Application Guidelines:
Preparing Application Materials for the PCC VT Program

The tips listed below should 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 are received on time.

1. **PCC Admission: Prior to applying to VT program, you must apply to PCC**
   Complete PCC Admissions process online. This is a free process that typically takes 2-3 business days. To complete online, go to [http://www.pcc.edu/admissions](http://www.pcc.edu/admissions) select “Online Admissions Form,” and follow the steps. **IMPORTANT: You will not be able to declare Veterinary Technology as your major at this time; please select “UND” or Undeclared as you’re major.** We will change your major to Veterinary Technology if and when you are accepted into the program. Once you are admitted to PCC, you will be given a student identification number, which begins with the letter “G.” This is known as your G# and you must include this on your Veterinary Technology application.

2. **Set up a MyPCC account**
   MyPCC is PCC’s Web portal, an online community that allows you to check e-mail, register, communicate with other students and faculty, and take care of all aspects of college business. Once you are admitted to PCC, you will receive instructions via email on how to set up your MyPCC. You may also log in directly by going to www.my.pcc.edu and following the instructions for first-time users. **All email communication will be through your PCC email address only.** Please check your PCC email at a weekly minimum to assure you receive all PCC communication.

3. **Veterinary Technology Prerequisites**
   Listed below are the prerequisite courses. Please note that students who completed Chemistry 100 at PCC prior to fall 2013 have met the prerequisite requirements.

   Math: MTH 95, Intermediate Algebra, 4 credits
   Writing: WR 121, English Composition, 4 credits
   Chemistry: CH 151, Preparatory Chemistry, 5 credits
   Biology: BI 112, Cell Biology, 5 credits
   Medical Terminology: MP 111, Medical Terminology, 4 credits

   If you have taken a possible prerequisite course at a college or university other than PCC, you must submit a course description of the class with your application. Do not assume that your prior coursework is equivalent to the required PCC prerequisite. It is highly recommended to have outside courses approved by the Veterinary Technology Program prior to submitting them in an application. You may email course descriptions...
to vet@pcc.edu for approval prior to application submission. Course descriptions are found in a school’s catalog which is available on most school websites.

4. Transcript Submission Guidelines
   - All applicants must have a High School diploma or GED equivalency. You must include an official high school transcript or proof of GED equivalency in your application packet.
   - You do not need to submit a PCC transcript in your VT application packet.
   - For all other colleges attended, you must send official transcripts to PCC Student Records and request a Transfer Credit Evaluation. Do NOT send any official transcripts in your Vet Tech application packet.
   - To ensure your transcripts are evaluated by the Vet Tech application deadline of May 1st, you must submit official transcripts to Student Records no later than April 1st.

Requesting transfer credit evaluations is a two-step process:
1. Mail official transcripts to PCC Student Records office.
   Student Records
   Portland Community College
   PO Box 19000
   Portland, OR 97280

2. Request a transfer credit evaluation.
   Log into MyPCC
   From the "MyPCC Home" tab, go to the "Don't Wait in Line" Channel
   Click on the "Transfer Credit Evaluation" link

For more information on PCC’s Transfer Credit Process:
http://www.pcc.edu/resources/student-records/transfer.html

5. Task Observation Requirement
   You must spend at least 40 hours of direct observation in a veterinary hospital or clinic while a veterinarian is on the premises. It is your choice where to complete this requirement. You can fulfill these hours at more than one facility. Remember, this is usually NOT a volunteer position. Many hospitals require that you are an employee in order to have hands-on experience.

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.

Suggestions:
   - Contact the facility by phone or preferably in person to schedule an appointment.
• **Clearly identify yourself as a student applying to the PCC Veterinary Technology program.** Emphasize “employment” when negotiating your position to fulfill this requirement. Avoid the terms “volunteer” and “observation” to differentiate yourself from non-professional interests.

• 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, including the Observation Letter, 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 location.

• Remember, the veterinarian and staff of the facility are helping you. Please 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.

• At the site, try to focus on the job duties being performed by the Certified Veterinary Technician. Ask yourself: “Are these the responsibilities that I would like to have?”

• If you are currently employed as a veterinary assistant, your previous work experience will fulfill this Task Observation Requirement but again, the Task Observation Form must still be completed and submitted with your application.

6. **Letter of Recommendation**
   The letter of recommendation may be from a past or present employer, an instructor, animal handler, volunteer supervisor, etc. However, a professional letter of recommendation from a practicing Veterinarian or Certified Veterinary Technician who states you have experience beyond 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. Only one letter of recommendation should be submitted.**

7. **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. Application packets received with any of these items may have points deducted from the total score or may not be evaluated at all.

8. **Prospective Student Information Sessions (PSIS)**
   The Veterinary Technology program offers regularly scheduled group advising sessions. These sessions provide an opportunity for applicants to seek advice on submitting a competitive application, achieve clarification of program requirements, and ask questions. The date, time, and location of these group sessions can be found on our website. To reserve your spot, please contact the Veterinary Technology program at vet@pcc.edu
9. **Submitting Applications**
Complete all application materials neatly and thoroughly. Gather your materials together and send them in one envelope to the Veterinary Technology program. Mail your completed application packet **by or before May 1st** to:

   PCC Veterinary Technology Program  
   PO BOX 19000  
   Portland, OR 97280-0990