

Central Carolina Community College
Admissions Checklist for Prospective Veterinary Medical Technology (VMT) Students

PHASE 1 covers general admissions requirements needed for enrollment with CCCC:

- STEP 1 – Review and complete the Admissions and Enrollment Checklist (mandatory):** A hard copy of this checklist is available in Student Services on all three main campuses. It can also be accessed at the following address:

<http://www.cccc.edu/admissions/apply/AdmissionsEnrollmentChecklist.pdf>

Students seeking enrollment in health science programs will actually submit two separate applications. An application for general admission must be submitted first. This enables the college to create a student record where we can compile all of your information. All students are classified as Pre-Health Science Students when they first apply to the college. The second application you will submit will be a Health Sciences Application. The application deadline is listed on your program's webpage.

- STEP 2 – Complete information session and associated quiz (optional).**
- Completion of the online information session is optional for all health science applicants, however, those who do will be awarded additional points on their application during a consideration period.
 - There is a brief assessment at the end of the session to ensure a proper understanding of the admissions process.
 - There is a 1 year time limit on the completion of this session.
- STEP 3 – Contact your program's Admissions Counselor.**
- All health science applicants should contact their program's Admissions Counselor to review the Admissions and Enrollment Checklist, discuss program requirements, course sequence, and consideration dates for their program.
 - An Admissions Counselor can assist you with the development of an academic plan, review progress of admissions requirements, and address any concerns you may have.
 - Most importantly, your Admissions Counselor will be able to confirm whether or not you've met the minimum admissions criteria (MAC) for your program before the deadline for applications.
- STEP 4 – If applicable, submit TOEFL Scores.**
- All naturalized and non-US citizens are required to take the Test of English as a Foreign Language (commonly referred to as the TOEFL). There is a five-year limit on TOEFL scores.
 - Information about the TOEFL can be found on this website: www.ets.org/toefl
 - Acceptable Scores by format: Paper/Pencil = 500, Computerized = 213, Internet Based = 80
- STEP 5 – If applicable, submit verification letter of good standing.**
- If a student has previously been withdrawn or dismissed from a Health Science program, they must submit a verification letter of good standing from that program's Department Chair/Director. A remediation plan may also be required.

PHASE 2 lists the specific criteria necessary for entry into the Veterinary Medical Technology Program:

- STEP 1 – Complete prerequisite courses (mandatory).**
- The Veterinary Medical Technology Program has one course prerequisite: Biology. This course must have been completed with a C or higher (most recent course taken in a subject area will be used).
 - Veterinary Medical Technology applicants are allowed to use high school biology to meet this requirement.
- STEP 2 – Take the ATI TEAS Exam (mandatory).**
- The ATI TEAS exam is a multiple-choice assessment of your basic academic knowledge in the areas of Reading, Math, Science, and English. The scores from the reading section will be used when determining points toward competitive admission.
 - Students are allowed to take the ATI TEAS exam up to three times in a three year period. The best reading score from the two most recent attempts will be used when processing applications. There is no minimum cut score for Veterinary Medical Technology students on the ATI TEAS exam.

- STEP 3 – Complete general education courses for your program (optional).**
 - While it's not required, applicants are encouraged to complete the general education courses for their program.
 - Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate.
 - Additional points will be awarded for each general education course completed prior to the consideration.
 - A list of all general education course requirements is located on **page 3** of this packet.

- STEP 4 – Complete observation hours (optional).**
 - Applicants may receive additional points on their application for minimal experience if they demonstrate a minimum of 40 hours of work, volunteer, or observation experience in the veterinary field.
 - These 40 hours must be completed under the supervision of a Doctor of Veterinary Medicine or a Registered Veterinary Technician.
 - A student experience verification form is located on **page 5** of this packet. The professional(s) chosen to shadow for this requirement should fill out and sign the document verifying completion of hours.
 - In order to receive additional points, students must return this document to the Admissions Counselor no later than the deadline for the Health Sciences application.

- STEP 5 – Complete the Medical Math course offered by CCCC's Continuing Education Dep't (optional).**
 - Applicants may receive additional points on their application for the successful completion of the Medical Math course offered by CCCC.
 - The Medical Math course is designed to provide students with experience in computing mathematical problems that are common in healthcare careers like nursing, medical assisting, veterinary medical technology and pharmacy technician.
 - Students begin with a review of basic math and progress to percents, ratio and proportion, and measurements toward more specific uses. A textbook is required.

- STEP 6 – If applicable, complete and submit employment verification form (optional).**
 - Applicants who have previous work experience in the health field, you may be eligible for additional points on your application (minimum 6 months OR 1040 hours necessary).
 - A list of acceptable work experience categories is located on **page 4** of this packet.
 - If an applicant is qualified to receive additional points for their experience, a verification form is located on **page 6** of this packet. The form must be completed and submitted no later than the deadline for the Health Sciences Application.

- STEP 7 – Meet with Admissions Counselor for MAC Review (mandatory).**
 - Once an applicant believes they have completed the minimum admissions criteria (MAC) for entry into their program, they must meet with the Admissions Counselor for a final review.
 - If the Admissions Counselor verifies that the MAC are met, they will provide the applicant with a Health Sciences Application. Otherwise, the Counselor will assist the applicant in creating a plan for completion of the MAC.

- STEP 8 – Submit Health Sciences Application by the deadline (mandatory).**
 - The initial consideration period for the Veterinary Medical Technology program is held during the month of February. The deadline for applications is posted on the program's website.
 - If the program doesn't fill all available seats during its initial consideration, additional considerations will be held until all seats are occupied, but no later than August of each year.
 - If selected for admittance, **Phase 3** on **page 7** of this packet must be completed to finalize acceptance.

PHASE 2: (continued)

OPTIONAL: Complete general education courses for your program.

Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate. While it's not required, applicants are encouraged to complete the general education courses for their program prior to entry. Additional points will be awarded on your application for each general education course completed prior to the consideration.

Below you will find a list of the general education courses required for the VMT program. If a course substitution exists, it will be listed under its respective general education requirement. For students wishing to transfer to a 4-year institution, preferred course selections have been identified for your convenience.

Note: You should always discuss course selections with your admissions counselor while creating your academic plan, especially if they are not represented below.

- ENG 111 - Writing and Inquiry**
- Communications Elective** (see **page 4** of this packet for a comprehensive list)
- Humanities Elective*** (see **page 4** of this packet for a comprehensive list)
*Preferred by VMT Program:
HUM 115 – Critical Thinking (double points awarded for this course)
- Social Science Elective*** (see **page 4** of this packet for a comprehensive list)
*The VMT program does not have a preferred selection for this requirement.
- CHM 130/130A- General, Organic, & Biochemistry with Lab***
*Some institutions offer this course without the lab. Transfer credit will not be awarded if a lab component is not present on your official transcripts.
- ACA 115 - Success and Study Skills**
Acceptable course substitutions:
ACA 111 – College Student Success
ACA 122 – College Transfer Success (preferred by 4-yr institutions)
- MAT 110 - Math Measurement & Literacy**
Acceptable course substitutions:
MAT 171- Precalculus Algebra or higher (preferred by 4-year institutions)

PHASE 2: Program Specific Requirements (continued)

<u>Work Experience Categories</u>	<u>Approved Humanities Electives</u> (UGETC)	<u>Social Science Electives</u>
Cardiac Care Technician	ART 111 Art Appreciation	ANT 210 General Anthropology
Cardiac Sonographer	ART 114 Art History Survey I	ECO 151 Survey of Economics
Certified Medical Assistant	ART 115 Art History Survey II	ECO 251 Prin. of Microeconomics
Dental Assistant I or II or CDA	*ENG 231 American Literature I	ECO 252 Prin. of Macroeconomics
Dental Office Mgmt/Personnel	*ENG 232 American Literature II	HIS 111 World Civilization I
Dental Lab Technician	*ENG 241 British Literature I	HIS 112 World Civilization II
Dialysis Technician	*ENG 242 British Literature II	HIS 115 Intro to Global History
EKG Technician	MUS 110 Music Appreciation	HIS 121 Western Civilization I
Emergency Medical Tech.	MUS 112 Introduction to Jazz	HIS 122 Western Civilization II
Health Care Technician	*PHI 215 Philosophical Issues	HIS 131 American History I
Imaging Techologist	*PHI 240 Introduction to Ethics	HIS 132 American History II
Kennel Assistant-VMT Only		POL 120 American Government
Licensed Practical Nurse	<u>(Non-UGETC)</u>	POL 130 State & Local Government
Medical Coder/Biller	DRA 111 Theatre Appreciation	PSY 110 Life Span Development
Medical Laboratory Tech.	*ENG 233 Major American Writers	PSY 115 Stress Management
Medical Office Staff	*ENG 243 Major English Writers	PSY 118 Interpersonal Psychology
Medical Records Tech.	*ENG 261 World Literature I	PSY 150 General Psychology
Military Medical Corpsman	*ENG 262 World Literature II	*PSY 237 Social Psychology
Nurse Aide I or II	HUM 110 Technology and Society	*PSY 241 Developmental Psychology
Occupational Therapy Tech.	*HUM 115 Critical Thinking	*PSY 246 Adolescent Psychology
Paramedic	HUM 120 Cultural Studies	*PSY 281 Abnormal Psychology
Patient Care Technician	HUM 122 Southern Culture	SOC 210 Introduction to Sociology
Pharmacy Technician	HUM 150 American Women's Studies	SOC 213 Sociology of the Family
Phlebotomist	HUM 160 Introduction to Film	SOC 220 Social Problems
Physical Therapy Technician	HUM 211 Humanities I	SOC 232 Social Context of Aging
Psychiatric Technician	*HUM 220 Human Values & Meaning	*Check course prerequisites
Registered Dental Hygienist	*PHI 210 History of Philosophy	
Registered HIT Tech.	*PHI 230 Introduction to Logic	
Registered Nurse	REL 110 World Religions	
Registered Veterinary Tech.	REL 211 Intro to Old Testament	
Rehabilitation Technician	REL 212 Intro to New Testament	
Respiratory Therapist		
Shelter/Rescue Assistant	<u>Communications Electives</u>	
Surgical Technician	COM 110 Intro to Communications	
Veterinary Asst. - VMT Only	COM 120 Interpersonal Comm.	
Veterinary Laboratory Tech.	COM 231 Public Speaking	
Veterinary Research Assistant	*ENG 112 Writing/Rsch in the Disc	
X-Ray Technician	*ENG 114 Prof Rsch & Reporting	
	*Check course prerequisites	

FOR STUDENTS SEEKING TRANSFER INTO THE VMT PROGRAM:

Admission into the Veterinary Medical Technology Program is based on space availability and completion of all necessary admission requirements. If you currently attend another Veterinary Medical Technology program and are hoping to transfer, you will be considered for admittance upon completion of the minimum requirements for admission should a seat become available for the respective semester of entry (syllabi or other information from previously taken courses may be required to determine placement.)

FOR MORE INFORMATION

Daniel Berndt, Admissions Specialist
Phone: (919) 718-7234, Email: dbern509@cccc.edu

**Central Carolina Community College
Veterinary Medical Technology Program
Student Experience Verification Form**

In order for an applicant to be eligible for acceptance into the Central Carolina Community College Veterinary Medical Technology Program, he/she will demonstrate a minimum of 40 hours work/volunteer experience in the veterinary field. These 40 hours will be completed under the supervision of a veterinarian or a registered, licensed, or certified veterinary technician. Exceptions to this policy may be made on a case-by-case basis by the VMT Program Director and the appropriate Academic Dean.

Applicant: (Please print) Name: _____ Address: _____ _____ Telephone: _____ Approximate date range that hours were completed during (example: 1/1/15 – 3/10/15): _____	Veterinarian or Technician: (Please print) Name: _____ Address: _____ _____ Telephone: _____ Approximate date range that hours were completed during (example: 1/1/15 – 3/10/15): _____
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Please indicate this applicant's level of experience with the following categories:

Animal Restraint	<input type="checkbox"/> Performed >10 times	<input type="checkbox"/> Performed 1-10 times	<input type="checkbox"/> Observed only
Animal Care Duties	<input type="checkbox"/> Performed >10 times	<input type="checkbox"/> Performed 1-10 times	<input type="checkbox"/> Observed only
Facilities Cleaning	<input type="checkbox"/> Performed >10 times	<input type="checkbox"/> Performed 1-10 times	<input type="checkbox"/> Observed only
Lab / Pharmacy Duties	<input type="checkbox"/> Performed >10 times	<input type="checkbox"/> Performed 1-10 times	<input type="checkbox"/> Observed only

Please evaluate this applicant utilizing the provided scale:

Assumes responsibility:	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> N/A
Is motivated; shows interest:	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> N/A
Has good work habits; is disciplined:	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> N/A
Ability to work with others:	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> N/A
Ability to work alone:	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> N/A

OPTIONAL: Please elaborate on any information provided above or feel free to provide any further information you would like to include in consideration of this candidate (please use the back of this form for additional space):

I hereby verify that this applicant has met the above requirements and understand that I may be briefly contacted regarding the provided information. Under the Federal Education Rights and Privacy Act of 1974, I understand the student will have access to this form as part of their educational record.

Veterinarian or Technician Signature: _____ Date: _____





CENTRAL CAROLINA COMMUNITY COLLEGE

Employment Verification Form For the Veterinary Medical Technology Program

Name: _____

SSN: _____

Intended Major: Veterinary Medical Technology

Please have your employer/supervisor complete the following information:

Name of Company/Agency: _____

Address: _____

Telephone Number: _____

Job Title of Employee: _____

Job Description of Employee Duties: _____

******Please indicate starting and end dates of employment and hours worked per week: (We must have this section completed to have the student considered for the employment points)******

Starting date _____ Ending date or present _____

Number of hours each week _____

If the dates and hours worked each week are not listed correctly, 0 points will be awarded to the student.

I verify that all of the information submitted is accurate and true.

Signature of Employee

Print Name

Date

Signature of Employer

Print Name

Date

PHASE 3 *IF SELECTED FOR ADMITTANCE, COMPLETE THE FOLLOWING REQUIREMENTS TO FINALIZE ACCEPTANCE:*

- STEP 1 – Mandatory Program Orientation.**
 - An orientation hosted by your program will be held during the summer semester. Attendance is non-negotiable.
 - The date will be provided in your acceptance letter.

- STEP 2 – Complete a physical examination, background check, drug test, and submit medical forms.**
 - You are required to have a physical examination conducted by a physician. This exam must be conducted in the same year as the consideration and no later than 30 days prior to the start of the semester.
 - You're also required to provide evidence of up-to-date immunizations before the start of the program. A list of required immunizations will be provided on the medical forms in your acceptance packet.
 - A criminal background check and drug screening will be conducted via a third-party organization of the college's choosing. More information will be provided in your acceptance packet regarding this requirement.

- STEP 3 – Transportation and additional course materials agreement.**
 - Health Science students are responsible for their own transportation to off-campus clinical/learning sites.
 - Materials other than textbooks will be required and are purchased at the student's expense. Materials include (but are not limited to): uniforms, lab coats, lab kits, and clinical supplies.
Note: The Veterinary Medical Technology Program has adopted a strict dress code policy to promote comfort, safety, and a professional image.

- STEP 4 – Technical Standards & Disability Statement**
 - The Veterinary Medical Technology Program is physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and/or safely treat patients. The college has a legal obligation to provide appropriate accommodations for students with documented disabilities.
 - If you have a documented disability and are seeking accommodations, you should contact the Special Populations Department. It is **your** responsibility to initiate this process as soon as possible.

- STEP 5 – Academic Standards**
 - Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.
 - Upon official acceptance, Veterinary Medical Technology students are required to maintain the GPA requirements necessary for admission between the time they are accepted and the first day of classes. This means you cannot be placed on academic suspension during this timeframe.
 - Veterinary Medical Technology students are also expected to successfully complete their program-specific courses with a grade of "C" or higher in order remain enrolled in their program.
Note: This does not mean you can withdraw from a course due to poor performance in order to avoid penalty. A withdrawal counts as an unsuccessful completion of a course and will result in you being withdrawn from the Veterinary Medical Technology program.

Central Carolina Community College
Student Services

Bookstore – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.

Sanford: (919) 718-7275 Lillington: (910) 814-8810 Pittsboro: Textbooks online or at other campuses

Business Office – The Business Office collects tuition, fees, parking fines, and issues parking permits.

Sanford: (919) 718-7310 Lillington: (910) 893-9101 Pittsboro: (919) 545-6495

Career Center – The Career Center is available to assist students with career exploration, resume building, mock interviews, and additional career related topics.

Sanford: (919) 718-7396 Lillington: (910) 814-8834 Pittsboro: (919) 545-8054

Financial Aid Office – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

Housing Assistance – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on campus housing.

Placement Testing – The Placement Testing Office administers the Accuplacer and the TEAS V test for allied health programs (Sanford only). Students must make an appointment for testing.

Sanford: (919) 718-7300 Lillington: (910) 814-8863 Pittsboro: (919) 545-8029

Registrar's Office – The Registrar's Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

Special Populations Office – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7416.

Special Programs Office – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

Student Development Services – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.

Sanford: (919) 718-7300 Lillington: (910) 814-8863 Pittsboro: (919) 545-8025

TRiO Student Support Services (SSS): The TRiO SSS programs assist eligible students with free academic and support services, including supplemental grant aid, on all campuses. Please contact (919) 718-7567 or sss@cccc.edu.

Veteran Affairs Office – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.

Veterans Upward Bound (VUB): VUB is a TRiO program that assists veterans with enrolling in college and completing college degrees. Services provided can include instruction in free refresher courses, tutoring, counseling, mentoring, and assistance in securing support services from other locally available resources for veterans. For further information contact (919) 718-7463 or veteransub@cccc.edu.