Colby Community College
Distance Learning Veterinary Nursing Program

Admissions Procedure

Applications are accepted year-round for the Colby Community College Distance Learning Veterinary Nursing Program (CCC DLVNP). Courses begin in January, June, and August. Applications should be completed at least 2 months prior to the start of the term. This program does not have an enrollment limit.

If you need additional information or have any questions, feel free to contact Dr. Jennifer Martin, Program Director, by phone at 785-460-5466 or by email at jennifer.martin@colbycc.edu.

Step 1
Apply to Colby Community College online.

Visit the Colby Community College homepage at http://www.colbycc.edu/ and click on the "Apply Online Today" button located at the upper right hand side of the page.

Be sure to choose "Undergraduate/Assoc of Applied Sci/Veterinary Nursing ONL" as your academic program.

When your application has been processed, you will receive an email with instructions for your Trojan Web account information. This email serves as your acceptance into the college.

Step 2
Visit the Colby Community College Financial Aid webpage at http://www.colbycc.edu/students/financial-aid/index for information regarding financial aid. Please feel free to contact a CCC Financial Aid Counselor, at financialaid@colbycc.edu or 785-460-4679 with your financial aid questions.

Step 3
Submit all official high school (or GED) and college transcripts, ACT and/or SAT scores, and placement test scores (e.g. ACCUPLACER test) (if applicable) to the Colby Community College Registrar's Office. Please email Amanda Hart, Veterinary Nursing Enrollment and Retention Specialist/Ag Department Specialist, at amanda.hart@colbycc.edu to inform her when these items have been submitted.

An official electronic copy of high school and/or college transcripts may be sent to Colby Community College by logging into Docufide at www.docufide.com and creating an account and user password. Please note that a valid email address is required to create the account. Docufide will accept the payment online, and your transcript will be electronically submitted to the college's registrar.

Official copies of these documents may be sent to:

Registrar
Colby Community College
1255 S. Range Ave.
Colby, KS 67701
(785) 460-5509
registrar@colbycc.edu

By submitting these documents to CCC, you are granting permission to share these documents between the CCC DLVNP, the CCC Registrar, and the CCC Admissions Department.

Step 4
Demonstrate readiness for MA109 Math for Veterinary Nurses through your ACT/SAT scores and/or the ACCUPLACER placement test scores. One of the following is required to enroll in MA109 Math for Veterinary Nurses:

ACT Mathematics Score: 14 or higher
OR
SAT Mathematics Score: 340-419
OR
ACCUPLACER Mathematics Score: 220 or above.

Students who are exempt from placement testing include:

1. A student determining course placement is not accurate may request admission into a higher level course by contacting the Trojan Advising Center. Students requesting admission into a higher level course must demonstrate adequate knowledge and provide reasonable proof to receive approval from the Vice President of Academic Affairs.
2. Students who have earned a Bachelor's or Associate degree;
3. Students successful completion ("C" or higher) at another institution and the course is deemed equivalent through Registrar review and students who have followed the developmental sequence in math, writing, or reading are exempt from their requirement for assessment in that subject only;
4. Students successful completion ("C" or higher) English Composition I or its equivalent are exempt from the requirement for assessment in English and reading;
5. Students successful completion ("C" or higher) a 100-level or above algebra course are exempt from the requirement for assessment in mathematics;
6. Students who have taken the ACT/SAT and/or Accuplacer test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

Students must follow the sequence of developmental courses and pass with at least a "C" to move to the next level unless retesting results indicate a higher placement.

Step 5
Demonstrate readiness for the prerequisite course EN176 English Composition I through your ACT/SAT scores and/or the ACCUPLACER placement test scores. One of the following is required to enroll in EN176 English Composition I:

        ACT English Score: 18 or above AND
        ACT Reading Score: 18 and above
                  OR
        SAT Writing Score: 431 or above AND
        SAT Reading Score: 460 or above
                  OR
        ACCUPLACER Reading and Writing Score: 255 or above

Students who are exempt from placement testing include:

1. Students who have earned a Bachelors or an Associates degree.
2. Students who have successfully completed ("C" or higher) at another institution and the course is deemed equivalent through registrar review; and students who have followed the development sequence in math, writing, or reading are exempt from their requirement for assessment in that subject only.
3. Students who have successfully completed ("C" or higher) English Composition I or its equivalent are exempt from the requirement for assessment in English and reading.
4. Students who have successfully completed ("C" or higher) a 100-level or above algebra courses are exempt from the requirement for assessment in mathematics.
5. Students who have taken the ACT/SAT test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

Students must follow the sequence of developmental courses and pass with at least a "C" to move to the next level unless retesting results indicate a higher placement.

Step 6
Enroll in the prerequisite course VN115 Introduction to Veterinary Nursing using the Trojan Web Portal. This is an 8-week course offered during the fall, spring, and summer semesters. Please send an email requesting Trojan Web enrollment instructions to Amanda Hart, Veterinary Nursing Enrollment and Retention Specialist/Ag Department Specialist, at amanda.hart@colbycc.edu. If you attempt to enroll and receive an error message, please contact the Registrar, at registrar@colbycc.edu or 785-460-5509 for assistance with the enrollment process.

Step 7
Contact your Academic Advisor, Amanda Hart, Veterinary Nursing Enrollment and Retention Specialist/Ag Department Specialist, at amanda.hart@colbycc.edu or 785-460-5462 to discuss your online class schedule.

The other DLVNP prerequisite courses include:

Course ID	Course Name	Credit Hours
EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab **OR**	
CH177	Chemistry I w/Lab	4-5
BI100	General Biology w/Lab **OR**	
BI177	Biology I w/Lab **OR**	
BI179	Biology II w/Lab	4-5
	Social/Behavioral Science Elective	3
AG149	Principles of Animal Science	3
SP176	Public Speaking **OR**	
SP101	Fundamentals of Oral Communication **OR**	
SP106	Interpersonal Communications	3
VN126	Veterinary Medical Terminology **OR**	1
AL102	Medical Terminology	1-3

You will need to enroll in these courses using Trojan Web.

If you see that you are waitlisted for a class, please contact Amanda Hart, Veterinary Nursing Enrollment and Retention Specialist/Ag Department Specialist, at amanda.hart@colbycc.edu.

Step 8
Students with at least 12 credit hours of the prerequisite coursework completed with a "C" or better may enroll in First Term courses with the approval of the Colby Community College On-Campus and Distance Learning Veterinary Nursing Program Director.

All prerequisite and First Term courses must be successfully completed with a "C" or better before a student accepted into the full-time program may enroll in Second Term courses and above.

All prerequisite and First and Second Term courses must be successfully completed with a "C" or better before a student accepted into the part-time program may enroll in Third Term courses and above.

Step 9
This program requires selective admission.

In addition to successfully completing the prerequisite coursework with grades of "C" or better, you will need to complete at least 30 hours of observation/work experience in a veterinary hospital. **These hours may be completed while you are enrolled in your prerequisite coursework if not completed previously.**

Have your supervising veterinarian or credentialed veterinary nurse complete and sign the Veterinary Observation/Work Experience form.

The completed [DLVNP Veterinary Observation/Work Experience Form](#) may be mailed, faxed, or scanned and emailed to:

Amanda Hart
Veterinary Nursing Enrollment and Retention Specialist/Ag Department Specialist
Colby Community College
1255 S. Range Ave.
Colby, KS 67701
FAX: (785) 460-4666
amanda.hart@colbycc.edu

Step 10
Once your application is complete, and you have successfully completed all of the prerequisite coursework with a grade of "C" or better in each course, Dr. Jennifer Martin, Program Director, will notify you of your acceptance status.

Step 11
Students applying to the program must be computer literate and have a computer with reliable high-speed Internet access. A webcam and headset with a microphone are also required. Mentorship courses will also require access to a video camcorder and tripod for use when recording AVMA Essential and Recommended Skills that are hands-on tasks.

Students must also be able to work independently and take initiative.

Students must work with generally more than one veterinary hospital to complete the mentorship and veterinary clinical experience coursework.

Students are required to have a recent version of Microsoft Word and Microsoft PowerPoint to access course material. Assignments must be submitted in .docx or .rtf formats. Videos must be submitted in .mp4 or .mov files.

Use of antivirus software is strongly recommended.

Students are required to have all necessary software and have all equipment operational prior to the beginning of the courses. Students assume responsibility for their own software and/or hardware issues. Students with technical difficulties should obtain technical support as soon as possible.

Students must be able to meet the Technical Standards, which are available upon request.

*Students must be at least 18 years of age to enroll in the mentorship and veterinary clinical experience classes.