

## **PCC Veterinary Technology**

### **Helpful Guidelines for Preparing Application Materials**

The tips listed below will hopefully serve to answer any questions you might have regarding the application process. With the goal of being accepted into the program, it is absolutely necessary to turn in a complete application packet. **Incomplete application packets received by the Veterinary Technology program are unacceptable and will not be evaluated. It is your responsibility to ensure that all materials are complete and that it is received on time.**

#### **Submitting Applications:**

Complete all application materials neatly and thoroughly. Gather your materials together and send them in one envelope to the Veterinary Technology Program. Also, turn in your application materials as early as possible. Turning the application packet in during the last week before the deadline delays the admission process for all applicants. Remember to have your high school and college official transcripts sent directly to you so that they will be included in your packet.

Mail your completed application packet by or before **May 1<sup>st</sup>** to:

PCC Veterinary Technology Department  
Attn: Dolores Galindo, CVT  
PO BOX 1900  
Portland OR 97280-0990

#### **Transcripts:**

Request official and unopened transcripts from the educational institutions you have attended to be mailed directly to you in order to send them with your application packets. Transcripts must include **EVERY** high school and college attended – even if the last school attended has included prior work as transfer credits. Points will not be awarded if we cannot determine the classes that make up the credit hours.

Also, do not assume that because you went to high school twenty years ago or that because you have a college degree a high school transcript is not necessary: **HIGH SCHOOL TRANSCRIPTS MUST BE SUBMITTED BY EVERY APPLICANT.**

If any of your college work was taken at PCC, you must submit your transcripts with your application materials. They may be unofficial and you can obtain a copy at <https://mypcc.edu> under the My Course tab. These are the only unofficial transcripts accepted. Again, you are responsible for ensuring this is included with your documentation.

For colleges or schools that will not mail official transcripts directly to you, be sure to have them use the address above to mail directly to PCC Veterinary Technology Program. Otherwise, the transcripts go directly to PCC Student Records and sit in a file and will not be included in your application packet. And as stated before, any application that is incomplete will not be valid.

#### **Math Requirement:**

High school algebra course work will not count for the math requirement. You must meet the math requirement by taking a college level course equivalent to PCC Math 65 (Introductory Algebra -2<sup>nd</sup> term) or a higher college math course or by taking the MATH COMPETENCY Test for Math 65.

If you have taken a math course at a college or university other than PCC that you will be using to fulfill this requirement, **YOU MUST SUBMIT a course description of the class.** Usually such descriptions are found in the school's catalog or on their website.

**NOTE: The Math ASSET Placement test will not substitute for your math requirement.** It is a separate requirement. If you have questions regarding the math requirement, please call the Graduation office at 503-614-7718.

For future information on testing schedules and locations, please refer to College Placement tests on the PCC website at [www.pcc.edu/resources/testing/college-placement](http://www.pcc.edu/resources/testing/college-placement).

### **Writing Requirement:**

High school writing courses will not count for the writing requirement. You must meet the writing requirement for application by taking a college level course equivalent to PCC WR 115 (Introduction to Expository Writing) or higher or by taking the ASSET Placement test and placing at PCC WR 121 (English Composition). You must submit documentation of this placement with your application materials.

**NOTE:** If you do not have a college level course equivalent to WR 121, but do place at that level in the ASSET Test, **you WILL STILL need to complete WR 121 or higher in order to fulfill graduation requirements at PCC.**

If you have taken a writing course at a college or university other than PCC that you will be using to fulfill this requirement, **YOU MUST SUBMIT a course description of the class.** Usually such descriptions are found in the school's catalog or on their website.

### **ASSET Placement Test:**

All students, new to PCC, who do not already have a college degree must take a placement test as a PCC entrance requirement. **Note:** The previously earned college degree must include Math and Writing courses with a C grade or better that are equivalent to PCC required courses.

If you have been already attending PCC, you should have a copy of your ASSET Test scores. These need to be included with your application materials.

Otherwise, schedule an appointment to take the test well in advance of the application deadline of May 1<sup>st</sup>. If you live out of the Portland area and your community college gives the ASSET placement or COMPASS placement, you may take the test there and include the official results in your application packet.

### **Task Observation Form:**

You must spend at least 40 hours observing in a veterinary hospital or clinic while a veterinarian is on the premise. It is your choice where to observe for the 40 hours. You can fulfill these hours at more than one facility. Remember, this is usually NOT a volunteer position.

**NOTE:** Even if you are currently employed as a veterinary assistant you still need to have this form completed, signed and dated by the veterinarian.

### **Keep in mind the following:**

- Contact the facility by phone or visit in person to schedule an appointment well in advance of the application deadline of May 1<sup>st</sup>.
- Clearly identify yourself as a student applying to the PCC Veterinary Technology program. Also, use the word "Observation" and NOT "Volunteer" when scheduling your hours to fulfill this requirement.
- Speak with the Lead Veterinary Technician, the Hospital DVM Owner, or the Practice Manager to arrange your on-site hours.

- Have your materials from PCC, The Letter and Task Observation Form, with you for the Veterinarian and staff to review at your observation appointment.
- Use more than one task sheet if you observe at more than one place.
- **Remember**, the Doctor and staff, of the facility, are helping you! Be considerate of their time and policies while in their facility. Some hospitals and clinics will only let you observe, without any actual hands-on experience with the patients, due to legal /insurance issues.

### **Letter of Recommendation:**

The letter of recommendation may be from a past or present employer, an instructor, animal handler, volunteer supervisor, etc. A professional letter of recommendation from a practicing veterinarian who states you have experience other than the 40 hour observation requirement earns you more points in this category. The letter of recommendation must be received in a sealed envelope and mailed with all the materials in your application packet.

### **Extra Materials:**

**DO NOT submit** extra materials beyond those required and requested. **DO NOT bind** your application in a folder with separators or page protectors. **Applications packets received with any of these items may have points deducted from the total score or may not be evaluated at all.**

### **Group Advising Sessions:**

The Veterinary Technology program offers group advising sessions. These sessions provide an opportunity for applicants to seek advice, achieve clarification of program requirements, ask questions, meet the program staff and faculty and take a tour of the program facilities and more. Individual advising sessions are not available.

These group sessions are held on the 1<sup>st</sup> Friday of each month at 9:30am at the PCC Rock Creek Campus, Building 7 in Room 202. To reserve your spot please call the Veterinary Technician Program Administrative Assistant at 503-614-7500.