

FOOTHILL COLLEGE INFORMATION FOR VETERINARY TECHNOLOGY PROGRAM APPLICANTS

Application and Transcript deadline: **April 21 @ 5:00pm PST**

Thank you for your interest in the Foothill College Veterinary Technology Program. We are fully accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA). Our mission is to empower the future veterinary technician to be a progressive and compassionate member of the veterinary team and community.

We hold as our core values:

- The Veterinary Technology Program recognizes that diversity enriches the educational experience for all and welcomes students of all races, religions, gender identities and socioeconomic backgrounds.
- The knowledge and skills to provide exemplary care to veterinary patients.
- Compassion for animals, families, team members, and community.
- Dedication to lifelong learning across all disciplines and species.
- Embrace the connections among humans, animals and the environment.

ADMISSION INFORMATION

Please read the following information carefully:

1. **All of the following prerequisites must be completed with a 'C' grade or higher and must be completed at the time of application. Courses taken later than Winter Quarter will not be considered.**

- Cumulative college grade point average of **2.0** or higher.
- Science grade point average of 2.5 or higher. Science classes: Biology 10, Biology 41, Chemistry 30A.
- **High School Diploma** or a valid GED.
- Completion of **VT 51** with a grade of "C" or higher.
- **MATH 105, MATH 180** or equivalent. If using a HS AP score of 3 or higher, a copy of the test must be included with your application.
- **ENGL 1A, or 1H, or 1S & 1T** or equivalent.
- **BIOL 10 (General Biology with lab)**, or equivalent college level course.
- **BIOL 41 (Microbiology with lab)**, or equivalent college level course.
- **CHEM 30A (General Chemistry with lab)**, or equivalent college level course.

For help calculating your cumulative college GPA, visit: foothill.edu/counseling/gpacalc.html

2. Please review the [Foothill Transfer Equivalency Guide](#) for a list of equivalent courses to our Vet Tech program prerequisites—if you attended and earned credit for courses at another college-level, regionally-accredited institution. Courses listed as equivalent do not require a petition. Not all colleges or prerequisite classes are listed. Make an appointment with a counselor if you don't see your college our classes.

NOTE: There is no recency requirement. Courses completed many years ago, if equivalent, are acceptable.

3. Counseling – Prospective applicants should meet with an academic counselor to review their college transcripts. The counselor will help you to petition for equivalency for any courses necessary. The deadline for students to submit petitions is **March 1st**. To make a 30-minute counseling appointment you must have a valid Foothill College student ID number. Have transcripts and pertinent documentation (such as course descriptions) available at your appointment. To make a counseling appointment, go to:
<http://www.foothill.edu/counseling/>

- **Equivalency.** All prerequisite coursework taken at colleges or universities other than Foothill College must be comparable in content to the required Foothill course in order to be applicable to this program.
- **Work in Progress.** No prerequisite coursework may be in progress at the time of the application. All prerequisites must be shown as complete on the official transcript/s submitted with the application.
- **General Education.** All General Education courses must be completed to earn the Associate of Science degree in Veterinary Technology; otherwise the student will not be eligible to sit for the licensing examinations. Due to the rigorous course load during the Veterinary Technology program, we **strongly recommend** that all applicants complete their General Education courses prior to entering the program.
- **Associates or Bachelor's Degree.** If you have an Associate's Degree from a California community college or a Bachelor's Degree from a California State University or University of California, your General Education requirements will be waived. Waiver does not include prerequisites.
- **Grades** of 'C-' or lower are NOT acceptable in fulfillment of prerequisite courses.

4. Transcripts – should include all work shown as completed on the application. For transcript submission, see the downloadable *Application Instructions*. DO NOT attach transcripts to the application.

Note: An application that is not completely filled out and/or does not have transcripts submitted by the application deadline will be considered incomplete and may result in disqualification.

Previous Applicants - All previous applicants must re-apply via MyPortal and submit all updated (changed) transcripts electronically to the Foothill College Admissions and Records Department. Should your college not offer electronic transcripts, have them mail your official sealed transcripts. See *Application Instructions* for details.

5. International transcripts and degrees - Must be evaluated and translated into equivalent college hours by one of the following agencies only if you wish to see if you're eligible to receive prerequisite or degree credit. We recommend any member of Educational Credential Evaluators. Please visit their site and request a course-by-course evaluation if you would like to have your international coursework evaluated.

Educational Credential
Evaluators <https://ece.org/>
World Education Services,
Inc.
P.O. Box 26879
San Francisco, CA
94126-6879
Phone: (800) 414-0147
<http://www.wes.org>

Note: Fees and turn-around times vary with the above agencies. Be sure to allow sufficient time for your request to be processed well before the deadline. You do not need to have courses evaluated unless you intend to use the courses to fulfill prerequisites.

SUBMITTING AN APPLICATION

The application will be available on MyPortal beginning October 1 of each year. Completed application and all coursework documentation (other than transcripts) must be submitted electronically via MyPortal by April 21 of each year. The system will save your application as you work on it. Please note that the website will not allow incomplete applications to be submitted. You will receive an email confirming receipt of your signed application.

When your application is complete and signed, if you do not receive a confirmation e-mail, resubmit your application. For assistance, please email HealthCareerPrograms@foothill.edu.

ADMISSION POLICY

Admission is based on criteria approved by Foothill College and consistent with State and Federal law, regulations, and program accreditation guidelines. We encourage you to do well in school, get work experience, and take all the general education courses prior to application. Admission criteria include completion of prerequisite courses with a C or better, possessing the minimum GPA of 2.0 or better, earning a GPA of 2.5 or higher in required science classes, and compliance with the technical standards stated in the application. Historically, students are most successful when they have completed all of their General Education requirements prior to starting our program.

SELECTION PROCEDURE

Step 1: Students not meeting the minimum eligibility requirements will be removed from the applicant pool at this point and notified.

Step 2: All qualified applicants will be put into a random drawing for admission. Between 25-35 students are selected annually.

Step 3: Any remaining eligible students make up an alternate list. If spaces become available before instruction begins, a random lottery drawing from the alternate list will be made.

All applicants will be notified by e-mail of their program status no later than June 15th of each year. If accepted, you will be required to start school in the summer quarter. Details will be in your acceptance letter.

Keep your portal e-mail information current.

ADDITIONAL INFORMATION

- It is recommended 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 AS degree in Veterinary Technology and pass a background check. For concerns about clearing a background check, please contact the program director.

- To receive the AS Degree in Veterinary Technology, all Foothill College General Education and Graduation Requirements must be met.
- Enrollment at Foothill College does not constitute eligibility for the Veterinary Technology Program. Registration for first year VT Program courses is not allowed until after the applicant has been notified in writing of their acceptance into the program.
- The admission procedure is conducted based on criteria approved by Foothill College and is consistent with State and Federal regulations.

FINANCIAL INFORMATION

- The total cost of the 2-year full-time program is estimated to be approximately \$5,500. We strongly recommend that you contact our Financial Aid office early. There you will find support and information about financial aid for students including grants, scholarships, loans, work-study, and the California College Promise Grant (formerly known as the BOG [Board of Governors] Fee Waiver).
- Due to considerable course load, working full-time is discouraged and not recommended.
- For more information, please visit: foothill.edu/financialaid/

CONTACTS

First, re-read all the written information provided. Consult the veterinary technology program website: foothill.edu/vettech/

Note the Frequently Asked Questions (FAQ) Section. If you cannot find the answer to your question and it is about something that cannot wait until class begins in the fall:

College Admissions or Registration Questions foothill.edu/reg/ 650-949-7325

Counseling Questions foothill.edu/counseling/

Financial Aid Questions foothill.edu/financialaid/ 650-949-6987

International Student Questions foothill.edu/international/ 650-949-7105

Health Career Coordinator HealthCareerPrograms@foothill.edu

Veterinary Technology Program Director: 650-949-7818
 Shaelyn St. Onge-Cole stonge-coleshaelyn@fhda.edu

SPECIAL CIRCUMSTANCES

1. **Pregnancy Policy** - In compliance with Nuclear Regulatory Commission regulations regarding the declared pregnant student, female students have the option of whether to inform program officials of pregnancy. A student who has chosen to declare her pregnancy will follow the Foothill College pregnancy policy listed in the Veterinary Technology Student Handbook. Please contact Program Director for more information.
2. **Felony & Misdemeanor Convictions:** An applicant who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, or certain offenses involving unethical behavior prior to admission or during the course of the Veterinary Technology Program may not be eligible for licensing by the California Veterinary Medical Board. An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime must contact the California Veterinary Medical Board for advice.

Foothill College Veterinary Technology Program
Essential Functions for Veterinary Technology
Minimum Technical Standards Information

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. We welcome all qualified students into our program, and we are willing to work with you to help you succeed. However, all students must meet the essential skills and technical standards to perform functions required of the Veterinary Technician program and profession. Every student will be held to the same standards with or without reasonable accommodations. Our primary concern is for your safety and the safety of our patients and clients. We are willing to work with you to find ways for you to be effective in this career. An inability to perform or comply with any of these standards may be put you, your patients, or others at risk of harm and this would prevent you from completing the program.

If you are unable to check every box but you think you can be successful, please contact the Program Director to discuss your situation.

Summary of Essential Job Requirements

1. Personality suited to exhibit respect, concern, and compassion for both animals and humans.
2. Possess the capacity to make independent decisions, work unsupervised, be creative, adaptable, and resourceful. Believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism.
3. Ability to tolerate walking and standing for sustained and prolonged periods of time multiple times during a shift.
4. Capable of lifting from floor to waist level or higher and/or carrying up to forty pounds unassisted frequently, and up to fifty pounds or more with assistance occasionally.
5. Ability to bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength.
6. Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
7. Ability to safely and competently handle, restrain, position, and work safely and confidently with any species of domestic and exotic animals that may be sick, injured, fractious, or aggressive without fear.
8. Willingness to assist with or perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting, including humane euthanasia.
9. Open to performing routine cleaning and janitorial duties including using brooms, brushes, hoses, and various cleaning products (detergents, disinfectants), garden supplies and implements.
10. Understanding of the requirement to work with and around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards.
11. Aptitude for science requiring attention to detail, careful observation, and accurate record keeping.
12. Capacity to perform arithmetic and simple mathematical calculations. Capable of learning to operate and maintain a variety of medical diagnostic and therapeutic equipment.
13. Competent in effective verbal and written communication in spoken and written English.
14. Capacity to read, hear, understand, and quickly execute complex verbal and written instructions given in spoken and written English.
15. Possess eyesight capable of viewing small visual images, use a microscope, and read instrumentation.
16. Possess hearing capable of auscultation using a stethoscope and perceive patient sounds and mechanical and electronic alarms of all types.

Summary of Environmental Working Conditions

1. Works both indoors and outdoors in all weather conditions during both daylight and after dark. Long hours, shift work, stressful and sometimes emotionally charged, fast-paced profession.
2. Capacity is that of a licensed veterinary medical professional. Daily interactions with doctors, other technicians, support staff, clients (people) and patients (animals).
3. Will assume many different roles during a workday (receptionist, technical assistant, nurse, kennel attendant, janitor, counselor, etc.) Interacts with an endless variety of people, animals and challenging clinical and interpersonal situations.
4. Frequent exposure to loud noise, odors, animal pain and suffering, invasive (bloody) medical, surgical and diagnostic procedures, dangerous animals, sharp objects, hazardous chemicals, compressed gasses, pharmaceuticals (including controlled substances), radiation and biohazards during the routine practice of veterinary medicine.
5. Constant exposure to animal hair, dander, and many other potential allergens.

Reasonable Disability Accommodations

A request for reasonable accommodations must be initiated by the student. Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation.

Documentation must include the names, titles, professional credentials, license number, addresses, and phone numbers of the medical professionals that evaluated the student as well as the date of the evaluation. The evaluation report must include a summary of the assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results. The evaluation must list specific accommodations requested and the rationale for those accommodations. Documentation for eligibility must be current, preferably within the last three years. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations. Students may be required to re-submit this documentation each quarter to allow for review of continuing eligibility for accommodations.

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 is 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.