

**DELGADO COMMUNITY COLLEGE
ALLIED HEALTH DIVISION
Office of Admissions**

615 City Park Avenue
Building 4, Room 313
New Orleans, LA 70119
Phone: (504)-671-6201 Fax: (504)-483-4609

Thank you for your interest in the **Veterinary Technology Program**.

YOUR ADMISSIONS PACKET CONTAINS:

- | | |
|--------------------------------------|-----------------------------|
| 1- Application | 1- Clinical Experience Form |
| 3- Transcript Request Envelopes | 1-Written Questions |
| 3 - Recommendation Forms | |
| 3- Recommendation Envelopes | |
| 1-Physical Standards/Acknowledgement | |

**APPLICATION PACKET "POSTMARK" DEADLINE
May 1
(For Class Beginning – AUGUST)**

___ Jefferson Campus only

APPLICATION INSTRUCTIONS

In order to ensure optimum accuracy, we request that you carefully complete the form. Failure to properly complete the form will significantly delay or prevent the processing of your application

- √ Please use a blue or black ballpoint pen.
- √ Be sure to date and sign your application.
- √ An incomplete or illegible application will be returned.
- √ Print in plain **CAPITAL** letters.

TRANSCRIPT REQUEST FORM

- √ Complete the "TO THE APPLICANT" portion of the form.
- √ Send completed form and envelope to the Registrar of **each** College or University attended other than Delgado. **If the transcript is for a College outside Louisiana, you must also submit course descriptions to aid in determining course equivalencies.** OFFICIAL transcripts should be submitted to ensure graduation requirements are met.
- √ The transcripts should be returned directed to you (**in the sealed envelopes**) and enclosed with your Application Packet that will be submitted to the Allied Health Admissions Office. **PLEASE DO NOT OPEN THE SEALED ENVELOPE(S).**

If academic renewal has been granted by another College you must submit the transcript as documentation.

Note: If you send your Application Packet DURING ANY semester, while you are enrolled in a College/University, it will be necessary for you to submit updated transcripts after completion of that particular semester.

Please contact the Allied Health admission office at 504-671-6201 for the transcript request forms.

RECOMMENDATION OF APPLICANT FORMS

Distribute the Recommendation of Applicant Forms to the appropriate individuals accompanied by a self-addressed, stamped recommendation return envelope. When the recommendations are returned to you, **DO NOT OPEN** – envelopes with broken seals will **NOT** be reviewed. Please only include professional references (not family members or friends). Please note recommendation letters are only good for the current application year and must be renewed each year for repeat applicants.

CLINICAL OBSERVATION FORM

Students must complete 75 hours of clinical observation in a small animal veterinary clinic (shelters, research facilities, etc. are not acceptable). Upon completion of the hours please prove the credentialed veterinary technician or DVM with the Clinical Observation form and ask them to complete it and place it in a signed sealed envelope to be included in your application packet. Hours must be completed within 2 years of application date. Please complete all hours at one facility. A letter to be given to the facility has been included in the application packet. For a list of clinics who regularly accept students please see the Program website. Please note observation forms completed by anyone other than an RVT, CVT, LVT, or DVM will not be accepted.

PHYSICAL STANDARDS ACKNOWLEDGEMENT

A copy of the Program's minimum physical requirements has been included. Applicants should review the requirements and sign and submit the acknowledgement form with the application packet. Any questions regarding this should be directed to the Program Director, Jennifer EdD, RVT at (504)- 671-6782 or jlimon@dcc.edu.

RETURN TO THE OFFICE OF ALLIED HEALTH ADMISSIONS

- Completed **APPLICATION**.
- Sealed, Signed envelope(s) containing **official TRANSCRIPTS** from every College or University other than Delgado (please note unofficial are acceptable for initial review of application, however official would need to be submitted prior to starting the Program).
- 3 Professional **Recommendation** forms in sealed, signed envelopes
- **Clinical Experience Form** in signed, sealed envelope
- Personal Narrative
- Written Question
- Acknowledgment of Physical Requirements

RETURN ALL OF THE ABOVE IN A LARGE ENVELOPE TO THE FOLLOWING ADDRESS:

**DELGADO COMMUNITY COLLEGE
ALLIED HEALTH DIVISION
OFFICE OF ADMISSIONS
615 City Park Avenue, Building 4, Room 313
New Orleans, LA 70119**

NOTE 1: If you have any questions after reviewing the self-managed application, Please contact the Allied Health Admissions Office – 504-671-6201. If you are missing any part of your application you will receive an email, so please check it regularly.

NOTE 2: Questions regarding curriculum, academic schedules or special circumstances should be directed to the Program Director, Jennifer Limon EdD, RVT at (504)-671-6782 or e-mail jlimon@dcc.edu

Dear Applicant:

I would like to thank you for your interest in applying to the Veterinary Technology Program here at Delgado Community College. This packet contains specific information about the Program. Our Program is accredited by the American Veterinary Medical Association (AVMA), and offers a **two-year full-time curriculum** which satisfies the requirements necessary to take the Veterinary Technician National Examination (VTNE). There are no part-time seats available in the Program. The courses in the Program are comprised of lecture, laboratory, and off-campus clinical courses. The Program is offered at the **Delgado Jefferson Campus only (20-24 seats)**. Student clinical experience is an important part of the training of excellent veterinary technicians, and is performed at local veterinary facilities close to the student's home. Please read over the **enclosed flyer** to get more information on the veterinary technician profession as well as the curriculum in the Program.

The deadline for applications to be submitted to the Allied Health Enrollment Advisors is May 1st for the class beginning the Program in August. **Applicants for this class must have completed all Required Pre-requisite courses by the end of Spring Semester.**

Students are eligible to apply for admission to the Veterinary Technology Program who:

- Possess a high school diploma or equivalent.
- Possess a cumulative grade point average (GPA) of at least 2.0 in all college courses, including all colleges attended. Grade reports from Delgado may not reflect this information.
- Have a love of animals and a willingness to work hard.
- Complete 75 hours of clinical observation at a local veterinary clinic (must be completed within the past 2 years and completed at one facility)
- Submit three professional letters of recommendation (no friends or family and must be resubmitted with each application packet)
- Have or will have completed the Required Pre-requisite courses for the Program by the end of the Spring Semester. Please note if you are taking a re requisite course in the spring semester of the application deadline and the grades have not posted by the application deadline, please bring a copy of your unofficial transcripts to Candidate orientation so final GPA's and grades can be included in the application. Failure to do so will delay the selection process and may result in the candidate being required to reapply the following year. An official transcript would be needed before starting the Program to verify grades.

Applicants with College Credits older than 10 years should contact the Allied Health Admissions Office for advising at (504)-671-6201.

Meeting minimum requirements does not guarantee admission in to the Program. Delgado Community College is an open admission college; however, acceptance into the Veterinary Technology Program is by selection only. **There are 20-24 students accepted into the Program annually.** Be sure to read all information contained in this application packet carefully. In this way, you will be able to ensure that your application is complete. **Applications must be completed and received in the Allied Health Admissions Office by the set deadline of May 1.** If any items are missing when the application and other required materials are returned, that application will not be considered in the Selection Process.

Selection Process:

Selection into the Veterinary Technology Program is based on evaluation by the Program Selection Committee of the following criteria for each applicant:

- A cumulative Grade Point Average (GPA) of 2.0 or better in all college courses, including all colleges attended.
- Completion of Required Pre-requisite Courses with a grade of “C” or better.
- Written narrative returned with the application.
- Written Question with legible answers returned with application
- Receipt of three professional references.
- Clinical Experience Form signed by DVM or RVT/LVT/CVT with 75 hours of observation completed
- **Attendance at a “Mandatory Candidate Orientation”.** All applicants are required to attend the mandatory candidate orientation scheduled in May on the Thursday after graduation at 10am in the Veterinary Technology Classroom (Room A3 Jefferson campus) at 5200 Blair Dr Metairie, La 70001. Please bring a snack or light lunch and wear professional clothing. Additionally you may wish to bring a pen/pencil and paper. Please check the website or with Dr. Limon a month before orientation to make sure the date has not changed.

Program Costs:

Please refer to the Program website for information on costs: <http://www.dcc.edu/academics/allied-health/veterinary-technology.aspx>

Please note a drug test and background check will be required upon acceptance into the Program.

Various financial assistance options are available to students. Information on scholarships, loans and grants may be obtained through the college’s Office of Financial Aid. Their telephone number is: (504)-671-5022.

Mandatory Orientation:

A **Mandatory Program Orientation** session has been scheduled for you with the Selective Admissions Committee of the Veterinary Technology Program at Delgado Community College. Orientation will be held in May on the Thursday after graduation at **10:00am** until sometime early afternoon. Please eat a good breakfast and bring a small snack to eat during the break. Food and drinks are not allowed inside of the classroom. You should report to the Veterinary Technology Classroom at the Jefferson Campus at the address listed above. Be sure you are familiar with this location before attempting to find it on orientation day. **The Orientation will begin promptly at 10am. If you are late, you will miss a lot of important information. You must attend this orientation to be considered for admission into the Program. Please note if you are taking a re requisite course in the spring semester of the application deadline and the grades have not posted by the application deadline, please bring a copy of your unofficial transcripts to Candidate orientation so final GPA's and grades can be included in the application. Failure to do so will delay the selection process and may result in the candidate being required to reapply the following year. An official transcript would be needed before starting the Program to verify grades.**

THIS IS A MANDATORY ORIENTATION. If you are not present at this Orientation, we will assume you are not interested in being considered as a candidate for the Veterinary Technology Class that will start the Program this fall. Selection of the class will occur in June.

I look forward to meeting all of you personally at the mandatory Candidate Orientation after the May 1st deadline. If you have any questions or concerns, please do not hesitate to contact me at (504)-671-6782, or by email at jlimon@dcc.edu.

Sincerely,

Jennifer Limon

Jennifer Limon EdD, RVT
Program Director/Assistant Professor
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