Admission Criteria Checklist

**Deadline: Monday, June 3rd 5:00pm**

It is recommended that applicants submit their application packet with all supporting documents once all requirements have been completed. Application packets are accepted January 1st thru June 1st for the upcoming Fall semester. The completed application packet can be turned in via the following methods:

**In Person**: Veterinary Technology Building **Fax**: 210.486.9171 **Mail**: Palo Alto College

Veterinary Technology

**Email**: [lgarcia539@alamo.edu](mailto:lgarcia539@alamo.edu) 1400 W. Villaret Blvd

San Antonio, Texas 78224

Initial each requirement below as completed.

1. **Apply to Palo Alto College**: Apply to Palo Alto College at [www.applytexas.org](http://www.applytexas.org) and declare the specific major of “Veterinary Technology” under the AAS option. Welcome Center #210-486-3100 \_\_\_\_\_\_ (initial)
2. **Submit** **OFFICIAL TRANSCRIPT to the Records and Transcripts office**: All courses taken at alternate colleges or universities by official transcripts. The student is responsible for acquiring/submitting official transcripts to Palo Alto College. Records and Transcripts #210-486-3700 \_\_\_\_\_\_ (initial)
3. **Complete** **required prerequisites**: Composition I- ENGL 1301, and Biology for Science Majors l- BIOL 1406, College Algebra 1314, General Psychology 2301 must all be completed with a “C” or better, prior to admission into the program. \_\_\_\_\_\_ (initial)
4. **Submit** **UNOFFICIAL TRANSCRIPT to the Veterinary Technology Program**: Previous courses taken at any college/university must be turned into the Veterinary Technology Program. This transcript does not need to be an official copy; these can be printed from your online student account. \_\_\_\_\_\_ (initial)
5. **Complete** **clinical experience hours**: A minimum of 80 hours or more of documented clinical experience is required for entrance into the Veterinary Technology Program. The hours should be completed under the supervision of a D.V.M. or L.V.T. **Acceptable proof of clinical hours should include a printed time sheet from the clinic worked/volunteered with the D.V.M. signature.** Additionally, the “Proof of Clinical Experience” form should be signed by a D.V.M. or L.V.T. (Shelter hours are acceptable as long as the hours are obtained in the clinic area and with a D.V.M. supervisor). See next page of this packet for the proper form. \_\_\_\_\_\_ (initial)
6. **Request for Reference**: Each student is responsible for procuring a signed request of reference. The “Request for Reference” form must be completed by a D.V.M. or L.V.T. from the location the 80 hours were obtained. **Once the form is complete it should be returned to the applicant in a sealed envelope with a signature over the seal** (If these instructions are not followed, form will not be accepted). See page 4 for form. \_\_\_\_\_\_ (initial)
7. **Apply to Palo Alto Vet Tech Program**: Applying to PAC and declaring your major as “Veterinary Technology” does not automatically submit your application to this program. You must turn in the application included in this packet (see page 9) to the Vet Tech Program to be considered for admission to the program. Every student applying must be a student in good standing and have a minimum **total** GPA of 2.0. \_\_\_\_\_\_ (initial)

**Submit Application Packet:** Turn in your fully completed application packet to the Veterinary Technology Department prior to June 3rd via

one of the methods listed at the top of this page.

Prior to application submission, sign and date this form to acknowledge all requirements have been met.

Students falling short of any listed requirements will not be considered for acceptance until all requirements are met. Once all requirements are met, their status will be re-evaluated pending the number of spaces still available.

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Applicant Signature Date

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