302); [**GEOG** 1302](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=GEOG#1302), [1303](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=GEOG#1303); [**GOVT** 2304](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=GOVT#2304), [2305](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=GOVT#2305), [2306](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=GOVT#2306) [2311](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=GOVT#2311); [**HIST** 1302](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#1302), [1301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#1301) [2301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#2301), [2321](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#2321), [2322](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#2322), [2327](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#2327), [2328](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#2328), [2381](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HIST#2381); [**PHED** 1304](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHED#1304), [**PSYC**2301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PSYC#2301), [2306](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PSYC#2306), [2314](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PSYC#2314), [2316](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PSYC#2316), [2319](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PSYC#2319); [**SOCI** 1301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=SOCI#1301), [1306](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=SOCI#1306), [2301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=SOCI#2301), [2306](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=SOCI#2306), [2319](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=SOCI#2319)
* Fine Arts (Select one): [**ARTS** 1301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ARTS#1301), [1303](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ARTS#1303), [1304](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ARTS#1304); [**DANC** 2303](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=DANC#2303); [**DRAM** 1310](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=DRAM#1310), [2361](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=DRAM#2361), [2366](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=DRAM#2366); [**HUMA** 1311](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HUMA#1311), [1315](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HUMA#1315); [**MUSI**1306](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MUSI#1306), [1308](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MUSI#1308), [1309](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MUSI#1309), [1310](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=MUSI#1310),[**ENGL** 2321](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2321), [2322](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2322), [2323](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2323), [2326](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2326), [2327](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2327), [2328](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2328), [2331](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2331), [2332](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2332), [2333](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2333), [2342](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2342), [2343](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2343), [2351](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=ENGL#2351); [**HUMA** 1302](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HUMA#1302), [1305](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HUMA#1305), [2319](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=HUMA#2319); [**PHIL** 1301](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHIL#1301), [1304](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHIL#1304), [2306](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHIL#2306), [2307](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHIL#2307), [2316](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHIL#2316), [2321](https://www1.dcccd.edu/catalog/courseDescriptions/detail.cfm?loc=CVC&course=PHIL#2321),
 |
| **Testing Out of Courses**Students may also [CLEP](https://clep.collegeboard.org/) test out of the general education courses only. The fees are much cheaper than taking the course and purchasing books but students need to have knowledge in those areas to do well. If you are in the [military or a military spouse](https://clep.collegeboard.org/earn-college-credit/military-benefits) the savings are even greater for these students.* [Social Science](https://clep.collegeboard.org/history-and-social-sciences)
* [Biology](https://clep.collegeboard.org/science-and-mathematics/biology)
* Math: [Algebra](https://clep.collegeboard.org/science-and-mathematics/college-algebra) or [Calculus](https://clep.collegeboard.org/science-and-mathematics/calculus) or [Precalculus](https://clep.collegeboard.org/science-and-mathematics/precalculus)
* Fine arts: [American Literature](https://clep.collegeboard.org/composition-and-literature/american-literature)

Below is a grid of the CLEP tests accepted at Cedar Valley College and the Minimum scores required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Name CLEP** | **Minimum Score** | **Credits** | **Course(s)** |
| Financial Accounting | 50 | 3 | ACCT 2301 |
| Biology | 50 | 8 | BIOL 1406, 1407 |
| Principles of Management | 50 | 3 | BMGT 1327 |
| Introductory Business Law | 50 | 3 | BUSI 2301 |
| Chemistry | 50 | 8 | CHEM 1411, 1412 |
| Principles of Macroeconomics | 50 | 3 | ECON 2301 |
| Principles of Microeconomics | 50 | 3 | ECON 2302 |
| English Literature | 50 | 3 | ENGL 2321 |
| American Literature | 50 | 3 | ENGL 2326 |
| French Language, Level I | 50 | 8 | FREN 1411, 1412 |
| French Language, Level II | 59 | 11 | FREN 1411, 1412, 2311 |
| German Language, Level I | 50 | 8 | GERM 1411, 1412 |
| German Language, Level II | 60 | 11 | GERM 1411, 1412, 2311 |
| History of United States I: Early Colonization to 1877 | 50 | 3 | HIST 1301 |
| History of United States II: 1865 to Present | 50 | 3 | HIST 1302 |
| Western Civilization I: Ancient Near East to 1648 | 50 | 3 | HIST 2311 |
| Western Civilization II: 1648 to Present | 50 | 3 | HIST 2312 |
| Principles of Marketing | 50 | 3 | MRKG 1311 |
| College Algebra | 50 | 3 | MATH 1314 |
| Precalculus | 50 | 4 | MATH 2412 |
| Calculus | 50 | 4 | MATH 2413 |
| General Psychology | 50 | 3 | PSYC 2301 |
| Lifespan Growth & Development | 50 | 3 | PSYC 2314 |
| Introduction to Sociology | 50 | 3 | SOCI 1301 |
| Spanish Language, Level I | 50 | 8 | SPAN 1411, 1412 |
| Spanish Language, Level II | 63 | 11 | SPAN 1411, 1412, 2311 |

**Required Course Materials**Students are required to maintain access to the following items throughout the entire semester:1. Computer (tablets and cell phones are not sufficient to do course work on)
	1. Computers must be Windows or Mac (no chromebooks, phones or tablets permitted for testing)
	2. Computers must have administrative rights to download respondus lockdown browser
	3. Computers must have latest a recent version of the operating system for Mac or Windows.
2. Printer
3. Email
4. Scanner
5. Internet Connection that will allow you to upload and stream videos
6. Video Camera or Cell Phone that can record videos for course projects
7. Other materials may be required that are specific to each class.
8. Access to specific species of animals for the following courses:
	1. VTHT 1301: Dogs and Cats (these can be your own personal pets)
	2. VTHT 2201: Volunteer at a shelter for dogs and cats
	3. VTHT 2213: Mouse, rat, rabbit and bird for tasks performed in the clinic
	4. VTHT 2325: Horses, cattle and goats for tasks performed in the
	5. All other intermediate and advanced courses require access to dogs and cats to complete tasks on in the clinic.

**AS SOON AS YOU ARE REGISTERED FOR CLASSES****Students are REQUIRED to do the following as soon as they are registered:**1. Access and setup student email
2. Verify they are able to log into blackboard
3. Download and install Respondus Lockdown Browser

**Student Email**Make sure you can access your student email. This is required to login and access many student services. <https://www.dcccd.edu/services/onlineservices/email-ms-office/pages/default.aspx> Download office 365 if you need do not already have office on your computer.Once you're registered for classes you can login with your eConnect username and password and start using DCCCD Student Email right away.Access your DCCCD student email:* [outlook.dcccd.edu](http://outlook.dcccd.edu/)
* the email [link at the top of dcccd.edu or your college website](https://www.dcccd.edu/)
* [the student portal](https://myportal.dcccd.edu/)

If one does not work, try another.**SETTING UP SINGLE SIGN ON PASSWORD**You must follow the instructions exactly. This single sign on will also allow you to access the course site as well as other student services including email.<https://www.dcccd.edu/services/onlineservices/pass/pages/password-enrollment.aspx> As soon as you are registered you MUST make sure you are able to login and complete the following:Course website: <http://ecampus.dcccd.edu> * (Bookmark this site only, not the actual login page. If they change servers and you have bookmarked the page you will not be able to find the site)

**Download Respondus Lockdown Browser and install it as soon as you are registered and PRIOR to the first day of class**To install click the MyDcccd Tab located in the upper left corner.  Next, in the tools section on the left click Respondus LockDown Browser and install from there.  It does not ask for a code if done through this location.Once it downloads and install, CLOSE your internet browser. Once downloaded it will put an icon on your computer desktop for you to use to access blackboard. NOTE: If you try and access a quiz using anything other than lockdown browser it will ask for a password. Close your browser and then go to the desktop icon to launch respondus browser and then log into blackboard and navigate to the quiz.Respondus lockdown software is required, no exceptions.   If you are not able to get it configured you will need to contact tech support PRIOR to the first day of class.**Accessing the class site**1. Click "Access Courses"
2. Login: Your login is your student email account so you will need to use that (example: e1234567@student.dcccd.edu) and the single sign on password.
3. You will likely see "Not Currently Enrolled in Any Courses**"**until the first day of class.
4. Once your classes appear, you can access each course by clicking on the course title. Review the announcements, and then follow the instructions provided.
5. To verify that you are registered for a class, click on "My Schedule."

**FIRST DAY OF CLASS** 1. Course website: <http://ecampus.dcccd.edu>
2. Login using your student email address as the login and the single sign on password.
3. Locate your class and click the link for each class you are enrolled in and do the required first day assignments for each.
4. Students are expected to access their courses the first day of class and start working.
5. ACTIVE participation is required in the courses.

**Class Tips for Veterinary Technology*** Log in each week on Monday to find out the week’s assignments for each class
* Do the reading or start assignments
* By Friday you need to complete the first attempt on any quiz or assessment.
* Review the quiz and study the material.
* On Sunday take the last attempt of the quiz/assessment or submit any assignment
* By doing it this way, if you have an issue with your last attempt you can email the instructor for solutions and have time to correct it whereas if you wait until Tuesday to start there is no time and you could end up missing the assignment.
* DO NOT wait until Tuesday morning to start your work or finish it. Too many things can go wrong which could cause you to fail a course. Deadlines for the program are taken very seriously so make sure you pay attention and check every class to make sure you did not miss anything. Ultimately, it is your responsibility to do the work and complete it on time.
* Each class is different so never assume what is going on in one applies to everything, it does not and will get you into trouble.
* When in doubt reread the instructions and then if you still are not sure email the instructor for clarification. This is extremely important in video projects. They must be done exactly as we want them to get credit.
* For video courses. Download your checklist on the first day so you know what you have to do for the semester and get started on it. Keep it in a binder at work so you know what you have to do and what you have left. You never know what walks in the door that could be on your list so always have it ready.
* Do not procrastinate. The projects are pass or fail. If you do not do every task correctly you fail so start early.
* Vet tech courses require active participation and accessing your courses weekly. Even if you work ahead you MUST log in each week and check the grade book to make sure you have completed the assignments and have the minimum required score if applicable.
* It is highly recommended that students log in DAILY to their courses to make sure they have not missed anything.

**Important Contacts**[Cedar Valley College](https://www.cedarvalleycollege.edu/PC/WhenWhere/Pages/BusOffice.aspx)Attn: Business Office3030 N. Dallas Ave.Lancaster, TX 75134-3799phone: 972-860-2994 office hours: Monday-Thursday, 8 a.m.-7 p.m.; Friday, 8 a.m.-5 p.m.**Cedar Valley Veterinary Technology Department*** CVCVetTech@dcccd.edu use this email for any questions or vet tech advising
* 972-860-8267 or 877-353-3482
* Fax: 972-698-3051

[Financial Aid](https://www.dcccd.edu/pc/fa/pages/default.aspx)[DEVTP Website](http://www.devtp.org/) (this site contains the OCCI information page as well as the link to request classes each semester)**Testing Center**CVC Assessment Center phone: 972-860-8118office: C005office hours: Monday-Thursday, 8 a.m.-8 p.m. (last test at 7 p.m.); Friday, 8 a.m.-5 p.m. (last test at 3 p.m.) Contact: Jonas Young**Graduation**Students must submit a [degree plan](https://www.cedarvalleycollege.edu/services/graduation/pages/request-degree-plan.aspx) when they enter the intermediate courses listing the AAS as their program of study.Students must submit [a petition for graduation](https://www.cedarvalleycollege.edu/services/graduation/pages/graduation-application.aspx) the semester they plan on graduating whether you plan on attending the ceremony or not. This will trigger a degree audit and make sure you have completed the required courses. The actual conferring of the degree may take 4-6 weeks after classes post grades for the degree to show on your transcript.[General Graduation information](https://www.cedarvalleycollege.edu/services/graduation/pages/default.aspx)**Licensing**Upon completion of the last of the AAS courses students will need to find out their state requirements for sitting for the national and any state test requirements by going to the [AAVSB](http://aavsb.org/vtneoverview/)**.** Once final grades have posted in all your courses, you will need to request a transcript through eConnect. Request two copies (one sent to your home and the other to the state or AAVSB depending on your state requirements) as this will let you know approximately when the other transcript arrived at the state/AAVSB. Make sure when you request the transcripts that you put hold for degree otherwise it will be sent out as it is and if you request it immediately after classes end it will not have the degree listed on it and will be rejected by the state/AAVSB. Remember that it can take several weeks for the degree to be conferred and posted on your transcript. **How to Request a Transcript**If you have an eConnect account, you may request your transcript online by doing the following:* Go to [eConnect](http://econnect.dcccd.edu/).
* Select the Current Credit Student Menu.
* [Log in](http://econnect.dcccd.edu/login.html) to see all your menu options. **Note:** You will need your seven-digit [student ID number](http://econnect.dcccd.edu/myid.html) and password to log in.
* Select “My Personal Information.”
* Select “Request My Transcript.”
* Follow the prompts to complete your request.

**Note:** Since your transcript is a listing of all credit courses taken within the colleges of DCCCD, it is not necessary to submit a transcript request to each college that you attended. |
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**OCCI**

Off Campus Clinical Instruction

Working in a clinic is critical to the application of the knowledge and the attainment of the required hands on skills. As such we HIGHLY recommend that you start working in a clinic in any capacity by the end of your first semester in the program so you can start gaining skills and applying knowledge. Before you can enroll in intermediate and advanced courses you MUST work in a veterinary clinic. Students that are working in a non-veterinary facility must obtain part time employment in order to do the courses and gain their required skills. Due to the liability involved you cannot volunteer or intern, you must be employed as you are doing tasks under the preceptor’s license at the OCCI approved facility.

**All students must work (no volunteer or interning) at a hospital that is approved in order to complete the hands on tasks for the intermediate and advanced courses at least 20 hours a week throughout the entire semester. Failure to maintain the required hours results in failing the course(s). All clinical hours must be completed at the OCCI facility.**

Before starting paperwork, please email CVCVetTech@dcccd.edu and find out if the clinic is already approved by providing the following information:

Clinic Name:

Address:

City:

State:

Zip:

Phone:

If it is approved we will email you the number of the clinic and if not you will need to get it approved. The approval process takes at LEAST 6-8 weeks once you submit it and is done on a first come basis. We recommend that you submit the paperwork no later than the week after classes start before you are set to enroll in intermediate courses. You will not be allowed to register if this is not done and we do not fast track students request, they are done first come first serve. Classes for intermediate and advanced are limited space so do not wait to get your clinic paperwork approved.

To access the OCCI site, please use the link below for instructions. You must follow the instructions.

[Accessing the OCCI Website](https://www.aaha.org/graphics/original/professional/education/online/devtp/accessingtheoccisite2017.pdf)

**OCCI Deadline for Submission**

**The approval process for OCCI takes times and all paperwork must be submitted by the following deadlines depending on when you plan on using them. Courses are registered on a first come basis so the sooner you have OCCI submitted and approved the better off you are.**

Fall: May 1

Spring: October 1

Summer: January 1