General Information for Veterinary Assistant Students

Congratulations on your acceptance into the Veterinary Assistant Program at White Mountains Community College! I would like to welcome you to the profession!
This packet contains all the information needed to assist you in preparing for the upcoming Fall semester.

Once you've made the decision to commit to the program, you will need to do the following:

DO THIS FIRST! Attend an informational session with the program coordinator. Do this before you make a deposit or proceed with any of the steps below as the session will help to confirm that the program is for you!

Information sessions for the Fall 2023 program will be held on the following dates:

Monday July 17th at 4pm at 2020 Riverside Dr in Berlin
Monday August 14th at 12pm (noon) at 2020 Riverside Dr in Berlin

NOTE: The program will be housed on the Berlin campus beginning Fall 2023.

STOP! Have you attended an informational session? If not, do not proceed with the items below!

TUITION DEPOSIT: Limited seats are available in the Fall class, so once you have completed the information session and have made the decision to complete the certificate, you should confirm your intention to enroll by placing a non-refundable Advance Tuition Deposit of $100 to secure your seat in the Fall class. This Advance Tuition Deposit will reserve your place in your program and will be deducted from your total tuition.

Please call 603-752-1113 to speak with a staff member who can assist you with an electronic check (routing number and account number required) or credit/debit card payment.

Students can also mail a check, made payable to WMCC, to **2020 Riverside Dr, Berlin, NH 03570** . Please include your name and/or Student ID number on the check.

TEXTBOOKS: You will need to purchase the textbooks for the courses before the first class. They will be available at the college bookstore and include:

Required:
Author: Margi Sirois
Title: **Elsevier's Veterinary Assistant Textbook, 3rd Edition**
Publisher: Mosby

ISBN-13: 978032368145-2

Recommended, though not required:

Author: Janet Amundson Romich
Title: **An Illustrated Guide to Veterinary Medical Terminology Fourth Edition**
Publisher: Delmar Cengage

ISBN-13: 9781133125761

Author: Margi Sirois
Title: Workbook to accompany **Elsevier's Veterinary Assistant Textbook, 3rd Edition**
Publisher: Mosby

Purchase your uniforms and supplies:
- Our uniform will be a solid color pewter grey scrub top and pants. Tops should be plain V neck scrubs without print or other colors. Two to three pairs are recommended. The bookstore has scrubs available for purchase. **No other scrubs will be acceptable for clinical work.**
- Nametag: the college will order nametags and they will be distributed at the beginning of classes.
- Other items for classes (including nail trimmers, stethoscope and bandage scissors) will be issued in the first week of class.
- A dress code will be strictly enforced. See separate document for information on those requirements.

PHYSICAL EXAM: You must provide proof of a physical exam by a healthcare provider within 12 months of beginning the program. **This should include evidence of a tetanus vaccination within the last 5-10 years.** The documentation must be provided using the program's *Health Questionnaire/Physical Exam* form. Costs vary by provider.

HEALTH INSURANCE: All Veterinary Assistance students must have health insurance and provide evidence of coverage. Fill out the Health Insurance form with the requested information.

LIABILITY INSURANCE: All Veterinary Assistance students must have liability insurance. This is a Blanket Policy and is automatically supplied through the college when you sign up for the coursework; the fee will be added to your course fees.

CRIMINAL BACKGROUND CHECK: This process may take several weeks, so start it as soon as possible!
A criminal background check must be completed prior to beginning spring courses. This is done independently from the college through CastleBranch, and you will pay the company directly. An instruction sheet is provided separately. Your background check must be free of any felonies. If the check reveals significant criminal history, you will be required to meet with the program director and may be ineligible to continue in the program.

Costs range from $65-80.

DRUG SCREENING TEST: A drug-screening test must be completed, and results submitted to the program director prior to beginning courses. This should be done through Androscoggin Valley Hospital. Students must test negative for the following drugs:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Methamphetamine
- 3,4 Methylenedioxymethamphetamine
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

If any of the above are used by prescription, the student must provide AVH with proof of that prescription. If use of prescription drugs affects the student's performance in the classroom or in the clinical setting to the extent that the standard of professionalism is not met (see below), the student may be dismissed from the program.

Call 603-326-5796 to schedule an appointment. Please request that results be emailed to morff@ccsnh.edu

Cost is ~$50 (additional fees may be charged if there is a positive result)

STANDARD OF PROFESSIONALISM
All students in the Veterinary Assistance Program will be expected to conform to a level of professionalism as befits the College, the Program and profession of Veterinary Medicine. The criteria listed in a separate document will be used to evaluate students throughout the program, both in the classroom, on trips to facilities for training and while attending clinical sites in the second semester of study. Failure to meet the standards set forth may result in dismissal from the program.

OTHER REQUIREMENTS: Students must maintain a "C" or better average in all courses and conform to the Standards of Professionalism as describe in that document. A 90% attendance rate must be maintained throughout the program.

If you have further questions, please email me at morff@ccsnh.edu . I am here to help and guide you!

Sincerely,

Mary Orff, DVM
Veterinary Assistant Program Coordinator
Professor
Department Chair of Health Sciences and Services Department

Veterinary Assistant Program: Checklist for Program requirements
(return this checklist to Dr. Orff during the first week of classes; you will receive a copy for your records)

Student Name: _____

	Date due	Date completed
$100 non-refundable deposit to secure seat in the program	Within 30 days of acceptance	
Attend a mandatory Veterinary Assistant admitted student information session	As soon as possible	
Attend Onboarding with an enrollment specialist	Prior to beginning the program	
Have a physical examination and show proof of or receive a tetanus immunization and have the physician fill out the purple form	Before classes begin in the Fall semester	
Provide proof of health insurance	Before classes begin in the Fall semester	
Purchase scrubs	Before classes begin in the Fall semester	
Complete a criminal background check through CastleBranch (free of felonies)	By the 5th week of the Fall semester	
Complete a drug screening with Androscoggin Valley Hospital	By the 5th week of the Fall semester	
Secure a position in a veterinary hospital for Spring Clinicals	By the 12th week of Fall semester	

I understand that to remain in the program I must maintain a "C" or higher grade in all courses and maintain 90% attendance rate _____ (initials)

I understand that to remain in the program I must complete all of the above requirements in a timely manner _____ (initials)

I understand the terms of the Standard of Professionalism _____ (initials)