



Student Handbook

Veterinary Assisting Program

Welcome to HCI College Veterinary Assisting Program. The faculty and staff at HCI College wish you much success through pursuing your goal to become a valued member of the veterinary profession. This is a very satisfying and stimulating career for all animal lovers. The following are some emphases on important information in no particular order in addition to the college catalog, website, and the online platform for students in HCI Veterinary Assisting program to review and follow.

Required Uniform:

- Scrubs top and bottom with HCI logo, white or black athletic-type shoe (no open toes), and ID badge.
- Student uniforms must always be clean and neat, properly maintained and appropriately laundered and pressed.
- Students must maintain proper hygiene.
- Body art or tattoos must not be visible.
- Avoid strong colognes or aftershave lotions.
- No false nails or eyelashes.
- Hair is to be neat and clean. Hair must be of a natural color. Hair must be off the collar and pulled back away from the face with bangs no longer than eyebrows. Long hair must be off the shoulders, either pulled back in a ponytail or held in place by a fashion comb.
- Men should be clean shaven daily. Mustaches or beards, if worn, must be neatly trimmed to a short length.
- Any additional clothing, (i.e. a sweater) must be in solid colors with no writing, words, or offensive pictures. Long or short-sleeved shirts worn under scrub tops. No pull-over sweaters. Scrub top must be visible.
- Jewelry must be kept to a minimum during all major core didactic classes, laboratories and clinical courses. Only one small stud earring per ear is acceptable. Facial or mouth jewelry including piercing is not considered professional and should not be worn.
- Students must also follow the clinical facility's dress code during externship assignment, in addition to the college policies.

Attendance: Regular and punctual attendance in classes, labs and clinical/simulation learning experiences is expected of all students and are important aspect of meeting the objectives of the Veterinary Assisting courses. Refer to the course syllabi for additional details.

Importance of Medical Terminology: The NAVTA AVA Essential Skills for Veterinary Assistants do not include specific requirements for medical terminology courses. However, we have included the Medical Terminology course in the program because we believe this course provide the basis for all the courses in this profession. We need to communicate with a clear understanding about the anatomy and physiology, disease diagnostics, treatments, and general information in the veterinary practice with co-workers and with pet owners. This course provides the basics of terminology that is a part of every course in this program. Use your study time to review the **Key Terms at the beginning of every chapter of the textbook**. Also, participate in the Quizlet exercises online with every course. Consider medical terminology a lifelong learning process that you add to every day.

Class Materials: In order to complete some assignments and to participate in the online portion of the course, a student must have Internet access. Students should receive their laptops within the first week of the class. Students may use the computers in the library until they receive their laptops. The student must use the college email account for all communications with the faculty or other campus personnel.

Class Project: Each module may have a course project which will be described in the syllabus.

Grading and Evaluation: Student's grades will be based on classroom participation, homework, in-class assignments, possible projects, and tests. The course grade will be computed according to the course syllabus for each course

Work Ethics: HCI instructs and evaluates students on work ethics in all programs of study. Some work ethics traits that have been identified and defined as essential for student success are as follows. Appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this HCI program, you will be expected to adhere to the highest standards of such character traits in your behavior as well as your coursework.

Classroom expectations: Students are expected to come to class on time and ready to participate. They should wear the appropriate uniform during class and lab time as well as their nametag or student ID tag. Classroom etiquette is very important and must be observed and respected by all students. For instance, students are not to put their head down on the bench during the class as they may appear to be dosing off to others. No eating or drinking other than from sealed water bottles/packages. Adequate break time will be provided to have a snack or get up and move around. Talking, texting, reading emails and any other distracting activity is not permitted.

Be sure to turn off or silence cell phones, beepers, or pagers during class/lab time and place them in a purse, or backpack under the desk except for classroom exercises that may require phone usage such as Kahoot or Google Classroom.

The Americans with Disabilities Act of 1990 – The Rehabilitation Act of 1973, Section 504

HCI College recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the Institution, provided such accommodation would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the Office of the President. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning HCI College for its alleged noncompliance with The Americans with Disabilities Act of 1990. The following individual is HCI College's Section 504 Coordinator: Dr. Arlette Petersson, Vice President of Academic and Regulatory Affairs, HCI College, 1764 N. Congress Avenue, West Palm Beach, FL 33409; Telephone (561) 586-0121; Fax (561) 471-4010; Email: apetersson@hci.edu.

ACT Videos: Some portions of the course may include scenarios and videos provided by Animal Care Technologies. These items will be assigned as appropriate and specific to each subject area or topic. The videos may require more than just watching one time. It is suggested that the student fully watch the video once, then watch it for a second time taking notes or jotting down questions for the next onsite session. Student should also create a vocabulary list for terms introduced in each video.

Participation: All students are encouraged to attend class regularly with enthusiasm and to complete all course assignments on a timely basis. Attendance is essential for success in the class, as participation is measured in class, and information covered during class lecture and discussion are essential to understanding the concepts in this course.

Absences: Any material missed as a result of absences is the responsibility of the student and should be obtained from classmates. If you know you are going to be absent for some reason, inform the instructor in advance and turn in written assignments a head of time whenever possible.

Late Work and Makeup Policy: Any class not attended detracts from the overall instruction being offered. Normally, instructors will make arrangements on the student's time, outside of class, to make-up tests or other missed work at their discretion for excused absences. It is the responsibility of the student to contact each instructor and make appropriate arrangements before the next class meeting to complete any missed work. Tests and homework submitted after the due date will receive point reductions in grades for each day following the due date. If a test is not taken within four school days after returning to class, a grade of zero may be recorded. Quizzes that are missed may be scheduled for make-up at the sole discretion of the instructor.

Class Format: Post-secondary coursework requires that the student spend at least two hours of study time outside of the class time, for each hour of lecture received. Adequate time outside of class is necessary to prepare for classroom instruction, laboratory work, assignments, exams, and

projects. Students should read textbook chapters prior to their being discussed in class, and they should come to class with all assignments complete and ready for discussion. Students must study for exams and quizzes, as well as review the principles required prior to attending laboratory settings. The textbook, assignments, projects, quizzes, and/or exams referenced in the course syllabus demonstrate the types of class preparation activities that are completed during this class preparation time.

Tutoring: Individual assistance may be scheduled on a case-by-case basis with instructors.

Library Resources: HCI Library provides students access to books, periodicals, and electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects are available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the library. A self-service, black and white copier/printer is also available in the library.

Academic Success: All program courses in the Veterinary Technician Program must be completed with a grade of “C” (70%) or better in order to graduate. Students are required to repeat courses with grades of “D” or “F” and will be charged tuitions and fees for repeats. Students must meet Satisfactory Academic Progress (SAP) to stay enrolled in college and be eligible for Financial Aid (refer to catalog for details on SAP, FA Warning, Dismissal, and Appeal processes). If a student is unsuccessful in a course the student may have to wait until the course is offered again for a retake.

Veterinary Assisting Diploma Program Overview

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a veterinarian or veterinary technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes a clinical externship experience. Upon successful completion of the program a diploma is granted.

Veterinary Assisting Program Courses:

Course Code	Course Description	Credits
VAT100	Introduction to Veterinary Assisting	4
VAT110	Medical Terminology	4
VAT120	Anatomy and Physiology	4
VAT130	Laboratory Procedures	3
VAT140	Pharmacology	3
VAT150	Radiology	3

VAT170	Veterinary Clinical Procedures	3
VAT180	Hospital and Surgical Procedures	3
VAT200	Externship	4
SLS110	Career Preparation	4

Refer to the College Catalog for course descriptions and program details

Receipt of the student handbook, Veterinary Assisting Program

Student Name (Print): _____ Date: _____

Student Signature: _____