Note: All students are required to read the student handbook prior to the first day of classes.
I, ______________________________________, have read and understand the policies and procedures stated and have been given the opportunity to ask questions about the Student Handbook.

________________________________________  _________________
Student signature                                                      Date
I. INTRODUCTION:
Parkland College is a public community college established in 1965. The first classes at the college began in 1967 and the new campus was built in 1973.

The program in Veterinary Technology was instituted in 1974 with the encouragement and advice of the Illinois State Veterinary Medical Association. The program was initially accredited in September 1976 and has been fully accredited by the AVMA since then.

A. MISSION OF THE VETERINARY TECHNOLOGY PROGRAM:

The mission of the Veterinary Technology Program at Parkland College is to continuously strive to create a challenging learning environment for our students, which encourages compassion, professional behavior, strong ethics, and a dedication to the veterinary profession through continued life-long learning.

B. STUDENT OBJECTIVES:

FIRST YEAR:

- Introduce students to the field of veterinary medical technology.
- Provide students with basic knowledge in areas of anatomy, physiology, radiology, animal nursing, surgical technology, pharmacology, clinical pathology, nutrition, and husbandry in preparation for the applied clinical courses.
- Provide a basic understanding and the functions of a Veterinary Technician as a team member of the veterinary medical team.
- Develop student’s cognitive thinking skills.
- Prepare students for summer clinical practicum.

SECOND YEAR:

- Provide students with basic knowledge in laboratory animal husbandry, as well as more advanced veterinary medical skills in surgery, and pharmacology.
- Students will attend clinical rotations at the University of Illinois Veterinary Teaching Hospital. These rotations will give students exposure to many areas of veterinary medicine including Equine, Food animal, Imaging, Necropsy, Primary Care, Oncology, Dentistry, Orthopedics, Specialty practice, Emergency and Critical Care, and Surgery.
- Prepare the students to think and act independently.
- Prepare students for entry into the ever-changing work environment.
- Meet qualifications for taking the national board exam and qualifying for a license as a Certified Veterinary Medical Technician in the State of Illinois.
C. VETERINARY TECHNOLOGY PROGRAM ESSENTIAL QUALIFICATIONS

Students matriculating in and graduating from a Parkland College health career program must be able to meet the Essential Requirements of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming veterinary technology student you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program. The student must have the ability to perform the following with or without reason.

<table>
<thead>
<tr>
<th>Essential Qualifications</th>
<th>Behaviors</th>
</tr>
</thead>
</table>
| 1. Cognitive             | • Effectively engage and contribute in decision-making within a team  
                          | • Ability to problem-solve in any situation  
                          | • Function within significant time constraints and meet deadlines  |
| 2. Affective             | • Maintains professional behavior and attitude at all times.  
                          | • Demonstrates a high level of integrity and honesty.  
                          | • Communicates empathy to clients and for patients.  
                          | • Understands and commits to the importance of being a patient advocate.  |
| 3. Psychomotor           | • Stoop, bend, reach, pull and push with full range of motion of body joints.  
                          | • Tolerate walking and standing for at least ten minutes at a time, multiple times per hour.  
                          | • Lift and/or carry heavy objects and patients on a daily basis.  
                          | • Use hands and arms to handle, install, position, and move materials, equipment, and supplies.  
                          | • Handle, position, and restrain live animals of all types of species.  
                          | • No life-threatening allergies to animals.  
                          | • Use fine motor skills, such as finger dexterity and eye-hand coordination for manipulation of equipment, computer work station, patient assistance, surgical assisting, surgical gowning and gloving and written communication.  
                          | • Assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting.  |
| 4. Communication         | • Communicate effectively in a rational, coherent manner with clients, families, peers, colleagues and faculty, orally, and in writing, in English.  
                          | • Comprehend and carry out complex written and oral instructions given in English accurately, and in a timely manner  
                          | • Maintain accurate patient records  |
| 5. Sensory/Observation    | • Examine and critically analyze color or black and white images or other forms of output created by diagnostic equipment such as a standard binocular microscope, and patient monitors.  
                          | • Observe and assess a patient with functional visual, auditory, and tactile acuity to sufficiently assist and perform diagnostic procedures and patient monitoring.  |
| 6. Behavioral/Emotional  | • Exhibits professional behavior and trustworthiness at all times  
                          | • Establish effective and harmonious relationships in diverse settings  
                          | • Recognizes the VCPR – Veterinary-Client-Patient Relationship.  
                          | • Remain focused under difficult and emotional situations.  
                          | • Experience and communicate empathy for others  |
| 7. Professional Conduct  | • Organize and efficiently use time to prepare for class and clinical.  
                          | • Access transportation to attend classes and clinical assignments in a timely manner  
                          | • Maintains client-patient confidentiality.  |
| 8. Criminal Background Checks | • No disqualifying conditions according to requirements for licensure as a CVT in the state of Illinois, on admission or throughout the program. |
D. RABIES VACCINE

Students are required to receive prophylactic rabies vaccinations. These vaccinations will be provided by Parkland College through McKinley Clinic, and must be paid for by the student. If a student chooses to go elsewhere to obtain their vaccinations, the series must be completed prior to the beginning of Fall Semester and proof of completion must be on file in order to receive a refund.

E. HEALTH RISKS

Risk: All students working in a veterinary facility may encounter animals that can cause traumatic injury and/or expose them to infectious agents that cause disease. There may also be exposure to x-rays, anesthetic gases, and chemical substances which can cause bodily harm. By enrolling in the Parkland College VTT courses, students voluntarily accept that these risks exist and assume the responsibility to act safely and responsibly at all times.

Pregnancy: Pregnancy shall be considered a condition for which there are definite health concerns, and for which the student needs additional information about those concerns. In the event of pregnancy, the student must provide written assurance to the course instructor/s and the course preceptors that he has received this information from her physician, understands the risks involved, agrees to take all reasonable precautions, and still desires to continue with her educational program.

Rabies: The risk for rabies exposure is dependent upon the geographical location of the Instruction Site, the type of animals to which the student is exposed, and the degree of contact with potentially exposed animals. Students are expected to be advised by their physician and appropriate public health authorities regarding prophylactic rabies immunization.

F. PREGNANCY POLICY:

Students who are, or become, pregnant should notify the program director. The choice to declare your pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology Program at Parkland College.

Upon notification of pregnancy by the student, the following guidelines will be followed:

* Upon declaration of pregnancy by the student, general program polices will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave.

* The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations.

If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in the courses form which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure, should she wish to enter the program at a later date.
Veterinary Technician Code of Ethics

Introduction
Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics.

A code of ethics is an essential characteristic of a profession and serves three main functions:

1. A code communicates to the public and to the members of the profession the ideals of the profession.
2. A code is a general guide for professional ethical conduct.
3. A code of ethics provides standards of acceptable conduct that allow the profession to implement disciplinary procedures against those who fall below the standards.

No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

Ethical standards are never less than those required by law; frequently they are more stringent.

Preamble
The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lies in a just and reasonable code of ethics. Veterinary technicians promote and maintain good health in animals; care for diseased and injured animals; and assist in the control of diseases transmissible from animals to human. The purpose of this Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

Code of Ethics

1. Veterinary technicians shall aid society and animals by providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve the suffering of animals with competence and compassion.
3. Veterinary technicians shall remain competent through commitment to life-long learning.
4. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
5. Veterinary technicians shall collaborate with other members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Veterinary technicians shall protect confidential information provided by clients, unless required by law or to protect public health.
7. Veterinary technicians shall assume accountability for individual professional actions and judgments.
8. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.

Ideals
In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians must also strive to attain a number of ideals. Some of these are:

- Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation, and education.
- Veterinary technicians shall strive to contribute to the profession's body of knowledge.
- Veterinary technicians shall strive to understand, support, and promote the human-animal bond.

This Code has been developed by the NAVTA Ethics Committee. No part of it may be reproduced without the written permission of NAVTA. Copyright 2007 NAVTA, Inc. All rights reserved. www.navta.net
G. CODE OF ETHICS VIOLATIONS

The Veterinary Technology student should conduct his/herself in a manner which reflects favorably on the profession during his/her relations with their fellow students, their instructors, and the public. Students should refrain from any act which may degrade the dignity of the profession.

Each course in the curriculum is intended to help the student become more proficient in the acquisition of the knowledge, judgment, and skill demanded of him/her as a member of the veterinary health profession. Each course should not be regarded as an obstacle to be surmounted with a passing grade but rather as a challenge to the student to obtain as much knowledge and experience as his/her capabilities will permit. Dishonesty, indifference, or unethical practice in the pursuit of education indicates that the student is failing to meet the obligations and standards of the veterinary technology profession.

As a future member of the veterinary technology profession, Veterinary Technology students should consider it their responsibility to insist upon, and maintain, the highest ethical standards for his/her profession. Accordingly, it is expected that students will report any act which may degrade the respectability of their profession. Any such incident should be reported to any veterinary technology faculty member. It is also expected that each student will observe the rights of others and maintain high ethical standards in his/her personal and professional conduct.

It will be considered a violation of the Code of Ethics for any student to:

1. Fail to obey the rules and/or regulations relating to student conduct which is applicable to students in the Veterinary Technology Program, whether now or hereafter adopted by the Board of Trustees or other college authority.
2. Copying from another person’s work during an examination.
3. Allowing someone to copy from you during an examination.
4. Use unauthorized materials during an examination.
5. Taking an examination for another or permitting another to take an exam for you.
6. Obtaining or providing to another a test or the answers to a test that has not been administered.
7. Removing or attempting to remove a test, its answers, or any portion thereof from the Parkland College Testing Center.
8. Give, receive, or use any unauthorized aid or aids in any form whatsoever on any examination.
9. Produce false evidence against any other person or give false statements or charges in bad faith against any other person.
10. Directly or indirectly influence or attempt to influence any student reporting a violation, thereof by force, threats, or any other improper means.
11. Turn in someone else's work as one's own accomplishment.
12. Duplicate or resubmit work, which has previously been evaluated, in order to receive credit towards a requirement.
13. Intentionally record false information or statistics on an evaluation form or clinical record.

14. Fail repeatedly to meet or fulfill an obligation to a patient or client.

15. Take any college property or the property of any other student without permission.

16. Fail to keep all patients’ records (the chart and any other information, verbal or written, and those notes taken from the record) and client information confidential. This includes Parkland College's animals.

17. Attempt to purchase or otherwise improperly secure notes, quizzes, or tests from other students.

18. Work together with other students to memorize portions of tests for the purposes of recreating the tests.

19. Discuss patients, staff, or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.)

20. Leave patient/client information in an unsecured area so that the material might be viewed by the public. No patient names at any time will be removed from the clinical facility.

21. Use names of patients, clinic/hospital staff, or other person's written work, notes or other exercises for learning purposes. In such instance, the use of initials is appropriate.

22. Use unprofessional language in the classroom, lab, or clinical setting.

**Circumstances Which May Lead to Immediate Dismissal of a Student Include the Following:**


2. Being under the influence of alcoholic beverages, drugs which impair judgment, or illegal drugs.

3. Performance that is negligent which may cause physical jeopardy to a patient, client, clinical staff, fellow students, or instructors.

4. Fraudulent or untruthful reporting on a medical record.

5. Dishonesty, ie. Stealing from the college or clinical agency, plagiarism, cheating on examinations, unauthorized possession of an examination.

6. Unprofessional conduct: examples including but not limited to violations of confidentiality, failure to show respect for a client, clinical staff, fellow students and/or instructors.

7. Unsafe performance in the clinical setting may lead to immediate removal from a clinical assignment with a grade of "W" or "F".
H. DRESS CODE

Each veterinary technology student represents the profession and, therefore, it is of the utmost importance that he/she presents a professional image. While a student in the Veterinary Technology Program, students will work very closely with fellow students, clients, clinic staff, and instructors. It is expected that good personal hygiene will be practiced, including the use of deodorant, conservative use of perfumes and cologne, and the wearing of clean, laundered clothing and scrubs. Students that do not comply with this and other stipulations in the dress code will be sent home resulting in an unexcused absence. Any exams missed will be scored as a zero.

**Parkland College VT Laboratories**

a. Clean, pressed, scrub top worn over clean long pants without large holes. No Shorts allowed!

b. Please wear pants above your waistline or have your t-shirt tucked in so as not to have any skin showing when you kneel down or bend over.

c. Low-heeled, close toed, rubber soled street shoes. No crocks or slippers!

d. Parkland College name tag.

e. Watch with a second hand or one with a continuously visible digital "seconds" reading.

f. Stethoscope, lead, thermometer, and bandage scissors in designated laboratories.

g. Clean, solid dark-blue pressed coveralls are required for large animal courses. In addition, black calf-high rubber boots with no buckles which can be worn over shoes (no galoshes), a hoof pick, and a name tag are required.

h. Hair, whether short or long, should be worn in a conservative manner. Long hair must be tied back during labs or clinics.

i. Accepted jewelry: 1. tight fitting watch 2. Small, post-type earring with secure studs (No hoops or dangling earrings) 3. Solid expanders only! (No large holes in ear lobes), 4. rings should be kept to a minimum

j. Visible body piercing is not allowed (eyebrow, lip, nose, tongue, etc.)

k. No hats/scarves/do-rags can be worn in labs.

**Off-site Clinical Rotations**

1. All students are required to wear approved, clean & pressed (not wrinkled), scrubs and appropriate closed-toed shoes (sandsals and canvas shoes are not allowed) on all small animal rotations. Matching scrub jacket must be worn when required on some small animal rotations.

2. All students are required to wear clean blue coveralls and appropriate shoes/boots (sandsals and canvas shoes are not allowed) on all large animal rotations. Shoes must be closed-toed.

3. Name tags must be worn at all times.
4. Visible body piercings are **not allowed** (eyebrow, lip, nose, tongue, etc.) Solid expanders must be worn in large ear lobe piercings. No hooped or dangling earrings or jewelry. Post-type earrings and tight fitting watches are allowed. Rings and bracelets must be kept to a minimum. No loose or dangling rings or bracelets. **This is a safety concern and will be enforced!**

5. Long hair must be pulled back in a secure ponytail.

6. Visible body markings/tattoos should be covered when possible. The main concern is that students not display body marking/tattoos that could be offensive to others. *Students arriving to their assigned clinical rotation not in compliance with the dress code will be excused, resulting in an unexcused absence.*

**I. USE OF VETERINARY TECHNOLOGY LABS**

1. At the completion of lab sessions or practice times, all materials are to be returned to proper place. Packs, linens, instruments, etc., are to be neatly restored to original condition before use.
2. No supplies may be taken from labs without permission from an instructor.
3. All students are expected to work together with co-operation and assistance in the rewrapping and reassembly of any lab materials.

**II. ACADEMIC POLICIES**

**A. Student Responsibilities:**

1. Students receiving less than a “C” grade in any Veterinary Technology Program course will not be allowed to continue in the Veterinary Technology Program. Readmission to the program is based on the requirements set forth in the Request for Readmission policy.
2. The GPA for all Veterinary Technology courses must be 2.0 or higher for continuation in the Veterinary Technology Program and graduation.
3. The overall GPA for graduation must be 2.0 or higher.
4. An Incomplete (I) grade in Veterinary Technology or supportive courses that are in specific sequence is permitted for the VTT 118 Summer Practicum ONLY! All assignments must be completed and the grade must be updated prior to midterm of the Fall semester. Failure to complete VTT 118 assignments will result in withdrawal from the program and would delay the student’s progress for an entire year.
5. The student is responsible for preparing for exams, clinical rotations, practical exams, and projects.
6. Attendance at all tests, quizzes, practicals, etc. is required. Failure to contact the instructor prior to the test, practical, etc. to explain reason(s) for the absence will result in a score of “O” for that examination.
7. Students who receive an unsatisfactory (U), or an “F” grade report at Midterm are encouraged to schedule an appointment with the course instructor and with the program director.

**B. Faculty Responsibilities**

1. The course instructor is responsible for notifying the student of progress or lack of progress in the course by returning exams, quizzes and assignments in a timely manner.
2. The course instructor will indicate an “F” or “U” grade on the midterm report if the student is not progressing with a passing grade at midterm.
3. The course instructor has the responsibility of notifying the program director if at any time the instructor has concerns about the progress of a student.

C. Student Withdrawals and Failures

1. The final day for withdrawal is published in the College Class Schedule each semester. The final day for withdrawal is one week before the last day of class.
2. Students should discuss the possibility of withdrawal with their course instructor and then with the program director before making a final decision. Those individuals on financial assistance should also consult with the Office of Financial Aid (U-286) as to the effect of withdrawal on that aid before withdrawal. Failure to consult with the Financial Aid office could be very costly to the student.
3. Students who fail any course will be automatically dismissed from the program. Grades lower than “C” constitute failure in both didactic (lecture) and clinic/lab courses.
4. Students are encouraged to have an exit conference with the program director to explore the reason(s) for withdrawal or failure and to discuss the policies for possible readmission.

D. Request for Readmission

Faculty Responsibilities:

1. When sent a petition for readmission from the Program Director, faculty should provide their recommendations regarding readmission within seven days.

Program Director responsibilities:

1. The program director will review all student records at the end of each semester to identify students who fail or withdraw from a required non-program course.
2. Within 7 days of notification or discovery that a student has withdrawn or failed from a required program or non-program course, the director will contact the student for the purpose of informing the student of the possibility for re-admission and any procedures the student will need to follow to apply for readmission.
3. For students who are eligible for readmission, the director will provide a written copy of the procedures and deadlines the student must follow in order to be considered for readmission.

Definitions:

For the purposes of this document, the terms “fail” and “withdraw” apply both to program courses with the prefix VTT and to those non-program courses which are listed in the course catalog as prerequisites for enrollment in any of the VTT courses.

1. Category I: Students who withdraw from or fail any required course in the first semester must reapply to the program and have their application scored. Their score will go into the general pool of applicants like any other prospective student. Students may be required to repeat VTT courses successfully completed in the first semester, at the discretion of the program director.
2. Category II: Students who withdraw or fail a second time will not be allowed back into the program. With the exception of a medical withdrawal which will be handled according to Parkland College Policy.
3. Category III: Students who fail or withdraw subsequent to the first semester will not be allowed to continue and must submit in writing to the Director of the Veterinary Technology Program a petition for re-admission containing the following:
a. A list of factors that the student believes contributed to their inability to pass courses or which lead to their decision to withdraw from the program.
b. A list of experiences, coursework or other actions taken by the student in the time since they left the program which may contribute to successful completion of the vet tech program if the student is re-admitted.
c. A discussion of what, if anything, the student will do differently to ensure that they will successfully complete the program if readmitted.

4. Students cannot and will not be guaranteed readmission into the program at the time of withdrawal or at any other time.
5. Readmission to the Veterinary Technology Program will also depend on space availability.
6. Petitions for readmission to the Veterinary Technology Program must be typed and submitted to the Program Director and will be reviewed by the Director and the program faculty. Following the above procedure, recommendations will be made by the Director and program faculty.
7. Student's records will be thoroughly reviewed by the faculty and Director as to the student's potential for success in the program. Student's past performance, attendance, conduct, professional manner, etc. will be strong determining factors in the consideration for readmission.
8. Students may be required to successfully pass written and skill tests relating to courses previously completed in the program. The student must pass all tests at a 75% level or higher and may be required to pay a testing fee.
9. Students may be required to re-take some required courses previously completed as a condition of readmission. This may require the student to enroll in program courses during the semester prior to the semester in which they will repeat courses they failed or withdrew from. This includes VTT 110, VTT 114, VTT 119, and VTT 117. Students who received a passing grade below 80% in any VTT course may be required to repeat those courses as part of the readmission requirements.
10. Students may be denied readmission to the program. Such reasons for denial include:
   a. Breach of the Code of Conduct (involvement in any form of cheating, stealing, or making threats to harm the person or property of any fellow student, faculty or staff of Parkland College.)
   b. Demonstrated inability of the student to act in a professional and ethical manner.
   c. Failure to meet the entry-level eligibility score of 2.30 points required for Selective Admissions into the Veterinary Technology Program.

Appeals to a denied readmission will follow student grievance procedures as outlined in the Parkland College Student Policy and Procedures Manual
http://www.parkland.edu/Media/Website%20Resources/PDF/StudentPolicy/Student%20Policies%20and%20Procedures.pdf

E. GRADUATION REQUIREMENTS

1. Completion of 66-67 semester hours in the Veterinary Medical Technology program. All classes passed with a grade of “C” or better. Veterinary specific courses taken through other programs do not transfer in place of this program’s courses.
2. Zero balance due on all college fees.
F. ATTENDANCE POLICY

1. General Classroom Attendance:
   a. Classroom attendance is required for all students.
   b. Punctuality in attending scheduled classes is expected.
   c. Any student who misses a class must call that instructor prior to class time to explain reason(s) for the absence.
   d. Instructors are not required to repeat any material, demonstrations, quizzes, or evaluations for students who are absent.
   e. Students are expected to make up any material they have missed due to an absence by review of others' notes or extra reading.
   f. Any student who misses 18 hours or more of class during any one semester will be brought before a faculty review board. This may result in termination from the program.
   g. Children, other family members, friends of students, or pets are not permitted in classes, laboratories, or clinics without permission of the instructor.

2. Laboratory Attendance:
   a. Attendance for the entire laboratory session is required.
   b. Punctuality is expected.
   c. Equipment for procedures must be ready for use.
   d. Attire should be suitable as stated in the dress code.
   e. Failure to comply with a, b, c, or d may result in a recorded laboratory failure for that day.
   f. Instructors are not required to repeat any material, demonstrations, quizzes, or evaluations for students who are absent.

3. Clinical Attendance
   a. Attendance for the entire clinic session is required.
   b. Punctuality is expected and failure to comply will result in a reduction of the student's grade.
   c. Equipment for procedures must be ready for use.
   d. Attire should be suitable as stated in the dress code.
   e. In case of an absence, the student must call the Director of Veterinary Technology and the rotation supervisor prior to the absence.
   f. Absenteeism greater than that stated in the course syllabus, or 18 hours, may result in expulsion from the program.
   g. Students who have not prepared for their experiences may be asked to leave. This will constitute a clinical absence.

G. INCLEMENT WEATHER

A. If it is announced on the radio* and/or television that “Parkland College is closed”, this means there will be no course or clinic sessions on that day.

B. Winter Weather Procedures: With the winter season approaching, the following information is being provided to familiarize you with the procedures used for inclement weather.

The basic philosophy of the College is to keep the campus open if at all possible during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by the College. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be
en route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the District.

The conditions, both on campus and in surrounding areas, are monitored very closely during inclement winter weather. If it becomes necessary to close campus during the day and/or evening when classes are in session, an announcement will be made over the public address system. If weather conditions deteriorate overnight, then a decision is made by 5:00 a.m., Monday through Saturday. The news media (radio and television stations) is always contacted if the campus is closed due to weather conditions. The media will only accept closings; consequently, if you do not hear Parkland mentioned, the College is open. The switchboard on campus and the college’s radio station (WPCD 88.7 FM) are kept apprised of announcements.

The following radio and television stations are contacted when the college closes:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency on Dial</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDW</td>
<td>1400 AM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WLRW/WIXY</td>
<td>94.5 FM/100.3 FM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WBNQ/WJBC</td>
<td>101.5 FM/1230 AM</td>
<td>Bloomington</td>
</tr>
<tr>
<td>WCZQ</td>
<td>105.5 FM</td>
<td>Monticello</td>
</tr>
<tr>
<td>WZNFWUI</td>
<td>95.3 FM/1460 AM</td>
<td>Urbana</td>
</tr>
<tr>
<td>WKIO</td>
<td>92.5 FM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WPGU</td>
<td>107.1 FM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WGFA</td>
<td>94.1 FM</td>
<td>Watseka</td>
</tr>
<tr>
<td>WRXZ</td>
<td>104.1 FM</td>
<td>Bloomington-Normal</td>
</tr>
<tr>
<td>Normal</td>
<td>WGCY</td>
<td>Gibson City</td>
</tr>
<tr>
<td>WPXN</td>
<td>104.9 FM</td>
<td>Paxton</td>
</tr>
<tr>
<td>WSOY</td>
<td>103 FM/1340 AM</td>
<td>Decatur</td>
</tr>
<tr>
<td>WILL</td>
<td>90.9 FM/580 AM</td>
<td>Urbana</td>
</tr>
<tr>
<td>WZRO</td>
<td>98.3 FM</td>
<td>Farmer City</td>
</tr>
<tr>
<td>WCIA</td>
<td>Channel 3</td>
<td>Champaign</td>
</tr>
<tr>
<td>WICD</td>
<td>Channel 8</td>
<td>Champaign</td>
</tr>
</tbody>
</table>

H. STUDENT SERVICES

The college provides many services to students to assist in their personal and academic development. The following services are available and have actively contributed to the success of veterinary technology students:

1. **Peer Tutoring**
   The College provides tutoring for all students. Peer tutoring or faculty tutoring is used by the Veterinary Technology students at no cost to the student.

2. **Center for Academic Success**
   This laboratory provides individualized instruction for students who wish to improve their skills in reading, studying, mathematics, and writing.

3. **Student Life**
   The office of Student Life coordinates and administers programs, activities, and services that facilitates the students’ academic, social, cultural, and personal adjustment to College, as well as, support the academic mission. Services and programs offered include photo IDs, Student Ambassador Program, leadership development, honors organizations, New Student Orientation,
volunteer opportunities, diversity and conflict resolution workshops, and commencement. In addition, a list of clean, safe, and affordable housing is available.

4. **Students with Disabilities**
   The campus is fully accessible to students with disabilities. In addition, Parkland offers special services such as a textbook taping, classroom note takers, special testing procedures, and in some cases, tutorial assistance. Special instructional aids are also available: talking calculators, tape recorders, hearing enhancement equipment, print enlarging equipment, computer text enlarging equipment, computer text enlarger, and computerized text reader. A learning disabilities specialist is also available in the counseling office to assist students with learning disabilities.

5. **Financial Aid**
   Parkland College administers comprehensive financial aid programs that include grants, loans, scholarships, and part-time employment.

6. **Library**
   The library offers a pleasant and comfortable environment for reading, class preparation, and browsing. It has an excellent collection of books and other materials, including magazines, newspapers, and pamphlets. Films, videotapes, slide/tape sets, and other audiovisual materials are available in the audiovisual room.

7. **Bookstore**
   The bookstore is located on the first floor of the Student Union. It offers new and used textbooks, general school and art supplies, and a wide variety of student-oriented merchandise.

8. **Instructional Materials Center (IMC)**
   The instructional materials center is located in L-wing and serves as an instructional supply storage area for the Health Professions Department and Natural Sciences.

9. **Child Development Center**
   The Child Development Center is a lab school located on the south side of the campus. The center provides a quality, affordable, individualized program for young children and their families.

10. **Counseling and Advising Center**
    The Counseling Center and the Advising Center offers services to students to assist them in being successful at Parkland. These services include educational planning, career planning, academic advising, and individual counseling. Discussions with counselors and advisors are confidential.

11. **Assessment**
    The Assessment Center conducts placement testing for courses in reading, writing, mathematics, and English as a Second Language.

12. **Career Center**
    The Career Center provides services for students, graduates, and community members seeking full and part-time employment.

The Veterinary Technology Program has a very caring and helpful faculty who are available for remediation for didactic or clinical courses. Individual advisement and counseling is also provided by the program director. When an issue is of a private or sensitive nature, the student is referred to a counselor at the college who can provide the necessary help or referrals as needed.
I. REQUIREMENTS FOR REGISTRATION AND LICENSURE AS A CERTIFIED VETERINARY TECHNICAN IN THE STATE OF ILLINOIS:

THE VETERINARY TECHNICIAN NATIONAL EXAM (VTNE):

1. Applications for the July Veterinary Technician National Exam are typically due by May 1st. The exam cost is approximately $400. The applications may be downloaded from the Illinois Department of Professional Regulation’s web site. We will distribute the applications to all of the second year students during their last semester.
2. A passing score is 70% correct or more out of 200 multiple-choice questions.
3. You will receive an instruction packet in the mail about 3 weeks prior to the exam with directions to the exact location, time of exam, and registration number.
4. You cannot take the test without your registration number.
5. You will need #2 pencils, a photo ID, and your registration number.
6. You CANNOT bring book bags or calculators into the testing area.
7. You will not be sent your results until they have received proof of graduation. The ED form completed and mailed by May 1st will only say “will graduate” therefore YOU must request a copy of your Parkland transcript to be sent to the State of Illinois after graduation in mid-May.

J. Managing Your Time While in the Veterinary Technology Program

We understand that many students plan to work while attending school. The Veterinary Technology classes are challenging, even to those students who have considerable veterinary experience or who have completed college course work previously. Most of our current, and past, students will tell you they had to work hard in this program, even if they got excellent grades with little effort in high school or other courses. Parkland College, like other colleges, recommends that students plan to study a minimum of 2 hours of every week for each credit hour of course work they take. (See the excerpt from the Parkland College catalog below.)

As you can see from the following example, this leaves students who take the full course load little time to work without compromising study, sleep or needed leisure time.

FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture</th>
<th>Lab</th>
<th>Study Time @ 2 hr/credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTT 110</td>
<td>1</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VTT 113</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>VTT 114</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>VTT 116</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>VTT 119</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>MAT 151</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>BIO 121</td>
<td>3</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>TOTALS</td>
<td>11</td>
<td>15</td>
<td>32 = 58 hr/wk</td>
</tr>
</tbody>
</table>
There are 168 hours in 7 days:  
- 168 hours per week  
- 58 hours in class/studying  
- 73 hours for dressing, eating, sleeping (@8hrs sleep/night)  
**37 hours per week left** for driving to/from class/work, appointments socializing, TV, housework, laundry, shopping, cooking, working.....  

We encourage students and their families to do some strategic financial and time planning as part of your preparation for school next fall. Consider the following:  

✓ Am I planning to work more hours than the course catalog recommends for my course load?  

✓ What other activities/obligations do I need to budget time for? Church? Commuting to school? Family activities?  

✓ Will I be able to reduce my work schedule if I find I need to devote more time to my studies?  

✓ What other options do I have to meet my financial burdens, other than working? Have I looked into loans, reducing or eliminating some expenses, finding grants and scholarships?  

✓ Can I find a job where I might be able to study during work hours? Although on campus jobs generally don’t pay as well as off campus jobs, some of them (computer lab monitor, receptionist) don’t require constant attention to the job and allow students to study while earning a paycheck.  

✓ Am I being “penny wise and pound foolish” about how many hours I am going to work? You will be investing a significant amount of money in your education. If you end up failing or withdrawing from any required course because you didn’t have enough time to commit to it, you will lose some of that investment. In addition, because of the structure of the program, withdrawing from or failing any one of the required courses means that you will have to withdraw from the entire program and reapply. If that happens, it will significantly delay your entrance into the veterinary workforce.  

✓ Am I considering taking a job where I would have to miss scheduled class time to accommodate the work schedule? This is a very bad idea. Attendance for the full class period is a requirement for some courses, and you will be short-changing yourself and compromising your success in both school and your future career in all cases.
Students who are, or become, pregnant should notify the program director. The choice to declare your pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology Program at Parkland College.

Upon notification of pregnancy by the student, the following guidelines will be followed:

* Upon declaration of pregnancy by the student, general program polices will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave.

* The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations.

* If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in the courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure, should she wish to enter the program at a later date.

I have read and fully understand the above policy and realize that enrollment in the veterinary technology courses could carry risks such as premature delivery or birth defects to the unborn fetus. If I elect to stay in this course at Parkland College I accept full responsibility for my actions and relieve Parkland College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

Signed this day ________________________, 20___

___________________________________________________________
Student Signature

____________________________________________________________
Program Director Signature
HEALTH RISK ACKNOWLEDGMENT

Risk: All students working in a veterinary facility may encounter animals that can cause traumatic injury and/or expose them to infectious agents that cause disease. There may also be exposure to x-rays, anesthetic gases, and chemical substances which can cause bodily harm. By enrolling in the Parkland College VTT courses, students voluntarily accept that these risks exist and assume the responsibility to act safely and responsibly at all times.

Pregnancy: Pregnancy shall be considered a condition for which there are definite health concerns, and for which the student needs additional information about those concerns. In the event of pregnancy, the student should provide written assurance to the course instructor/s and the course preceptors that she has received this information from her physician, understands the risks involved, agrees to take all reasonable precautions, and still desires to continue with her educational program.

Rabies: The risk for rabies exposure is dependent upon the geographical location of the Instruction Site, the type of animals to which the student is exposed, and the degree of contact with potentially exposed animals. Students are expected to be advised by their physician and appropriate public health authorities regarding prophylactic rabies immunization.

I have read the above information of the potential health risks involved with my education in the Parkland College VTT program. I understand that Parkland College is not responsible for paying medical bills or expenses incurred for injuries which might be sustained while participating in the VTT program.

I understand that all medical bills, costs, or expenses are my responsibility.

___ I am currently covered by health insurance that will cover treatments for injuries and illnesses resulting from my participation in the Parkland College VTT program.

___ I am not currently covered by health insurance. I understand that Parkland College, its instructors, or agents, are not responsible for paying medical expenses for injuries and illness resulting from my participation in the Parkland College VTT program.

_____________________________ ______________
Student’s Printed Name   Student’s Signature   Date

If student is under 18, a parent or guardian must also sign this form.

_____________________________ Date
Parent/Guardian Signature

This form must be signed and returned prior to the beginning of classes. Form should be mailed to: Laurie Lobdell BAS, CVT, Director, Veterinary Technology Program, 2400 West Bradley Avenue, Champaign, IL  61821.
I give Parkland College permission to submit my Parkland ID Number, Date of Birth, Name and Address to the following agencies:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Landauer Inc.</td>
<td>Monitoring of radiological exposure (film badges)</td>
</tr>
<tr>
<td>□ Illinois Department of Professional Regulation</td>
<td>Verification of graduation to allow for licensure</td>
</tr>
</tbody>
</table>

Name: ________________________________________________

Address: ________________________________________________

Date of Birth: __________________________________________

Parkland College ID #: __________________________________________

Student Signature: __________________________ Date: ________

Printed Name: __________________________