

**Colby Community College  
Distance Learning Veterinary Technology Program**

**Admissions Procedure**

Applications are accepted year-round for the Colby Community College Distance Learning Veterinary Technology Program (CCC DLVTP). 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](mailto: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 Tech 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](mailto: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 Mandy Quenzer, Veterinary Technology Enrollment and Retention Specialist, at [mandy.quenzer@colbycc.edu](mailto:mandy.quenzer@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](http://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](mailto:registrar@colbycc.edu)

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

#### **Step 4**

Demonstrate readiness for MA109 Math for Veterinary Technicians 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 Technicians:

- ACT Mathematics Score: 14 or higher
- OR
- SAT Mathematics Score: 340-419
- OR
- ACCUPLACER Mathematics Score: above 50.

Applicants who do not qualify for MA109 Math for Veterinary Technicians will need to successfully complete MA075 Basic Applied Math (offered online via EduKan) or MA050 Math Essentials (offered on-campus), prior to being able to enroll in MA109 Math for Veterinary Technicians.

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 <sup>[1]</sup>SEP 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 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

ASSET Writing and Reading: 40 and above

OR

ACCUPLACER Sentence Skills and Reading: 69 and 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 <sup>SEP</sup>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 VT115 Introduction to Veterinary Technology 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 Mandy Quenzer, Veterinary Technology Enrollment and Retention Specialist, at [mandy.quenzer@colbycc.edu](mailto:mandy.quenzer@colbycc.edu). If you attempt to enroll and receive an error message, please contact the Registrar, at [registrar@colbycc.edu](mailto:registrar@colbycc.edu) or 785-460-5509 for assistance with the enrollment process.

### **Step 7**

Contact your Academic Advisor, Mandy Quenzer, Veterinary Technology Enrollment and Retention Specialist, to discuss your online class schedule at [mandy.quenzer@colbycc.edu](mailto:mandy.quenzer@colbycc.edu) or 785-460-5462.

The DLVTP prerequisite courses include:

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Hours</b>
EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab <b>OR</b>	
CH177	Chemistry I w/Lab	4-5
BI100	General Biology w/Lab <b>OR</b>	
BI177	Biology I w/Lab <b>OR</b>	
BI179	Biology II w/Lab	4-5
	Social/Behavioral Science Elective	3
AG149	Principles of Animal Science	3
SP176	Public Speaking <b>OR</b>	
SP101	Fundamentals of Oral Communication <b>OR</b>	
SP106	Interpersonal Communications	3
VT126	Veterinary Medical Terminology <b>OR</b>	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 Mandy Quenzer, Veterinary Technology Enrollment and Retention Specialist, at [mandy.quenzer@colbycc.edu](mailto:mandy.quenzer@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 Veterinary Technology 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 technician complete and sign the Veterinary Observation/Work Experience form.

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

Jennifer L. Martin, DVM  
Director, On-Campus and Distance Learning Veterinary Technology Programs  
Colby Community College  
1255 S. Range Ave.  
Colby, KS 67701  
FAX: (785) 460-4666  
[jennifer.martin@colbycc.edu](mailto:jennifer.martin@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 web cam 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.**

*Challenge* students to adapt to a diverse society. *Create* opportunities for student growth. *Connect* student learning with professional experiences.

**An Equal Employment/Educational Opportunity Agency**

Colby Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies:  
Section 504 ADA and Title IX Coordinator: Vice President of Student Affairs  
Colby Community College, 1255 South Range, Colby, KS 67701  
785-460-5490