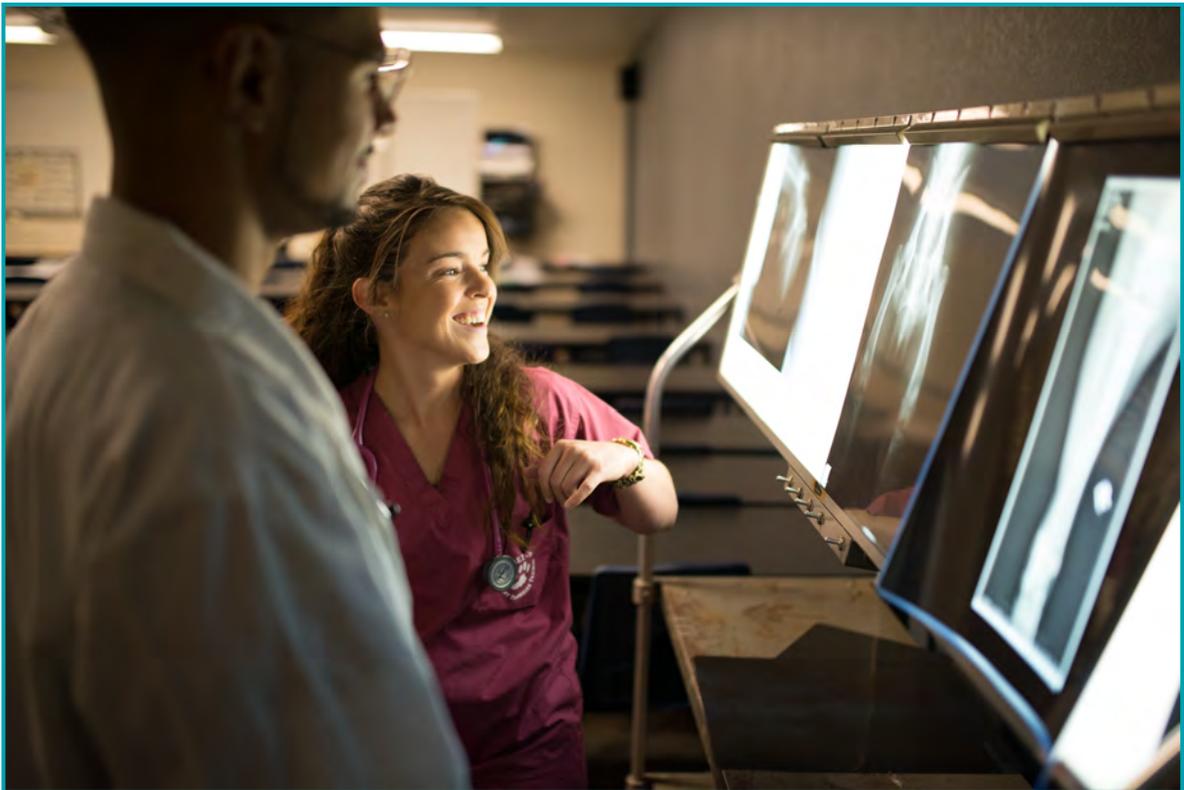
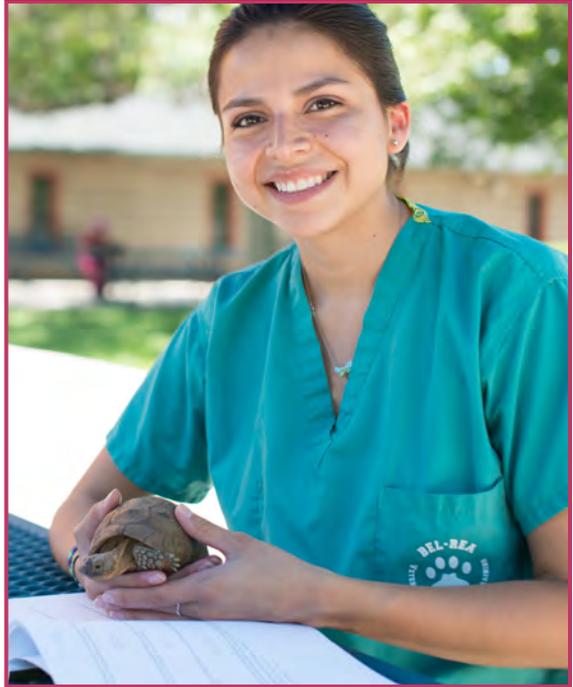


2020-2021
CATALOG

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MISSION, PURPOSE, PROGRAM OBJECTIVE

MISSION

“To instill in the students not only the marketable skills needed for initial employment, but also the initiative, self-confidence and resourcefulness necessary for advancement.”

- Adopted by the Management, Faculty, Staff, and Advisory Board April 18, 1986

PURPOSE

“To provide specialized training to become a qualified entry-level veterinary technician. An Associate of Applied Science degree in Veterinary Technology from Bel-Rea will prepare graduates for a variety of career options within this field.”

PROGRAM OBJECTIVE

“To allow the student to gain an entry-level position as a veterinary technician in the following areas: Veterinary Clinics, Zoos, Research Laboratories, Kennels, and Commercial Facilities.”

Bel-Rea strives to create valuable veterinary technician employees for the local, national, and global veterinary community by providing all students with a well-rounded education that will allow them the opportunity to successfully launch their career as a veterinary technician. The field of veterinary medicine is continually evolving, and Bel-Rea utilizes institutional goal achievement, student outcomes, and input from veterinary professionals to study and consistently improve our efforts for our students, faculty, staff, veterinary employers, and the professional community.

The program’s educational philosophy is that the student is considered our most valuable asset, and it is the well-being and training of the student that is our most important consideration. Bel-Rea’s educational objectives actively support this mindset and are as follows:

1. To assist all students in achieving a superior level of basic skills for an entry-level veterinary technician.
2. To instill in each student the means of developing a professional appearance, poise and a continuing pattern for self-improvement.
3. To impart a practical knowledge of appropriate procedures and techniques, with emphasis on learning by doing.
4. To provide a background diverse enough to enable graduates to progress to management level.
5. To give the student the opportunity to exercise responsibility, and to develop the self-confidence that goes with responsibility.
6. To provide general education courses that enrich the student’s personal life and result in better citizenship, as well as employment competence.

Bel-Rea’s mission and purpose is expressed consistently in all publications. It is the foundation for developing curriculum and structuring the academic environment. Bel-Rea tailors its curriculum to meet the needs of students who are career oriented.

The men and women who make up Bel-Rea’s student body are interested in an education that will prepare them for multiple career options in veterinary medicine.

A HISTORY OF BEL-REA



- 1971** Dr. Dan Dean and Dr. Fred Fodre found Bel-Rea Institute of Animal Technology.
- 1972** Dr. Nolan Rucker and Dr. Robert Taylor assume operation of Bel-Rea and Alameda East Veterinary Hospital. Both veterinarians saw the need for properly trained veterinary technicians in practice and wanted to create a unique program that combined academic and clinical experience to train individuals to assume a vital role in veterinary medicine.
- 1975** Bel-Rea receives accreditation from the American Veterinary Medical Association (AVMA) and the Accrediting Commission of Career Schools and Colleges of Technology (ACCST).
- The 1970's** The school occupies the second story of Alameda East Veterinary Hospital. Between classes, students go downstairs to the teaching hospital to observe and assist with animals. Student enrollment increases from 12 to 80 students.
- 1984** In order to meet the needs of the expanding student population and give the program room to grow, Bel-Rea builds a new academic facility on 6.4 acres in Denver.
- 1989** The American Veterinary Medical Association approves the use of the title Veterinary Technician, replacing the traditional title of Animal Technician.
- The 1980's** Bel-Rea's student population grows to 180, making Bel-Rea the largest accredited veterinary technician program at that time in the United States. The curriculum is expanded to include the changing requirements for veterinary technician training. Rotations at the Denver Dumb Friends League, Colorado Humane Society, and other local animal shelters are added to diversify the experience for each student. Elective courses in equine medicine, laboratory procedures, avian medicine, exotic animal medicine, and animal behavior are added.
- The 1990's** Bel-Rea becomes one of the original sponsors of Animal Planet and launches one of the first online job placement sites for veterinary technicians. Bel-Rea's student population grows from 200 to 500.
- The 2000's** Bel-Rea expands its internship program to offer students a broader range of internship opportunities. The internship program grows to 200+ sites including, but not limited to, emergency/referral hospitals, small animal hospitals, large animal practices, zoos, and laboratory/research facilities. Bel-Rea is recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) with School of Distinction and School of Excellence Awards. The large animal training facility is expanded with a teaching barn/classroom structure.
- The 2010's** Bel-Rea constructs a Media Center that contains an expanded veterinary library, computer lab, and testing rooms. Digital dental radiography is added to the dental lab and Bel-Rea's Facebook, Pinterest, and Instagram pages are launched.
- 2015** The number of Bel-Rea graduates hits the 6000 mark!
- 2016** Full-body digital radiography, a new multi-purpose lab, a new payment office, and a marketplace area are added to the facility.
- 2019** Bel-Rea receives the ACCSC School of Distinction Award!



GENERAL PROGRAM INFORMATION



CONTACT INFORMATION

BEL-REA INSTITUTE OF ANIMAL TECHNOLOGY

 303-751-8700
Toll Free: 800-950-8001
Fax: 303-751-9969



www.belrea.edu



Contact our admissions department
admissions@belrea.edu

 1681 South Dayton Street, Denver, Colorado
80247

DEGREE PROGRAM

DEGREE AWARDED UPON GRADUATION

Associate of Applied Science degree in Veterinary Technology is awarded by Bel-Rea Institute of Animal Technology to students upon successful completion of all coursework and internship, provided a 2.0 grade point average has been maintained and all tuition monies due to Bel-Rea have been paid.

All graduates are candidates for the Veterinary Technician National Exam (VTNE) and may apply for credentialing as a veterinary technician with their state credentialing agency.

NORMAL LENGTH OF PROGRAM

24 months/8 quarters: 87 weeks made up of 77 weeks of classroom academic courses and labs and 10 weeks of internship at an approved internship site.

Students are encouraged to complete the program in a timely manner in order to minimize the amount of living expenses necessary to earn their degree.

TOTAL NUMBER/TYPE OF CREDIT HOURS

125 Quarter Hours

MAXIMUM ATTEMPTED CREDITS ALLOWED TO COMPLETE THE PROGRAM

The maximum amount of attempted credits allowed is 1 ½ times Bel-Rea's standard program of 125 credits: 187 attempted credits. Failure to complete the program within the maximum attempted credit limit results in dismissal from the program. Students with extenuating circumstances are allowed to petition for an exception to the maximum attempted credit limit through Bel-Rea's Appeals and Readmission Board. If granted, the student is allowed a specific extended credit amount to complete the program.

MAXIMUM CREDIT HOURS ALLOWED FOR FINANCIAL AID ELIGIBILITY

187 credit hours (1 ½ times the normal program credit amount of 125 hours)



ADDITIONAL INFORMATION

FACILITY

Bel-Rea's veterinary technology program is located on a 6.4-acre campus that consists of seven buildings totaling approximately 33,000 square feet. Free parking is available on campus and on surrounding streets.

The American Veterinary Medical Association (AVMA) has very specific equipment requirements for its accredited veterinary technology programs. Bel-Rea has excellent equipment and teaching resources that exceed the AVMA requirements. Examples of equipment include digital dental and digital full-body radiography, fiber optic endoscope, blood chemistry analyzer, automated cell counter, CPR manikins, and an ultrasound unit. Students also have access to iMac computers with Microsoft Office, PowerPoint, and DVMax Veterinary software capabilities.

The final quarter 10-week internship is conducted at one of over 200 approved veterinary technician internship sites.

CLASS SIZE

Starting class sizes range from 35 to 110 students. The typical size of a lecture class is 40-60 students and lecture classes have a maximum of 110 students in a class. The typical size of a lab class is 8-30 students. Lab classes have a secondary instructor in addition to the primary instructor.

LENGTH OF CLASS TIME PER DAY

Classes are held between the hours of 7 a.m. and 6 p.m., Monday through Friday, and may be changed at the Administration's discretion. First and second quarter students are usually in school 4-5 hours per day. Classes normally begin on the hour and end ten minutes before the hour. Additional hours are necessary for successful completion of required course work (e.g., study time, animal care, off-site labs).

Interns complete a required 400-hour internship in 10 weeks of training at an approved internship site during the 8th (internship) quarter. Students in internship must recognize the fact that animals become ill during all hours of the day and emergencies may take place at any time. Students may have to arrive earlier or stay later to complete all of their assigned duties. Interns can choose to complete additional hours to gain further experience.

BREAKS

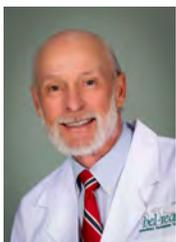
Breaks of approximately 2 weeks are scheduled between quarters.



FACULTY AND STAFF

Bel-Rea has over 40 Faculty, Staff, and Paid Animal Care Staff Members (PACS), including Executive Officers, all of whom have one focus: our veterinary technician training program.

EXECUTIVE OFFICERS



Nolan C. Rucker, BS, DVM, MS
President, Dean of Education, Program
Director, Campus Security Authority
Staff member since 1971

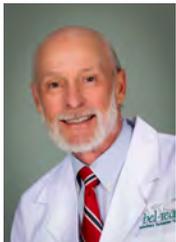


Tracy Peterson, BA, CPA, CIA
Chief Operating and Compliance Officer,
Campus Security Authority
Staff member since 2016

FACULTY

The Faculty at Bel-Rea consists of three Professors (Licensed Veterinarians), 12 Technical Instructors (Certified Veterinary Technicians), two General Education Instructors, and an Internship Coordinator. Students also receive special topic presentations from guest lecturers and animal handling mentorship from Paid Animal Care Staff (PACS).

PROFESSORS



Nolan Rucker, BS, DVM, MS, is the Dean of Education and Program Director at Bel-Rea. Dr. Rucker instructs Anatomy and Physiology, supervises the faculty, and ensures the excellence of the academic content of the program. Dr. Rucker graduated from the University of Missouri in 1970. He has worked as a Small Animal Surgery instructor at Auburn University, was the Director of Research for the Comparative Neuroscience Center in Denver, has been active in research projects in the field of spinal trauma, and is a past president of the Denver Area Veterinary Society. Dr. Rucker practiced for 24 years at Alameda East Veterinary Hospital and taught classes at Bel-Rea prior to becoming the Dean of Education in 1996. He is a past Adjunct Associate Professor at the University of Denver, a past Clinical Associate at Colorado State University's Veterinary Teaching Hospital, and one of the founders of Bel-Rea. *Professor since 1971.*



Sharyn Esposito, AAS, BS, DVM, is one of Bel-Rea's Lead Faculty Supervisors, she helps students master their clinical skills in their Pre-Clinical surgical and dental rotations, instructs the Large Animal Medicine course, and is the veterinarian for the resident animals at Bel-Rea. Dr. Esposito graduated from Colorado State University College of Veterinary Medicine and Biomedical Medicine in 1996. She first came to Bel-Rea as a student in 1987 and then went on to receive a Bachelor of Science in Animal Technology at the University of Denver before attending veterinary school. Dr. Esposito has worked in several small animal hospitals and at present provides veterinary services for the Aurora Animal Shelter. She nurtures a big family, including two dogs, three cats, a blue and gold macaw, a bearded dragon, a Russian tortoise, three horses, ducks, and chickens with her husband and two children. *Professor since 2012.*



Patrick Hemming, BS, DVM, instructs students in the applied aspects of veterinary reproduction and large animal practice, and is the consulting veterinarian for Bel-Rea's resident large animals. Dr. Hemming graduated from Colorado State University in 1976. He owns and operates Animal Reproductive Technologies, a beef cattle production medicine, nutrition, reproduction, and veterinary consulting service. Dr. Hemming also operates Aristocrat Angus Ranch's beef cattle reproduction services and has traveled extensively implementing feasibility studies for livestock projects. *Professor since 1996.*

TECHNICAL INSTRUCTORS



Janet King, AAS, BS, CVT, is one of Bel-Rea's Lead Faculty Supervisors and is the supervisor of Pre-Clinical studies, where she actively works to prepare students for their internship quarter. In addition to training students during their surgical rotations and supervising the clinical competency requirements, Janet teaches Anesthesia. Janet was born in Illinois and grew up in Wisconsin. She graduated from the University of Wisconsin, earning her a degree in Microbiology, and Bel-Rea, earning her degree in Veterinary Technology. After graduating from Bel-Rea, Janet worked at Alameda East Veterinary Hospital as supervisor of the Radiology Department and the Pre-Clinical/Internship students, and filled in as needed in the Laboratory, Treatment, and Surgery Departments. Janet has a cat named Badger and a dog named Daisy, both adopted when they came to Bel-Rea from the Aurora Animal Shelter to be spayed/neutered. *Instructor since 1987.*



Tammy Schneider, AAS, BS, CVT, RLATG, is one of Bel-Rea's Lead Faculty Supervisors and instructs students in Microbiology, Hematology, and Large Animal Medicine. Tammy graduated from Bel-Rea in 1989, earning her a degree in Veterinary Technology, and Kansas State University, earning her a degree in Animal Science. Tammy's diverse background includes working in the cattle industry (dairy and beef), and in small animal, exotic, and mixed animal practices as a Certified Veterinary Technician. Her working knowledge greatly benefits the students during their equine and bovine fieldwork experiences. Tammy is also a Certified Artificial Insemination Technician and a Registered Laboratory Animal Technician (Research). Tammy enjoys playing roller derby. *Instructor since 1997.*



Scott Newman, AAS, BS, CVT, is Bel-Rea's Assistant Lead Faculty Supervisor and instructs Anesthesia, Pharmacology, Veterinary Medical Math, and Anatomy and Physiology. Scott also instructs students during their Pre-Clinical surgical rotations. Scott graduated from Colorado State University in 1992, earning him a degree in Animal Science, and Bel-Rea in 1994, earning him a degree in Veterinary Technology. After graduating from Bel-Rea, Scott worked as a CVT at a small animal practice in the Denver Metro Area. Scott has been an instructor for 20 years and has published a textbook, *Veterinary Medical Mathematics*. Scott enjoys hiking, skiing, and running, has three dogs, and owns a ranch east of Denver. *Instructor since 1997.*



Natalie Kirkland, AAS, BS, CVT, instructs upper quarter students in their Pre-Clinical rotations and instructs Chemistry, Laboratory Animal, and Veterinary Science IV. Natalie was born and raised in Texas and graduated from Texas A&M in 2006, earning her a degree in Biomedical Science before earning her degree in Veterinary Technology from Bel-Rea in 2009. Natalie has worked as a veterinary technician for Rocky Mountain Small Animal Hospital, and as a surgery technician for Animal Emergency and Specialty Center, VCA Alameda East, and Wheat Ridge Animal Hospital. In her spare time, Natalie enjoys hiking and camping with her boxer, Stella. She also has an Axolotl named Vis and a Chilean Rosehair Tarantula named Aragog. *Instructor since 2016.*



Amber Latyshov, ASE, AAS, CVT, instructs Anatomy Lab, Veterinary Science I, and Radiology, and supervises Bel-Rea's Paid Animal Care Staff (PACS). Amber graduated from Pickens Technical College in 2002, earning her a degree in Automotive Repair, and Bel-Rea in 2006, earning her a degree in Veterinary Technology. Amber worked for Harrison Memorial Animal Hospital, a non-profit focused on spay/neuter services, as Head Technician and Intern Coordinator for five years. Her passion for surgery and interest in orthopedic veterinary medicine led to her working for Hampden Family Pet Hospital. Even though she enjoyed the challenge of surgery, from thoracotomies to laparoscopic spays, Amber missed sharing her skills with others and switched to education. She continues to work part-time at veterinary hospitals around Denver. She enjoys hockey, cars, and spending time with her family. *Instructor since 2015.*



Lizzy Leeret, AAS, CVT, instructs upper quarter students in their Pre-Clinical rotations. Lizzy has spent the majority of her clinical career at Alameda East Veterinary Hospital working ER and ICU. She has worked with many different specialty departments and their hospitalized patients, including internal medicine, surgery, neurology, exotic/small mammal medicine, and her favorite, emergency and critical care. However, her true passion lies in training and teaching, helping others learn, grow, and recognize their true potential as veterinary technicians. She is excited to join the faculty at Bel-Rea to chase this passion and help to mold the next generation of animal care givers. *Instructor since 2021.*



Amy Martin, AAS, BS, CVT, instructs Office Management, is the Job Placement Manager and Bookstore Manager, and is responsible for ordering inventory for the school. Amy graduated from Colorado State University, earning her a degree in Fashion Merchandising with a concentration in Retail Management. She worked in the retail world for 10 years as a store manager and on a buying team as the Distribution Analyst. Amy attended Bel-Rea in 1994 and after graduation worked in a small animal practice. She came back to Bel-Rea to teach Office Management part-time while continuing to work in the field. In 2001, Amy took on the role of Internship Coordinator and developed the off-campus internship program. In 2002, Amy was asked to create an on-campus bookstore, along with leading Bel-Rea's job placement efforts for students and graduates. Amy has worked for Bel-Rea since 1996 with a couple breaks to be a mom. *Instructor 1996-1998 and since 2018.*



Mandy Peters, AAS, CVT, instructs Avian Reptile, and students in their dental rotations during Veterinary Science IV and Pre-Clinical. Mandy graduated from Bel-Rea in 2009, earning her a degree in Veterinary Technology. She worked VCA Alameda East Veterinary Hospital. Mandy enjoys spending time with her family and pets, as well as volunteering at the Aurora Animal Shelter, Wild Bird Rescue, and Girl Scouts of America. *Instructor since 2020.*



Liz Salan, AAS, CVT, instructs Veterinary Science II and III, Sterile Technique, and instructs upper quarter students in their Pre-Clinical rotations. Liz graduated from Bel-Rea in 2004, earning her a degree in Veterinary Technology. Originally from Michigan where she worked at the Animal Emergency Hospital as a veterinary assistant, Liz moved to Denver to attend Bel-Rea. After graduation, Liz worked as the Lead Technician in the Treatment Department at VCA Alameda East Veterinary Hospital. In 2008, she added supervision of the veterinary technician student interns to her duties at Alameda East by becoming the Intern Coordinator. In addition to working at Bel-Rea, Liz has volunteered with the Denver Police Department and the Humane Society Veterinary Medical Association. In her spare time, Liz enjoys CrossFit, hiking, camping, going to concerts, and Bel-Rea/CACVT Student Liaison. *Instructor since 2010.*



Anne Schell, AAS, CVT, instructs students in their Pre-Clinical rotations. She graduated from Bel-Rea in 2007, earning her a degree in Veterinary Technology. Anne worked at VCA Alameda East Veterinary Hospital and Veterinary Referral Center of Colorado (VRCC) prior to teaching at Bel-Rea. She continues to work at VRCC while teaching. *Instructor since 2020.*



Angela Taibo, AAS, BS, CVT, instructs Medical Terminology, Microbiology Lab, Parasitology, and Clinical Chemistry, and is Bel-Rea's OSHA Lead and USDA Liaison. Angela graduated from Bel-Rea in 1998, earning her a degree in Veterinary Technology, and University of Colorado Denver in 2000, earning her a degree in Mathematics & Biology with an emphasis on Secondary Education. During her 16 years at Wingate Animal Hospital, she worked her way up from volunteer to CVT. Angela also worked in human medicine as a Medical Laboratory Assistant and Phlebotomist at St. Anthony's Central and Littleton Adventist Hospital, and has taught piano and martial arts. Angela has published a textbook, *Veterinary Medical Terminology Guide and Workbook*. She enjoys working in her yard and spending time with her sheltie, Dante, her cat, BoBo, and her cockatiel, Howard. *Instructor since 2001.*



Michaela Witcher, AAS, BS, MS, CVT, instructs upper quarter students in their Pre-Clinical rotations. Michaela graduated from Bel-Rea in 1997, earning her degree in Veterinary Technology, Metropolitan State College in 2002 with a Bachelor's in Biology with a minor in Chemistry, and Johns Hopkins University in 2011 with a Master's in Biotechnology. She has worked in pharmaceutical research, emergency and critical care medicine, and taught at Ross University School of Veterinary Medicine. Michaela provides academic resources in the Library in the afternoons. *Instructor between 1999-2013, and since 2020.*

GENERAL EDUCATION INSTRUCTORS



John Ganzar, BA, MA, EdD, instructs Technical Writing, and is Bel-Rea's Student Affairs Director. John was born and raised in Denver, Colorado. He has one sister who lives in Texas and does Public Health research. His first job was cleaning carts at a golf course and this instilled a life-long love of the game. He attended the University of Colorado at Boulder for his undergraduate degree in History. From there, he moved back to Denver and started working in Higher Education in financial aid. While working at Ashford University, he obtained his master's degree in Education, specializing in English Language Learners. Following a trip to Europe where he taught English in Prague, Czechia, he returned to his hometown and continued working in Higher Education. He enrolled at the University of Denver and obtained his Doctorate in Education in 2018. While working on his dissertation, he taught English to adults in Aurora, worked on an assessment team for Early Childhood Math research, and started the off-campus housing department at DU. Now at Bel-Rea, he is in student affairs and works to support students with academic and community resources, both on and off-campus. He also teaches the Technical Writing and Perspectives courses. In his free time, he likes to ride his bike (mountain and road), garden (favorite thing to grow is peas in the spring), read, fly fish, hike, and spend time with his wife, dog Amelia, and cat Fritz. *Instructor since 2021.*



Jennifer Hillgrove, BA, MA, instructs Humanities in addition to being Bel-Rea's Registrar. Jennifer was born in Texas and raised in the United Arab Emirates. She graduated with a Bachelor of Arts in English in 1999 from Texas A&M, and a Master of Arts degree in Religious Studies from the University of Colorado Boulder in 2004. She enjoys hiking, reading and spending time with her husband, dog, Caffeine, and cat, Java. *Instructor since 2020.*



Melissa Merryman, BA, MS, instructs Perspectives, and is Bel-Rea's Student Services Manager. She is originally from Oregon and had worked in the Oregon community college system for ten years prior to starting her role at Bel-Rea in May of 2021. She began her career in student services as the faculty advisor to the Associated Student Government, instructor of Educational Leadership, and project coordinator for state grants at Rogue Community College. In 2017, Melissa pursued work in housing and residence life at Central Oregon Community College and was the Assistant Director of Housing and Residence Life. Melissa graduated from Southern Oregon University with a bachelor's degree in anthropology, a certificate in cultural anthropology, and minors in human communication and international studies. She earned a master's in educational leadership and policy through Portland State University. Melissa enjoys the opportunity to provide support to students and working with the students at Bel-Rea pursuing their goal of becoming a veterinary technician. In her free time, Melissa likes to travel, hike, and kayak. *Instructor since 2021.*

INTERNSHIP COORDINATOR



Debra Kubiak, AAS, BS, CVT, is Bel-Rea's Internship Coordinator, and instructs Medical Terminology. Deb graduated from Harcum College in 1993, earning her a degree in Veterinary Technology, and Colorado State University, earning her a degree in Biology. From 1999-2002, Deb taught Office Management, Medical Terminology, Dental Lab, Parasitology, Large Animal, and Anatomy Lab before changing roles in 2002. At that time, she became Bel-Rea's Internship Coordinator. Deb enjoys assisting students throughout their education in finding the internship that best suits their career goals and complements their prior experience. She continues to support each student during the internship quarter to ensure success. She spent 6 months interning at the University of Pennsylvania Small Animal Hospital and Penn Vet's New Bolton Center, and then went on to work as a credentialed technician in small animal practices in Pennsylvania and Colorado. Deb keeps busy raising two teenage boys with her husband and together they have two wirehaired dogs, a Greek tortoise, and a cockatiel. *Faculty member since 1999.*



STAFF

The staff at Bel-Rea provide a wide range of support services to our students, the program, and our campus. Departments include Admissions, Facilities and Fleet, Financial Aid, Front Desk, Job Placement, Library, Payment Office, Registrar, and Student Services.

OPERATIONS



Tracy Peterson, BA, CPA, CIA

Chief Operating and Compliance Officer, Campus Security Authority
Staff member since 2016

FRONT DESK ADMINISTRATIVE ASSISTANT



Carol Anderson, BS

Front Desk Administrative Assistant
Staff member since 2019

DIRECTORS



John Ganzar, BA, MA, EdD

Student Affairs Director,
Instructor, Title IX
Coordinator,
Campus Security Authority
Staff member since 2020



Stacey Sloan

Business and Financial
Affairs Director
*Staff member 1998-2001,
and since 2005*



Walt Frankewicz

Facilities and Fleet
Director
Staff member since 1997

BUSINESS AND FINANCIAL AFFAIRS



Stacey Sloan

Business and Financial Affairs Director
Staff member 1998-2001, and since 2005

ADMISSIONS



Natalie Alamat, BS

Admissions Manager
Staff member since 2019



**Dina Adams, AAS in
Business, AAS in
Accounting**

Admissions Advisor and
Training Manager
Staff member since 2016



Joan McGee, AAS, CVT

Admissions Advisor
Staff member since 2018



Tellus Barnes, BA

Admissions Advisor
Staff member since 2019



**Johanna Hegel, BS, AAS,
CVT**

Events and Marketing
Manager
Staff member since 2018



Mimi Pfaff, AAS, BS

Admissions Coordinator
and Student Affairs
Coordinator, Campus
Security Authority
Staff member since 2018

FINANCIAL AID



Stasi Bottinelli, BA
Financial Aid Manager,
Campus Security
Authority
Staff member since 1993



Sharon Zimmerman
Financial Aid Assistant
Manager
Staff member since 1995



Melissa Slagter, BME
Financial Aid Advisor
Staff member since 2011

PAYMENT OFFICE



Ann Nemeth, AA
Payment Office Administrator
Staff member 1999-2003, and since 2010

FACILITIES AND FLEET



Walt Frankewicz
Facilities and Fleet Director
Staff member since 1997



Sean White
Facilities Technician
Staff member since 1998

STUDENT AFFAIRS



John Ganzar, BA, MA, EdD
Student Affairs Director, Instructor, Title IX Coordinator, Campus Security Authority
Staff member since 2020

ACADEMIC RESOURCES



Michaela Witcher, AAS, BS, MS, CVT
Academic Resource Specialist, Instructor
Staff member 1999-2013, and since 2020

JOB PLACEMENT



Amy Martin, AAS, BS, CVT
Job Placement Manager, Bookstore Manager,
Instructor
Staff member 1996-1998, 2000, and since 2002

REGISTRAR



Jennifer Hillgrove, BA, MA
Registrar, Instructor, Campus Security
Authority
Staff member since 2011

STUDENT SERVICES



Melissa Merryman, BA, MS
Student Service Manager,
Staff member since 2021



Mimi Pfaff, AAS, BS
Admissions Coordinator and Student Affairs
Coordinator, Campus Security Authority
Staff member since 2018

ADVISORY COMMITTEE

The Advisory Committee is made up of members who are appropriately qualified representatives external to the institution who can provide a meaningful review of the program. The Committee meets twice a year to review curricula, instructional-related program materials, equipment and facilities, demographic trends, student achievement outcomes, and other matters pertaining to the profession as a means to provide the school with an external review of our program.

ADVISORY COMMITTEE MEMBERS

**David Beadleston, DVM, Diplomat DACVD
(Veterinary Dermatology)**

Veterinary Specialist at Front Range Dermatology, VCA Alameda East Veterinary Hospital, and Arrowhead Animal Hospital

Steven Colter, DVM, Diplomat ACVIM (Neurology)

Former Bel-Rea Professor, retired VCA Specialty Hospital Director, past CVMA President, CVMA Distinguished Service Award Recipient

Ruth Franceschi, AAS, CVT

Certified Veterinary Technician, Facilities Manager at National Jewish Health

Lee Ann Henbest, AAS, BS, CVT

Certified Veterinary Technician, Former Bel-Rea Instructor and Registrar, General Education Reviewer

Holly Knor, DVM

Veterinarian at VCA Alameda East Veterinary Hospital

Robin McGehee, BA, AAS, CVT, RVT

Certified Veterinary Technician, Registered Veterinary Technician, Former Bel-Rea Instructor

Kim Pope-Zukowski, AAS, CVT

Certified Veterinary Technician, Former Aurora Animal Shelter Supervisor

Doug Santen, DVM, Diplomat ACVIM (Small Animal Internal Medicine)

Veterinary Specialist at VCA Alameda East Veterinary Hospital

Brett Sargent, DVM, Diplomat ABVP (Canine and Feline Practice)

Veterinary Specialist at Front Range Veterinary Clinic

Gina Stonier, AAS, CVT

Certified Veterinary Technician, Former Bel-Rea Instructor

Jean Wilbert, AAS, CVT

Certified Veterinary Technician, Internal Medicine at VCA Alameda East Veterinary Hospital



ACCREDITATION, LICENSING, AND APPROVAL AGENCIES

ACCREDITATION

Accredited by the **American Veterinary Medical Association (AVMA)** for the training of veterinary technicians. The AVMA accreditation qualifies graduates to take any exams for credentialing as a veterinary technician in the United States, Canada, and the United Kingdom. www.avma.org; 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360; 800-248-2862.

Accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)** whose two primary objectives are to “Assure students and the general public of the quality of educational training provided by ACCSC-accredited institutions” and to “Assist institutions in continuously improving themselves and the training they provide students.” www.accsc.org; 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; 703-247-4212.

LICENSING AND APPROVAL AGENCIES

Approved and regulated by the **Colorado Department of Higher Education, Private Occupational School Board**. www.highered.colorado.gov/dpos; 1600 Broadway, Suite 2200, Denver, CO 80202; 303-862-3001.

Approved to participate in the **U.S. Department of Education’s Federal Student Financial Aid programs**. www.ed.gov; U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202; 800-872-5327.

Approved for veterans training by the **Colorado State Approving Agency for Veteran's Education and Training** and participates in all of the **Department of Veteran's Affairs education benefits programs**.

- www.ccs.edu/veterans-education-training; 9101 East Lowry Blvd., Denver, CO 80230; 303-620-4000
- www.benefits.va.gov/gibill; U.S. Department of Veterans Affairs – Denver Regional Benefit Office, 155 Van Gordon Street, Lakewood, CO 80228; 888-442-4551

If you are working with the **Colorado Department of Labor and Employment** for rehabilitation assistance, please speak with the department about potential education benefits. www.colorado.gov/pacific/cdle/jobseeker-training; 633 17th Street, Suite 201, Denver, CO 80202; 303-318-8000.

Bel-Rea is a **Student and Exchange Visitor Program (SEVP)** approved vocational college and is authorized under federal law to enroll non-immigrant alien students (e.g. International students traveling to the U.S. temporarily to attend school). International students need a M-1 Visa to study at Bel-Rea and are required by the government to keep a full-time class schedule throughout their education. The **Student and Exchange Visitor Information System (SEVIS)** is utilized by SEVP to monitor the visa adjudication process and to oversee the academic career of all international students in the United States. www.ice.gov/sevis; Student and Exchange Visitor Program, DHS/ICE, 500 12th Street, SW Stop 5600, Washington, DC 20536, 703-603-3400.



OCCUPATIONAL INFORMATION

WHAT IS A VETERINARY TECHNICIAN?

FROM CACVT – www.cacvt.org

“Veterinary Technicians are specifically trained professionals who work as an integral part of the veterinary medical team, to provide humane and quality animal health care.”

FROM THE BUREAU OF LABOR STATISTICS/OCCUPATIONAL OUTLOOK HANDBOOK – www.bls.gov/ooh:

Veterinary technicians... “Perform medical tests under the supervision of a licensed veterinarian to assist in diagnosing the injuries and illnesses of animals.

Veterinarians rely on technicians to conduct a variety of clinical and laboratory procedures, including postoperative care, dental care, and specialized nursing care. Veterinary technicians who work in research-related jobs do similar work. For example, they are responsible for making sure that animals are handled carefully and treated humanely. They also help veterinarians or scientists on research projects in areas such as biomedical research, disaster preparedness, and food safety.

Veterinary technicians most often work with small-animal practitioners who care for cats and dogs, but they may also perform a variety of tasks involving mice, rats, sheep, pigs, cattle, birds, or other animals. Veterinary technicians can specialize in a particular discipline. Specialties include dentistry, anesthesia, emergency and critical care, and zoological medicine.”



FROM THE DICTIONARY OF OCCUPATIONAL TITLES – www.occupationalinfo.org

Veterinary Technician (Code: 079.361-014): Performs variety of animal health care duties to assist VETERINARIAN (medical ser.) 073.101-010 in settings such as veterinary clinics, zoos, research laboratories, kennels, and commercial facilities. Prepares treatment room for examination of animals, and holds or restrains animals during examination, treatment, or inoculation. Administers injections, performs venipunctures, applies wound dressings, cleans teeth, and takes vital signs of animal, under supervision of veterinarian. Prepares patient, medications, and equipment for surgery, and hands instruments and materials to veterinarian during surgical procedures. Performs routine laboratory tests, cares for and feeds laboratory animals, and assists professional personnel with research projects in commercial, public health, or research laboratories. Inspects products or carcasses when employed in food processing plants to ensure compliance with health standards. May assist veterinarian to artificially inseminate animals. May bathe and groom small animals.”

CAREER SETTINGS

Veterinary technicians make a difference in the lives of animals and their owners in a wide variety of career settings:

- » Small, exotic, and large animal hospitals
- » Emergency and specialty hospitals
- » Animal shelters and rescue organizations
- » Research and nutrition settings
- » Disaster response and food safety
- » Zoos and wildlife facilities
- » Personal business ownership
- » Education, and much more!

RESPONSIBILITIES

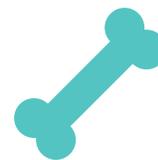
What do veterinary technicians typically do for animals?



Assist in surgery and monitor anesthesia



Perform lab work including Microbiology, Parasitology, and Hematology



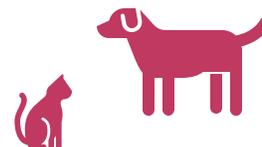
Take digital radiographs (x-rays) and perform ultrasounds



Assist in dental procedures and educate owners on nutrition



Provide emergency and critical care



Handle and safely restrain a wide range of animal patients



Administer prescribed medications/treatments and calculate drug doses



Educate owners about treatment plans, nutrition, and animal behavior



Provide pre-/post- operative care



VETERINARY TECHNICIAN SPECIALTIES

Graduates are encouraged to specialize as a Veterinary Technician Specialist (VTS) in the field of veterinary medicine after completing their degree at Bel-Rea and earning their veterinary technician credentialing.

Currently, 16 national-level veterinary technician specialties are available for credentialed veterinary technicians to pursue while working on the job and additional specialty options are being structured:

- » Anesthesia & Analgesia
- » Behavior
- » Clinical Pathology
- » Clinical Practice
 - » Subspecialties in Canine/Feline, Feline, Exotic Companion Animal, and Production Medicine
- » Diagnostic Imaging
- » Dentistry
- » Dermatology
- » Emergency & Critical Care
- » Equine
- » Internal Medicine
 - » Subspecialties in Cardiology, Large Animal Medicine, Neurology, Oncology, and Internal Medicine
- » Laboratory Animal
- » Nutrition
- » Ophthalmology
- » Physical Rehabilitation
- » Surgery
- » Zoology

No additional degree is required but graduates typically complete a certain number of related work hours, case studies, continuing education coursework, and a board exam to earn a specialty. Information on all of the Veterinary Technician Specialties is available from the National Association of Veterinary Technicians in America (NAVTA) on www.navta.net or by calling 888-996-2882. Updates on VTS options, along with information on additional credentialing options that are available to various medical professionals (including credentialed veterinary technicians), will be provided to students throughout the program.

CONTINUING EDUCATION

In an effort to provide additional learning opportunities for students and to support graduates seeking continuing education (CE) coursework, Bel-Rea offers CE/Elective Courses on a quarterly basis. Students, graduates, and veterinary professionals are welcome to take the courses. These courses are posted on www.belrea.edu/CE.

Appropriate CE credits are granted to credentialed veterinary technicians for successful completion of a course.

The offering of the CE/Elective Course(s) is at the discretion of the administration. Courses may require a prerequisite knowledge level for students/non-graduates, which is determined by the presenter/administrative staff. The cost of each course and the minimum number of enrolled participants varies.

Bel-Rea's Continuing Education/Elective Courses are offered outside of the veterinary technology degree program for graduates seeking professional development and students looking to expand their knowledge. The CE/Elective Courses offered at Bel-Rea do not fall within the scope of the Accrediting Commission of Career Schools and Colleges (ACCSC) or the American Veterinary Medical Association (AVMA).

Examples of CE/elective courses offered (not an all-inclusive list):

- » Dental Techniques for the Veterinary Team
- » Urban Wildlife and Zoonotic Diseases
- » Animal Hospice and Palliative Care: An Idea Whose Time Has Come
- » An Evening of Learning (free annual event for current students)

ACADEMIC CALENDAR

HOLIDAYS

Bel-Rea observes, and campus is closed for, the following holidays:

HOLIDAY	2021	2022	2023
New Year's Day	Friday, January 1	Friday, December 31 (observed)	Monday, January 2 (observed)
Martin Luther King Jr. Day	Monday, January 18	Monday, January 17	Monday, January 16
President's Day	Monday, February 15	Monday, February 21	Monday, February 20
Memorial Day	Monday, May 31	Monday, May 30	Monday, May 29
Independence Day	Friday, July 2 (observed)	Monday, July 4	Tuesday, July 4
Labor Day	Monday, September 6	Monday, September 5	Monday, September 4
Thanksgiving Holiday	Thursday, November 25 – Friday, November 26	Thursday, November 24 – Friday, November 25	Thursday, November 23 – Friday, November 24
Christmas Day	Friday, December 24 (observed)	Monday, December 26 (observed)	Monday, December 25

WINTER QUARTER

	2021	2022	2023
New Student Orientation*	Monday, January 4	Monday, January 3	Monday, January 9
First Day of Classes	Tuesday, January 5	Tuesday, January 4	Tuesday, January 10
Last Day of Classes	Friday, March 12	Friday, March 11	Friday, March 17
Final Exams	Monday, March 15 – Wednesday March 17	Monday, March 14 – Wednesday, March 16	Monday, March 20 – Wednesday March 22
Pre-Clinical Proficiency Exam	Wednesday, March 17	Wednesday, March 16	Wednesday, March 22
Clinical Proficiency Exam <i>Pre-Clinical students only</i>	Thursday, March 18	Thursday, March 17	Thursday, March 23
Break Starts	Friday, March 19	Friday, March 18	Friday, March 24
INTERNSHIP QUARTER STUDENTS:			
First Day of Internship <i>May vary by site</i>	Monday, January 4	Monday, January 3	Monday, January 9
Last Day of Internship <i>May vary by site</i>	Friday, March 12	Friday, March 11	Friday, March 17
Graduation & Internship Exit Meeting	Monday, March 15	Monday, March 14	Monday, March 20

*Bookstore is open to all students, but the rest of campus is open to new students only

SPRING QUARTER

	2021	2022	2023
New Student Orientation*	Monday, April 5	Monday, April 4	Monday, April 10
First Day of Classes	Tuesday, April 6	Tuesday, April 5	Tuesday, April 11
Last Day of Classes	Tuesday, June 8 <i>Short quarter schedule</i>	Tuesday, June 7 <i>Short quarter schedule</i>	Tuesday, June 13 <i>Short quarter schedule</i>
Final Exams	Wednesday, June 9 – Thursday, June 10	Wednesday, June 8 – Thursday, June 9	Wednesday, June 14 – Thursday, June 15
Pre-Clinical Proficiency Exam	Thursday, June 10	Thursday, June 9	Thursday, June 15
Clinical Proficiency Exam <i>Pre-Clinical students only</i>	Friday, June 11	Friday, June 10	Friday, June 16
Break Starts	Monday, June 14	Monday, June 13	Monday, June 19
INTERNSHIP QUARTER STUDENTS:			
First Day of Internship <i>May vary by site</i>	Monday, April 5	Monday, April 4	Monday, April 10
Last Day of Internship <i>May vary by site</i>	Friday, June 11	Friday, June 10	Friday, June 16
Graduation & Internship Exit Meeting	Monday, June 14	Monday, June 13	Monday, June 19

SUMMER QUARTER

	2021	2022	2023
New Student Orientation*	Monday, June 28	Monday, June 27	Monday, July 3
First Day of Classes	Tuesday, June 29	Tuesday, June 28	Wednesday, July 5
Last Day of Classes	Friday, September 3	Friday, September 2	Friday, September 8
Final Exams	Tuesday, September 7 – Thursday, September 9	Tuesday, September 6 – Thursday, September 8	Monday, September 11 – Wednesday, September 13
Pre-Clinical Proficiency Exam	Thursday, September 9	Thursday, September 8	Wednesday, September 13
Clinical Proficiency Exam <i>Pre-Clinical students only</i>	Friday, September 10	Friday, September 9	Thursday, September 14
Break Starts	Monday, September 13	Monday, September 12	Friday, September 15
INTERNSHIP QUARTER STUDENTS:			
First Day of Internship <i>May vary by site</i>	Monday, June 28	Monday, June 27	Monday, July 3
Last Day of Internship <i>May vary by site</i>	Friday, September 3	Friday, September 2	Friday, September 8
Graduation & Internship Exit Meeting	Tuesday, September 7	Tuesday, September 6	Monday, September 11

*Bookstore is open to all students, but the rest of campus is open to new students only

FALL QUARTER

	2021	2022	2023
New Student Orientation*	Monday, September 27	Monday, September 26	Monday, October 2
First Day of Classes	Tuesday, September 28	Tuesday, September 27	Tuesday, October 3
Last Day of Classes	Friday, December 3	Friday, December 2	Friday, December 8
Final Exams	Monday, December 6 – Wednesday, December 8	Monday, December 5 – Wednesday, December 7	Monday, December 11 – Wednesday, December 13
Pre-Clinical Proficiency Exam	Wednesday, December 8	Wednesday, December 7	Wednesday, December 13
Clinical Proficiency Exam <i>Pre-Clinical students only</i>	Thursday, December 9	Thursday, December 8	Thursday, December 14
Break Starts	Friday, December 10	Friday, December 9	Friday, December 15
INTERNSHIP QUARTER STUDENTS:			
First Day of Internship <i>May vary by site</i>	Monday, September 27	Monday, September 26	Monday, October 2
Last Day of Internship <i>May vary by site</i>	Friday, December 3	Friday, December 2	Friday, December 8
Graduation & Internship Exit Meeting	Monday, December 6	Monday, December 5	Monday, December 11

*Bookstore is open to all students, but the rest of campus is open to new students only



ACADEMIC COURSE INFORMATION

Bel-Rea's program provides students with a broad spectrum of experiences including the communication, critical thinking, scientific, and technical skills required of today's veterinary technicians. Our experienced instructors and well-equipped facility provide focused and high-quality training for the field of veterinary medicine.

COURSE PLAN

Bel-Rea's standard course plan is 24 months or eight quarters. All classes are offered every quarter and Bel-Rea runs four full quarters per year. Students with previous college coursework, military coursework, or AP Exams may be able to shorten their course plan due to approved [transfer credits](#).

Every Bel-Rea student is provided with a specific, individualized course plan based on course load requested and approved transfer credits. This course plan takes into account the strategic order of learning structured for the program, class material that builds on material taught in previous classes, prerequisite or concurrent course requirements, and which classes work together schedule-wise. Students must follow their course plan unless specifically directed by the Registrar to change the plan. Students needing to lighten or increase their course load should meet with both the Registrar and Financial Aid before doing so.

STANDARD 24-MONTH COURSE PLAN

<u>Quarter</u>	<u>Course Number and Title</u>	<u>Quarter Hours</u>
First	1111: Perspectives	0
	1112: Introduction to Veterinary Medical Chemistry	6
	1113: Medical Terminology	5
	1114: Technical Writing (Communication Skills)	4
Second	1221: Introduction to Veterinary Medical Mathematics	5
	1222: Humanities	4
	1223: Clinical Office Management and Procedures	3
	1224: Veterinary Science I	5
Third	1331: Anatomy and Physiology I	5
	1332: Anatomy and Physiology I Lab	1
	1333: Laboratory Animal Medicine	2
	1334: Microbiology and Disease Processes	6
Fourth	1441: Principles of Sterile Techniques	4
	1442: Parasitology	6
	1443: Anatomy and Physiology II	5
	1444: Veterinary Science II	5
Fifth	2551: Veterinary Science III	4
	2552: Hematology	6
	2553: Pharmacology	5

<u>Quarter</u>	<u>Course Number and Title</u>	<u>Quarter Hours</u>
Sixth	2661: Large Animal Medicine	5
	2662: Avian and Reptile Medicine	3
	2663: Veterinary Science IV	5
	2664: Radiology	5
Seventh	2771: Clinical Chemistry	5
	2772: Veterinary Anesthesia	5
	2773: Pre-Clinical	4
Internship	2881: 400 Total Contact Hours at an Internship Site	12
TOTAL QUARTER (CREDIT) HOURS		125

CURRICULUM/COURSE DESCRIPTIONS

Bel-Rea's curriculum for the Associate of Applied Science degree in Veterinary Technology includes the following coursework (standard 24-month course plan; concurrent course requirements are available in the quarterly class registration packet):

FIRST QUARTER

1111: Perspectives – 0 Quarter Hours

This is an introductory study skills course designed to aid students in making a successful transition to the college environment. The course includes topics such as time/stress management, communication styles, conflict resolution skills, financial and other essential skills based on the needs and interests of the class members. There is no prerequisite.

1112: Introduction to Veterinary Medical Chemistry - 6 Quarter Hours

Veterinary Medical Chemistry is an introduction to basic chemistry including inorganic, organic, and biochemistry. The course includes fundamentals of reactions, atomic structure, enzyme function and nutrient metabolism. Students are introduced to physiological principles that provide a background for courses to follow in the program. There is no prerequisite although a previous background in biology or chemistry is helpful.

1113: Medical Terminology - 5 Quarter Hours

The primary objective of Medical Terminology is to provide students with knowledge of the basis and formation of medical terms, usage of medical terms and their application to the field of veterinary medicine. Students utilize and demonstrate this knowledge in their everyday conversations with fellow students, instructors and other medical personnel. There is no prerequisite.

1114: Technical Writing - 4 Quarter Hours

Technical Writing is designed to help students organize their thoughts and verbalize them in a concise and clear manner. Students prepare a term paper with emphasis on medical research, appropriate documentation, correct grammar and unified presentation. There is no prerequisite.

SECOND QUARTER

1221: Introduction to Veterinary Medical Mathematics - 5 Quarter Hours

This course is intended to familiarize students with the use of numbers and basic equations for the veterinary field. Problems and exercises in this course correlate with those often used by professional veterinary technicians in laboratory, pharmacy, and anesthesia settings. Students obtain a working knowledge of basic mathematical transactions as well as fractions, scientific notation and basic equation solving. There is no prerequisite.

SECOND QUARTER – CONTINUED

1222: Humanities – 4 Quarter Hours

Humanities entails the study of the arts versus sciences and, in doing so, provides the student with a chance for creative expression. Emphasis is placed on creative and thoughtful interpretation of the various topics covered. There is no prerequisite.

1223: Clinical Office Management and Procedures – 3 Quarter Hours

This course introduces students to the activities of the reception area and front office of a veterinary facility. This course acquaints students with common business procedures that the veterinary technician may be responsible for, as well as fundamental record keeping procedures. Veterinary ethics are also discussed. This course includes a presentation on veterinary careers, job placement, and interviewing. Introduction to computer software programs is included in this course. There is no prerequisite. Taken concurrently with Medical Terminology, Chemistry, Technical Writing, Math, and/or Perspectives if any of those courses are not completed beforehand.

1224: Veterinary Science I – 5 Quarter Hours

This course discusses the ‘typical’ behavioral characteristics of the various animal species with regard to humane restraint and handling. The various breeds and classifications of domestic animals are discussed. Students learn the principles of proper physical exam and history notation as well as the reference ranges for pulse, temperature, and respiration for the dog and cat. The course also covers principles of general animal care, dentistry, bandaging and pediatrics, euthanasia and client counseling. The more common veterinary instruments and equipment are introduced to the student. Accepted management practices of kennels and hospitals are discussed. Students feed and care for the school’s dogs and cats for one week. There is no prerequisite. Taken concurrently with Medical Terminology, Chemistry, Technical Writing, Math, and/or Perspectives if any of those courses are not completed beforehand.

THIRD QUARTER

1331: Anatomy and Physiology I – 5 Quarter Hours

This course introduces students to the basic concepts of anatomy (study of form and structure) and physiology (study of function). These concepts are then used to study the gross anatomy, microscopic anatomy, and physiology of the four major tissue types: connective, epithelial, muscle, and nervous tissue. Prerequisite is Chemistry. Taken concurrently with Medical Terminology, Math, Technical Writing, Anatomy Lab, and/or Humanities if any of those courses are not completed beforehand.

1332: Anatomy and Physiology Lab – 1 Quarter Hour

A hands-on laboratory designed to complement Anatomy and Physiology I. This involves a comprehensive study of the muscular, skeletal, and internal organ systems. Prerequisite is Chemistry. Taken concurrently with Anatomy & Physiology I.

1333: Laboratory Animal Medicine – 2 Quarter Hours

This course is designed to provide the student with a broad overview of Laboratory Animal Medicine and Technology. Emphasis is on the biology, care, utilization and diseases of laboratory mice, rats, rabbits, guinea pigs, hamsters, gerbils, and non-human primates. The student is expected to have some prior knowledge of the biology, care and diseases of the dog, cat, and farm animals. Emphasis is on the management and utilization of laboratory animals in a research environment. Students feed and care for the school’s laboratory animals for one week. There is no prerequisite. Taken concurrently with Medical Terminology if that course is not completed beforehand.

1334: Microbiology and Disease Processes – 6 Quarter Hours

This course offers the student comprehensive knowledge of the fundamentals of microbiology including bacteriology, virology and mycology. Topics include microscopy, microbial structure, classification and identification of microorganisms, disease transmission and pathogenesis, zoonosis, immunology and antibiotic susceptibility. The course includes introduction to principles and laboratory methods in microbiology. Prerequisite is Medical Terminology. Taken concurrently with Anatomy and Physiology I if that course is not completed beforehand.

FOURTH QUARTER

1441: Principles of Sterile Techniques – 4 Quarter Hours

The Principles of Sterile Techniques course is designed to assist veterinary technician students in developing an understanding of the methods and mechanics of the process of sterilization. The purpose and importance of various techniques of sterilization and sterile techniques are related to the fundamental care, preparation, and processing of supplies and equipment used throughout the veterinary hospital. Prerequisite is Humanities. Taken concurrently with Medical Terminology and/or Anatomy and Physiology I if those courses are not completed beforehand.



1442: Parasitology – 6 Quarter Hours

Parasitology acquaints students with the various animal external and internal parasites, their life cycles and methods of detection. Emphasis is placed upon recognition of ova and various techniques used to demonstrate parasitic ova and larvae. Prerequisites are Medical Terminology and Humanities. Taken concurrently with Anatomy and Physiology I if that course is not completed beforehand.

1443: Anatomy and Physiology II – 5 Quarter Hours

This course includes the study of gross anatomy and physiology of the various organ systems including the circulatory, respiratory, digestive, nervous, endocrine, exocrine and urogenital systems. Gross, microscopic anatomy and physiology are covered for each organ system. Pathology of the nervous and cardiovascular systems are discussed as well. Prerequisites are Anatomy and Physiology I, Technical Writing, Math, Medical Terminology, and Humanities. Taken concurrently with Anatomy Lab if that course is not completed beforehand.

1444: Veterinary Science II – 5 Quarter Hours

Topics to be covered in this course include administration of medications, nutrition, endocrinology, immunology and ophthalmology. Prerequisites are Anatomy and Physiology I and Humanities. Taken concurrently with Veterinary Science I if that course is not completed beforehand.

FIFTH QUARTER

2551: Veterinary Science III – 4 Quarter Hours

Topics to be covered in this third veterinary science course include diseases of the urinary, reproductive, and gastrointestinal systems, as well as liver diseases and common infectious diseases of the dog and cat. Prerequisites are Veterinary Science II and Microbiology.

2552: Hematology – 6 Quarter Hours

This course is designed to provide the student with a basic understanding of the anatomy, physiology and pathology of blood and blood-forming organs. Laboratory emphasis is placed on the most common techniques used in veterinary medicine to aid in diagnosis of physiology and pathology in common hematologic disorders. Laboratory work includes, but is not limited to, performing CBC (complete blood count), manual cell identification and automated techniques. Prerequisites are Anatomy and Physiology II, Microbiology, and Parasitology.

2553: Pharmacology – 5 Quarter Hours

Pharmacology acquaints students with fundamental knowledge of the mechanism of action, dosage, routes of administration and the toxic effects of various groups of veterinary related drugs. Emphasis is placed on calculating drug dosages and volumes as well as methods for maintenance of drug inventories and controlled substance logs. Prerequisite is Anatomy and Physiology II.

SIXTH QUARTER

2661: Large Animal Medicine - 5 Quarter Hours

General information regarding large animal diseases and herd health management is covered. Methods of restraining large animals for diagnostic and/or therapeutic procedures are emphasized in both lecture and lab. Off campus large animal facilities are utilized for hands-on learning including vaccine administration, restraint, venipuncture, deworming and routine care. Students also have an opportunity to improve their practical skills while caring for Bel-Rea's resident large animals for one week. Prerequisite is Anatomy and Physiology II.

2662: Avian/Reptile Medicine - 3 Quarter Hours

Students learn the basic skills of avian and reptile restraint, physical exams, nutrition, diseases and husbandry. The course includes hands-on avian and reptile restraint and care, and students care for Bel-Rea's resident avian/reptiles for one week. Prerequisite is Anatomy and Physiology II.

2663: Veterinary Science IV - 5 Quarter Hours

This course provides instruction in the clinical application of fluid therapy, nursing care of the critically ill patient, euthanasia and management of common poisonings. One section of the course is devoted to dentistry, and disorders of the cardiovascular, reproductive and central nervous systems. Students also assist at local animal shelters. Prerequisite is Pharmacology.

2664: Radiology - 5 Quarter Hours

The objective of Radiology is to familiarize students with the digital and traditional X-ray machines, darkroom techniques and radiation safety. Areas of emphasis include technique failures, positioning and standard diagnostic procedures. Students are introduced to both experimental and clinical use of radiology facilities. Ultrasound technologies are discussed. Prerequisite is Anatomy and Physiology II. Taken concurrently with Veterinary Science III if that course is not completed beforehand.

SEVENTH QUARTER

2771: Clinical Chemistry - 5 Quarter Hours

The objective of Clinical Chemistry is to familiarize students with that part of the laboratory devoted to the evaluation of urine, blood plasma/serum and other body fluids for normal and abnormal constituents. Students are exposed to the general indications for determining various chemistries as well as the fundamental understanding of elevated values in pathological specimens. Prerequisite is Hematology.

2772: Veterinary Anesthesia - 5 Quarter Hours

Veterinary technicians are expected to act as anesthetists under the supervision of veterinarians. This course involves the study of pharmacology, application of anesthetic agents, the physiological effects and means of monitoring them, principles and administration of inhalant anesthetics, and a broad overview of anesthetic protocol and care. Lectures and laboratories are used to emphasize practical skills and introduce students to anesthesia equipment. Prerequisites are Pharmacology, Hematology, and Sterile Techniques. Taken concurrently with Veterinary Science IV, Clinical Chemistry, and/or Radiology if those courses are not completed beforehand. Must be taken concurrently with Pre-Clinical just before entering Internship.

2773: Pre-Clinical - 4 Quarter Hours

The seventh quarter Pre-Clinical Rotation is designed to give students hands-on/practical experience prior to entering Internship. This class allows students to put their theoretical and academic knowledge to practical use. During the Pre-Clinical Rotation, students work with dogs and cats from a local shelter that require spaying and neutering. Students have the opportunity to perform physical examinations, draw blood, run lab work, perform scrub nurse/circulator duties, give injections, place intravenous catheters, administer and monitor anesthesia, and perform dental prophylaxis and radiographs. In addition, a Pre-Clinical Review Class is offered to give students extra review and hands-on practice in preparation for the Veterinary Technician National Exam (VTNE) required post-graduation for professional credentialing, their Pre-Clinical Clinical Proficiency Exam (CPE), and their Internship. Prerequisites are Pharmacology, Hematology, and Sterile Techniques. Taken concurrently with Veterinary Science IV, Clinical Chemistry, and/or Radiology if those courses are not completed beforehand. Must be taken concurrently with Anesthesia just before entering Internship.

EIGHTH QUARTER

2881: Internship – 12 Quarter Hours

The primary objective for Internship is to reinforce previous academic studies by training alongside a Certified, Licensed, or Registered Veterinary Technician (CVT, RVT, LVT) with actual cases in a clinical setting. This portion of the curriculum helps further develop self-confidence through hands-on practice and exposing students to the environment of the clinical practice.

Internships are offered every quarter and students spend 10 weeks, 40 hours per week, during their final quarter at one of over 200 approved sites. Students can obtain a list of current approved sites on www.belrea.edu/internships or by contacting the Internship Coordinator. The grading system for the Internship Quarter is pass/fail, not letter grades.

Students interview and apply for their Internships at any of Bel-Rea's approved small animal veterinary clinics or specialty veterinary centers in Colorado. A limited number of research, equine, or mixed animal practices in Colorado, and approved out-of-state sites are also a possibility. Some sites may require early application, previous experience, a 3.25 cumulative GPA, and/or approval from the Bel-Rea Internship Board. Out-of-state sites include university veterinary teaching hospitals and zoos around the country that work closely with Bel-Rea to ensure successful training and experience. Approved out-of-state sites do not include housing.

With support and guidance from Bel-Rea staff, students schedule and conduct internship interviews at approved sites during their 7th quarter. Placement is based on the successful completion of coursework, specific requirements, student choice and acceptance from the clinical site. This experience is unpaid. All internships are in compliance with AVMA requirements. Approved internships may include, but are not limited to, areas of treatment/ICU, emergency, surgery, radiology, anesthesia, laboratory and dentistry. Please contact the Internship Coordinator at Bel-Rea to discuss how to maximize your Internship and to plan ahead to reach your goals.

Upon successful completion of Internship, based on evaluations and personal progress throughout the quarter, students are awarded an Associate of Applied Science degree by Bel-Rea Institute of Animal Technology. All graduates are candidates to sit for the Veterinary Technician National Exam (VTNE) and to apply for credentialing as a veterinary technician with their state credentialing agency.



ADMISSIONS AND ENROLLMENT PROCESS

APPLICATION PROCESS OVERVIEW

During the application process, you are APPLYING for acceptance into the program. This does not guarantee your seat in class!

1. Request information through www.belrea.edu/request-info or call 303-751-8700 or 800-950-8001 and speak with an Admissions Advisor.
2. Read Bel-Rea's Online Catalog and Admissions Requirements.
3. Complete the Free Application for Acceptance online.
4. Tour the campus! Schedule an appointment with your Admissions Advisor.
5. Submit official high school transcripts confirming graduation or official proof of high school equivalency diploma/certificate.
 - » Current high school students or those actively pursuing an equivalency diploma are welcome to apply before graduation or completion. Official documentation of graduation or completion will be required for enrollment.
6. Take the admissions entrance exam (if applicable).
 - » Required only for applicants with a high school cumulative GPA below 2.4, a high school equivalency diploma/certificate, or those that attended high school outside of the United States.
 - » Waived for applicants who have earned a bachelor's degree or higher in the United States (official transcripts required).

Applicants will receive a confirmation of acceptance after all application items have been submitted and reviewed by the Admissions Office.

SMART ACTIONS TO TAKE DURING THE APPLICATION PROCESS

- » Apply for Financial Aid and/or Veteran's Benefits, *as applicable*.
- » Order official college transcripts, official military transcripts, and/or official AP exam scores (for those who want to waive credits at Bel-Rea due to previous college, military coursework, or AP coursework).
- » Apply for disability accommodations with Bel-Rea's Student Affairs Director.
- » Discuss any concerns about criminal history with Bel-Rea's Student Affairs Director.

ENROLLMENT PROCESS OVERVIEW

During the enrollment process, you are ENROLLING in classes. This guarantees your seat in class!

1. Submit a signed enrollment contract (two copies should be submitted; one copy will be returned to you with a Bel-Rea official signature).
 - » Available through your Admissions Advisor.
 - » A \$100 enrollment deposit is required at the time of enrollment (will be credited toward total program tuition).
2. Submit a physical form signed by your healthcare provider.

Applicants will receive a signed copy of their enrollment contract, confirmation of enrollment, and confirmation of any academic credits waived after all enrollment items have been submitted and reviewed by the Admissions Office.

SMART ACTIONS TO TAKE DURING THE ENROLLMENT PROCESS

- » Complete the W-9S Form and turn in to the Financial Aid Office whether you are utilizing Financial Aid or not.
- » If you are not going to utilize Financial Aid, turn in a Cash Payment Form to the Financial Aid Office.

ADMISSIONS REQUIREMENTS

HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY

A high school graduate or individual who has earned a High School Equivalency Diploma/Certificate may apply for admission to Bel-Rea. Bel-Rea accepts diplomas/certificates from accredited high school or equivalency programs, or rigorous home school programs. Documents produced by “diploma mills” are not approved. Send official e-transcripts to transcripts@belrea.edu.

One of the following items must be submitted during the application process. **Note:** This item will not be returned.

1. HIGH SCHOOL TRANSCRIPT CONFIRMING GRADUATION –

- » Applicants with a high school diploma earned through a **public or private high school**:
 - Your official transcript must include graduation date, a list of courses from grades 9-12, credits earned, and cumulative Grade Point Average (GPA) or explanation of grading system.
 - Applicants can utilize e-transcript technology to order official transcripts (e.g. www.parchment.com, send to transcripts@belrea.edu).
 - Your school can use e-transcript technology or secure email, mail, or fax to send your official transcript.
 - If faxed, a cover letter from the school identifying the sender is required.
 - If printed, an official’s signature is required.
 - Bel-Rea also accepts hand-delivery of official high school transcripts by applicants, but the transcript must be in an envelope sealed by the school.
- » Applicants with a high school diploma earned through an **online program**:

In addition to the official transcript requirements listed above for a public or private high school, you will also need to provide confirmation that the online school is **authorized** by a local education agency (e.g. school district or charter school district).

 - List of authorized online schools in Colorado: www.cde.state.co.us/onlinelearning/schools.
 - Schools outside of Colorado: Contact your state’s Department of Education and provide Bel-Rea with the link showing your school on a list of authorized schools, or provide a letter confirming online program authorization from your local education agency.
- » Applicants with a high school diploma earned through a **home school program**:
 - Your transcript will be evaluated for equivalency by one of the following methods –
 - If you completed your home school high school diploma in a state where the local education agency (State Department of Education or school district) **will verify equivalency** to a public high school, send this verification of equivalency to transcripts@belrea.edu, **or**,
 - If your state **does not verify equivalency** of home school diplomas (e.g. Colorado), Bel-Rea will evaluate your transcript for equivalency. Bel-Rea utilizes the following requirements (based on Higher Education Admissions Requirements and local school district requirements):
 - 17.0 units of credit minimum. 1.0 unit = 1 year of a high school course. If you are taking a college course while in high school, 1 semester = 1 unit.
 - 4.0 units English (e.g., Literature and Composition, American Literature, World Literature, upper division writing courses).
 - 3.0-4.0 units Mathematics (e.g., Algebra, Geometry, Algebra 2, upper division math courses).

- 3.0 units Natural Science (e.g., Earth Science, Biology, Chemistry, Physics).
- 3.0 units Social Science (e.g., Economics, Psychology, Sociology, History, Political Science).
- Remaining units completed in Additional Core Academic Courses and Academic Elective Offerings (e.g., Fine Arts, World Languages, Career/Technical Education, Business/Consumer Studies).

2. PROOF OF HIGH SCHOOL EQUIVALENCY DIPLOMA/CERTIFICATE AND SCORES FROM AN EQUIVALENCY TESTING CENTER –

- » Proof of GED, TASC, HISET, CHSPE, HSED and scores should be sent to transcripts@belrea.edu utilizing e-transcript technology (e.g. www.parchment.com) or directly from the testing center.

3. PROOF OF FOREIGN HIGH SCHOOL EQUIVALENCY –

- » Foreign student applicants must utilize a foreign education service to submit an official transcript, an English translation of their transcript, and a certification of equivalency.



ADMISSIONS ENTRANCE EXAM

An entrance exam for admission to Bel-Rea is required for applicants who graduated from high school but had a cumulative GPA below 2.4, applicants with a high school equivalency diploma/certificate, or applicants who attended high school outside of the United States. The entrance exam is waived for applicants who have earned a bachelor’s degree or higher in the United States (official transcripts required). The entrance exam is waived for international students that have received a bachelor’s degree or higher in the US.

The Wonderlic Scholastic Level Exam is Bel-Rea’s entrance exam. A score of 16 or above is required for admission to Bel-Rea. If an applicant fails the exam (score of 15 or less), a second opportunity to take the exam is allowed. The Student Affairs Director may recommend taking foundational college courses or working with support services at a community college before retaking the exam. If an applicant fails the second attempt, a third and final attempt is made available, but the applicant must wait a minimum of one year to take the exam a third time.

HEALTH INFORMATION (PHYSICAL FORM)

Students are required to submit a healthcare provider’s clearance for enrollment following a complete physical examination obtained at their own expense. Due to the nature of training for veterinary technology, including outside large animal labs and working with sharp instruments, a current Tetanus vaccination is required of all students (within last 10 years). Documentation of Measles-Mumps-Rubella vaccinations (or positive MMR Titer Immunity Test) is required of all students by the State of Colorado. Students must also complete Tuberculosis (TB) screening questions during their physical and, if indicated by the screening, a Tuberculosis (TB) Skin Test. A [Physical Form](#) with all requirements is provided by Bel-Rea for enrolling students.

The Rabies Pre-exposure Immunization Series is also required, but if an enrolling student’s health insurance or military benefits do not cover the series, a waiver is available on the physical form. The vaccination may then be done at any time while the student is attending Bel-Rea, and a low-cost program is available through GlaxoSmithKline for upper quarter students who qualify. However, exempt individuals should know that unvaccinated animals are sometimes present on Bel-Rea’s campus due to services provided to local shelter animals, and the series may be required by volunteer and internship sites (e.g., zoos, wildlife facilities, research facilities with primates, hospitals in high-rabies zones).

If a student chooses to waive a vaccine requirement due to medical, religious, or personal reasons, a waiver must be completed before starting classes. If there is an outbreak, exempt individuals may be subject to exclusion from school and to quarantine.

TUITION CREDITS AND WAIVED COURSES

TUITION REDUCTION FOR APPROVED TRANSFER CREDITS

Students who are approved for a waiver of academic credits receive a tuition reduction, which is distributed as a quarterly credit on their payment plan. The amount is based on contracted tuition rate multiplied by number of credits waived. Credit for previous college courses may shorten a student’s time at Bel-Rea.

CREDIT FOR PREVIOUS GENERAL EDUCATION COURSEWORK AND AP EXAMS

Bel-Rea evaluates official college transcripts from a previously attended accredited college or university, official military transcripts for coursework completed during military service, and official AP Classes/Exam Scores to assess if an applicant can waive any general education courses at Bel-Rea. Bel-Rea considers the following for academic credit:

Bel-Rea Course	College or Military Courses Accepted	AP Exams Accepted
CHEMISTRY	Organic, Inorganic, or General Chemistry	Chemistry
HUMANITIES	Anthropology, Art History, American or English Literature, Comparative Religion, Mythology, Philosophy, Psychology, Sociology, or a Foreign Language; or any combination of three or more of the following if three credits or more and not the same type: Studio Art, Music, Speech, History, Sign Language, Government	Art History, English Literature & Composition, or Psychology; any World Language & Culture; or any combination of three or more of the following that not the same type: Studio Art, Music Theory, History, Government & Politics, Macroeconomics, Human Geography
MATH **	Algebra I or higher, Calculus, Geometry, Statistics, Trigonometry	Calculus AB, Calculus BC
PERSPECTIVES	College Success, Study or Success Skills, College Reading/Study Skills, College/Career Orientation Course, Freshman Seminar; automatically waived for a two or four year degree (not occupational) and typically waived for two or more years of college with a 2.8 or higher Cumulative GPA	N/A
TECHNICAL WRITING	English Composition, Technical or Expository Writing, Rhetoric; class must require writing proficiency	English Language & Composition or English Literature & Composition; supporting class must require writing proficiency

Please send official eTranscripts and AP Exam Scores to transcripts@belrea.edu. CollegeBoard AP code: 0928.

With the exception of the Perspectives category courses, all of college or military courses must be 101 level or above, the student must have received a “C” grade or above, and each class must be 3.0 semester or quarter credit hours or more. College and military general education courses can be in either a traditional classroom or online class format. Note: Official military transcripts may not include all requested information items.

AP Exam Scores are considered if 3 or higher and supported by successful completion of a related AP Class in high school with a “C” grade or above. Each AP exam may be used to waive one course at Bel-Rea, but not more than one.

** Students that meet the above standards for Math must also pass a math proficiency exam to determine whether Bel-Rea will allow the transfer of credits. This exam is offered at Bel-Rea in the two weeks before a student’s start date. Students who pass the math proficiency exam take a 5-week Medical Math Review at no charge instead of the regular 10-week Medical Math Class. Students who do not pass the Review must take the Math Class at regular tuition cost.

Official college or military transcripts and official AP Exam Scores must be sent to Bel-Rea’s Admissions Department and are not returned as they are kept in a student’s record. These records should be provided as early as possible during the application process and are not considered if provided more than 30 days after starting classes. Credit for first quarter classes must be approved before starting classes.

Foreign student applicants must submit an official transcript, an English translation of their transcript, and a certification of equivalency (available through foreign education evaluation services).

CREDIT FOR PREVIOUS VETERINARY TECHNICIAN TRAINING OR OTHER DEGREES

On occasion, an applicant may have attended a veterinary technician program at another American Veterinary Medical Association (AVMA) accredited school. Bel-Rea will evaluate this previous veterinary technician education to assess whether appropriate additional credit may be granted towards the required Bel-Rea course work. Bel-Rea considers granting up to 50% of the required program credits.

- » Official college transcripts and copies of AVMA competency checklists must be provided and are not returned, as they are kept in a student’s record.
- » Official transcripts should be provided as early as possible during the application process and the approval process must be completed before a student starts classes.
- » To receive credit, the course material must be equivalent to Bel-Rea’s course(s), must have been taken in a traditional format (no online courses), and a student must have received a “B” grade or above in each class.
- » The transcripts and AVMA competency checklists are subject for review by Bel-Rea’s Dean of Education to determine equivalency.
- » Students who do not meet the administration’s requirements for crediting previous veterinary technician education are not exempt from classes.

Other science- or medical-focused post-secondary or advanced degrees, or military coursework, are assessed on a case-by-case basis by Bel-Rea’s Dean of Education. Official transcripts, competency exams, and additional criteria are used to determine whether a student receives credit for other previous education.



ENROLLMENT PROCEDURES

Bel-Rea strongly recommends that applicants read through both the online catalog and enrollment contract thoroughly before signing the enrollment contract. The enrollment contract is not binding until enrollment has been granted by Bel-Rea. The Admissions Coordinator provides a copy to the enrollee of the signed contract. The enrollee should retain this copy for their records. A parent's or guardian's signature is required for students under 18 years of age on the enrollment contract.

If an applicant is accepted to, enrolls in, and starts the program, the \$100 enrollment deposit is credited towards the total cost of the program when the student enters their first quarter classes.

Prospective students can enroll for any of the upcoming four start dates. New students must start class on the first day of class; late enrollments are not accepted. Enrollees are not liable for tuition until they attend their first class.

A paper copy of the online catalog is available upon request from the Admissions Advisors. Please see Bel-Rea's [Cancellation of Enrollment and Refund Policies](#) for more information on procedures.

POSTPONEMENT OF START DATE

A new student must attend the New Student Orientation Day prior to starting classes. In an emergency situation, a starting student must contact an Admissions Advisor to see if an orientation alternative is available prior to starting classes. If not, the new student is allowed to transfer their start date to one of the next two class start dates.

If needed, new enrollees may change start dates two times before commencement of classes. The \$100 enrollment deposit may be used for either one of the next two class start dates following the initial postponement. A new enrollment contract is required. Tuition is charged at the rate of the actual class start. Students who request more than the accepted postponement limits must apply for an exception with the Chief Operating and Compliance Officer.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: A. whether the postponement is for the convenience of the school or the student; and, B. the deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees in accordance with the school's [refund policy](#).

OTHER CONSIDERATIONS FOR ENROLLMENT

NOTICE OF NONDISCRIMINATION

Bel-Rea does not discriminate on the basis of race, color, national origin, gender, age, religion, creed, veteran or military status, sexual orientation, or disability in any of its educational programs and activities. Bel-Rea does not discriminate in admission to, treatment in, access to, or employment in its educational programs or activities.

Assistance with non-discrimination information or violence prevention information is available through Bel-Rea's Student Affairs Director.

DISABILITY ACCOMMODATIONS

Applicants with appropriate documentation of learning or other disabilities are allowed what the Americans with Disabilities Act (ADA) terms "reasonable accommodations" to accomplish all required essential functions for their academic and hands-on training in the field of veterinary technology.

Appropriate accommodations vary from person to person and are assigned based on an individual's documentation and specific needs. Please note that Bel-Rea cannot waive or substantially alter any of the essential functions or program requirements due to a disability, which is often termed "modification" by high schools or remedial college courses. Please see Bel-Rea's [Disability Accommodations Policy, Essential Tasks List, and Service Dog Policy](#) for more information.

CRIMINAL HISTORY

The Veterinary Medicine field is one that is regulated by the Drug Enforcement Agency (DEA) and state regulatory or credentialing agencies. If you have a conviction or pending charges, please read Bel-Rea's [Criminal History Information](#) and then contact Bel-Rea's Student Affairs Director to discuss whether your specific background is a potential barrier to credentialing, employment, and internships before committing your time and resources to a veterinary technology program.

NEXT STEPS AFTER YOU'VE ENROLLED

1. Review your first quarter class schedule with your Admissions Advisor.
 - » Available approximately 6 weeks prior to start date.
 - » For those who want to waive credits based on prior college, military coursework, or AP coursework, official transcripts and AP exam scores must be received before a class schedule will be provided.
2. Complete your Financial Aid and/or Veteran Benefit paperwork.
3. If you have appropriate prior college or military math coursework, or AP math exam/course, take Bel-Rea's math exam.
 - » Offered in the weeks leading up to your start date. Please schedule a time through your Admissions Advisor.
 - » Calculator and pencils are provided.
4. Utilize community resources as needed.
 - » Please contact your Admissions Advisor to connect with housing and job placement assistance, potential roommates, exploring Denver, etc.
5. Purchase your required books, manuals, and supplies.
6. Start planning for your New Student Orientation Day.

Paper copies of application, enrollment, or next step items are available upon request from the Admissions Advisors at 303-751-8700 or 800-950-8001.



TUITION AND FEES

A student's tuition amount does not change throughout the program (with continual enrollment).

This tuition and fee structure went into effect September 2018 for the 2019 through 2021 start dates with tuition for the Associate of Applied Science degree set at \$32,900.

A \$100 enrollment deposit must accompany the enrollment contract and is credited towards tuition when a student starts classes.

Those who qualify for academic credit under Bel-Rea's credit for Previous General Education Coursework or Credit for Previous Veterinary Technician Training or Other Degrees policies receive a tuition deduction, which is distributed as a quarterly credit on their payment plan.

A \$20 Radiology Badge Deposit is required of upper quarter students and is refunded upon return of the badge.

If a student fails a course, drops a course after the 5th week of the quarter, or withdraws from the program after the 5th week, they are obligated to pay the *cost of a credit hour x the number of credits for the course* to retake the course during their next enrolled quarter (e.g. \$263 per credit hour with \$32,900 tuition, etc.). Retake fees are not included in the regular program tuition amount. If a student discontinues the program for any reason before graduating, a \$100 cancellation charge applies. Additional fees or tuition may apply for returning students, based on their date of withdrawal and readmission timeframe.

The school does not require a breakage deposit for damaged or broken laboratory equipment; however, students are responsible for equipment in their care and are expected to pay for any breakage or damage. Library fines are levied on books or periodicals removed from the premises or damaged.

OUT-OF-STATE FEES

A student who is not a legal resident of Colorado is not required to pay any additional tuition or fees.

REQUIRED BOOKS AND SUPPLIES

Required textbooks, manuals, scrub uniforms, lab coats, and medical equipment (e.g., stethoscope, surgical bandage and suture scissors) cost approximately \$2,000 over the course of the program, are non-refundable if used, and are not included in the cost of tuition. All required items may be purchased at the Bel-Rea Bookstore. Necessary school supplies such as notebooks, pencils, etc., cost approximately \$30-\$40 over the course of the program. These prices are subject to change without notice. The booklist is available at www.belrea.edu/bookstore and a partial booklist is provided below. Students need to purchase their required textbooks and manuals prior to the first day of class each quarter.



PARTIAL BOOKLIST

All program books and manuals are available at Bel-Rea's Bookstore. This is not an all-inclusive list. The booklist is subject to change by Bel-Rea's Faculty, and an updated list will be provided to students on a quarterly basis.

Book Title	Class(es) Used For
Anesthesia and Analgesia for Veterinary Technicians – Thomas Lerche, Elsevier	Anesthesia
Clinical Anatomy & Physiology for Veterinary Technicians – Colville, Mosby	Anatomy & Physiology I & II, Avian & Reptile, Chemistry, Veterinary Science II
Clinical Laboratory Animal Medicine: An Introduction – Hrapkiewicz, Colby and Denison, Wiley Blackwell	Laboratory Animal
Clinical Textbook for Veterinary Technicians – McCurnin, Saunders	Microbiology, Office Management, Veterinary Science I & II
Fundamentals of Pharmacology for Veterinary Technicians – Romic, Thomas Delmar Learning	Pharmacology
Introduction to Chemistry for Biology Students – Sackheim, Pearson Education, Inc.	Chemistry
Large Animal Clinical Procedures for Veterinary Technicians – Hanie, Elsevier	Large Animal
Radiology for Veterinary Technicians – Lavin, Saunders	Radiology
Saunders Comprehensive Veterinary Dictionary – Blood and Studdert, Saunders	Reference for all classes
Small Animal Emergency and Critical Care for Veterinary Technicians – Battaglia, Saunders	Veterinary Science IV
Small Animal Pathology for Veterinary Technicians – Johnson, Wiley-Blackwell	Veterinary Science III
Small Animal Nursing – Tear, Elsevier	Sterile Techniques
Veterinary Clinical Parasitology – Zajac, Conboy, Wiley-Blackwell	Parasitology
Veterinary Medical Mathematics – Newman, Create Space	Medical Math
Veterinary Medical Terminology: Guide and Workbook – Taibo, Wiley-Blackwell	Medical Terminology
Veterinary Hematology and Clinical Chemistry – Thrall, Blackwell Publishing	Hematology, Clinical Chemistry
Vintage Book of Contemporary American Short Stories – Wolff, Random House	Humanities
When Elephants Weep – Masson, Dell Publishing	Humanities

FINANCIAL AID AND FINANCIAL INFORMATION

GENERAL INFORMATION

At Bel-Rea, we are dedicated to making our veterinary technician program affordable to students who need help paying for college. Federal Financial Aid is available in the form of Direct Loans, Pell Grants, and Supplemental Education Opportunity Grants for those who qualify. Military veterans, spouses, or children of those who serve may qualify for veteran's benefits. Please go to www.belrea.edu/financial-aid for more information on how to apply for financial aid.

Applicants must speak with an Admissions Advisor before beginning the Financial Aid application process. A paper copy of the Financial Aid Handbook is available upon request from the Financial Aid Office.

All students need to complete a W-9S for IRS purposes whether they utilize financial aid or pay cash for the program.

Bel-Rea's financial aid (FAFSA) school code: 012670

FINANCIAL INFORMATION

- » Out-of-state students and foreign students qualify for the same tuition rate as in-state students.
- » Tuition will not change throughout your program (with continual enrollment).
- » Free tutoring services and animal handling clinics are offered to all students.
- » Bel-Rea has no parking or lab fees.
- » Students who participate in the Student Teaching Assistant Program earn credits towards purchases in the Bel-Rea Bookstore.
- » Incoming students can apply for Bel-Rea's in-house scholarships: \$1,000 High School Scholarship, \$1,000 Veterinarian Referral Scholarship, \$3,125 Veterinary Assistant Scholarship, and \$3,000 Bachelor's Degree Scholarship.
- » Guidance on searching for external scholarships is available through the Financial Aid and Student Services Offices.
- » Bel-Rea actively coaches students on wise money management and smart borrowing practices, which is reflected in our excellent, low cohort loan default rate (CDR). Bel-Rea's current 3 Year CDR is 4.7%, compared to the much higher National CDR of 18.3% for schools in the same category.

METHOD OF PAYMENT

Tuition is billed and due in eight equal, quarterly installments over the course of the 2-year program with no interest or carrying costs whether a student utilizes financial aid, a cash payment plan, or combines financial aid and a cash payment plan. Bel-Rea's payment plans are interest-free with no carrying fees (note: The cost of credit is included in the price quoted for the goods and services). This schedule is subject to modification by the Financial Aid or Payment Office.

The Payment Office accepts the following forms of payment: Credit cards (MasterCard, Visa, Discover, American Express), debit cards, cash, checks, or money orders.



DIRECT LOANS

» Federal Direct Subsidized and Unsubsidized Loans

Eligible students can borrow Direct Loans through the Department of Education’s William D. Ford Direct Loan Program. Bel-Rea is not a lender.

- » The FAFSA is used to determine loan eligibility and can be completed at www.fafsa.gov.
- » Borrowers must go to www.studentloans.gov to complete the Master Promissory Note and Entrance Counseling.
- » Interest rate for Subsidized and Unsubsidized Direct Student Loans first disbursed July 1, 2019-June 30, 2020: 4.53%.
- » Origination fee for Subsidized and Unsubsidized Direct Student Loans first disbursed October 1, 2019-September 30, 2020: 1.059%.
- » Interest rates and origination fees subject to annual change.
- » For students who borrow their first Direct Subsidized Loan on or after July 1, 2013, the interest subsidy is available only for three academic years at Bel-Rea, and may be less in certain circumstances.
- » Maximum subsidized loan amounts are \$3,500 for first year students, \$4,500 for second year students, and \$5,500 for third year students.
- » An additional \$2,000 in Unsubsidized Direct Loan is available for “dependent” students, and an additional \$6,000-\$7,000 in Direct Unsubsidized Loan is available for “independent” students annually.

FEDERAL DIRECT LOAN AGGREGATE LIMITS:

The Direct Loan program designates maximum loan amounts for both Dependent and Independent students called Aggregate Loan Limits. Dependent students are allowed \$23,000 in subsidized loans and \$8,000 in unsubsidized loans. Independent students are allowed \$23,000 in subsidized loans and \$24,500 in unsubsidized loans. Students with previous education debt should be aware that these limits may affect the amount of aid they can borrow.

» The Federal Direct PLUS Loan

A parent of an eligible “dependent” student may borrow up to the Cost of Attendance minus estimated financial aid.

- » Repayment of principle and interest begins approximately 30 days following the last disbursement and allows the borrower up to ten years for repayment.
- » Interest rate for Parent PLUS Loans first disbursed July 1, 2019-June 30, 2020: 7.08%.
- » Origination fee for Parent PLUS Loans first disbursed October 1, 2019-September 30, 2020: 4.236%.
- » Interest rates and origination fees subject to annual change.
- » If a PLUS loan is denied by the Department of Education’s processor (for credit reasons, etc.), the “dependent” student is eligible for an additional \$4,000 in Unsubsidized Direct Loan funds.
- » Parents of dependent students apply for the PLUS loan at www.studentloans.gov.

VETERAN’S BENEFITS

The veterinary technology program at Bel-Rea is approved for veterans training by the **Colorado State Approving Agency for Veteran's Education and Training** and participates in all of the **Department of Veteran's Affairs education benefits programs**.

Veterans, military spouses, or children of those who serve may qualify – please speak with Bel-Rea’s Financial Aid Manager/Veteran’s Certifying Official for more information at 303-751-8700 or 800-950-8001.

VETERAN'S BENEFITS AND TRANSITION ACT OF 2018, SECTION 103

For students using VA educational benefits through the Chapter 33 Post-9/11 GI Bill or Chapter 31 Vocational Rehabilitation program, while awaiting tuition payment to the school by the VA (up to 90 days after the beginning of the term), Bel-Rea Institute will not:

1. Prevent the student's enrollment
2. Assess a late payment penalty or fee
3. Require the student secures alternative or additional funding due to a delay in payments for educational assistance from the VA
4. Deny the student's access to any resources including access to classes, the library, campus or other institutional facilities available to other students who have paid their tuition bill.

To qualify for this provision, these students are required by Bel-Rea Institute to:

- 1) Provide to the VA Certifying Official at Bel-Rea, a copy of a VA Certificate of Eligibility or a VA eBenefits statement by the first day of class of the student's first term
OR
- 2) Provide alternative documentation that the student is eligible to receive the above benefits as determined by the VA Certifying Official at Bel-Rea before the beginning of the student's first term

If the student is not able to provide one of the documents listed above and is later determined not to be eligible for VA Benefits, the student will be expected to use an alternative method for covering their tuition.

GRANTS

» Department of Education's Federal Pell Grant Program

This program provides federal grants to students meeting the eligibility requirements established by Congress. For the July 2019-June 2020 school year, these grants range between \$657 and \$6,195, based on the results of the FAFSA.

LIFETIME ELIGIBILITY FOR PELL GRANTS:

The amount of Federal Pell Grant funds a student may receive is limited by federal law to six years of funding or 600%. This is known as your Lifetime Eligibility Used Percentage (LEU).

» Department of Education's Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Government allocates this grant to Bel-Rea, which in turn, offers a grant of approximately \$100/quarter based on results of the FAFSA and the availability of funding. This grant is limited to those eligible for the Pell Grant who demonstrate the highest need (subject to availability).

SATISFACTORY ACADEMIC PROGRESS

Federal regulations mandate that all students make satisfactory academic progress towards completion of a degree in order to receive federal financial aid through the Title IV grant and loan programs. The academic progress of all Bel-Rea students is reviewed at the end of each quarter for compliance with the U.S. Department of Education's requirements.

To be eligible for federal financial aid while attending Bel-Rea, students must maintain Satisfactory Academic Progress (SAP) as described below:

1. **Students must maintain a cumulative grade point average of 2.0 ("C").**
2. **Qualitative:** Students must successfully complete 70% of credit hours attempted each quarter.
3. **Quantitative:** The maximum timeframe for which a student can receive federal financial aid is 1 ½ times Bel-Rea's standard program length of 125 credits (187 credit hours). Students are placed on Financial Aid Warning once they are within 175 attempted credit hours.

When students fail to meet SAP standards, they are placed on Financial Aid Warning the following quarter (during which time they may continue to receive federal financial aid). Students that do not meet SAP standards at the end of the Financial Aid Warning period will be placed on Financial Aid Termination and will be ineligible to receive federal financial aid. Students on Financial Aid Termination will remain on termination until they once again meet SAP requirements or are reinstated due to a successful appeal. Appeals for extenuating circumstances are considered on a case-by-case basis by the Financial Aid Office. The full SAP Policy, including details on satisfactory progress, the appeal process, and reinstatement is available at www.belrea.edu/financial-aid or through the Financial Aid Office.

Note: Financial Aid Satisfactory Academic Progress (SAP) differs from the Academic Probation included in the [Program Policies and Procedures](#) section of this catalog. Please see the Financial Aid Office for more information.

CANCELLATION OF ENROLLMENT AND REFUND POLICIES

Bel-Rea utilizes two withdrawal calculations with all students who discontinue the program for any reason before graduating (*processed in the following order*):

Refund Policy	Title IV Federal Financial Aid	Cash Pay	Veteran's Benefits
1. Federal Return of Title IV Funds Policy	Applicable	<i>Does not apply</i>	<i>Does not apply</i>
2. Colorado State Approved Refund Policy	Applicable	Applicable	Applicable

The two refund policies determine either the refund of tuition and fees owed to the student by the school, or the balance of tuition and fees owed by the student to the school, at the time of cancellation of enrollment. If a discontinuing student falls under both policies, the more stringent 30-day timeframe will be utilized per the requirement set forth in the Colorado Revised Statutes (23-64-120, Refund Policy).

Information on the refund policies and calculation examples are available through Bel-Rea's Financial Aid Office. Information on withdrawal, school withdrawal, and dismissal is available through Bel-Rea's Registrar. Credit granted for previous training does not impact the refund policies. These policies are subject to change in compliance with Federal and State guidelines.

» Refund Policy #1 - Federal Return of Title IV Funds Policy

A refund of tuition and fees owed to a student by the school, or information on any balance owed by the student to the school, is made within 45 days of the date a student fails to enter the program, withdraws, is school withdrawn,



is dismissed, or otherwise discontinues the program at any time prior to completion. The student is charged the prorated tuition for each enrollment period up to the 60% point in the quarter (period). Once the student exceeds the 60% point in the quarter, they are charged 100% of the tuition cost for the quarter. The percent is calculated by taking the total number of days in the quarter until the last date of attendance and dividing by the total number of days in the enrollment period. The full R2T4 Policy is available at www.belrea.edu/financial-aid or through the Financial Aid Office.

» **Refund Policy #2 - Colorado State Approved Refund Policy, 23-64-120**

A refund of tuition and fees owed to a student by the school, or information on any balance owed by the student to the school, is made within 30 days of the date a student fails to enter the program, withdraws, is school withdrawn, is dismissed, or otherwise discontinues the program at any time prior to completion. The student’s last date of attendance of actual classes is the date the school uses in the withdrawal calculation.

A full refund of tuition and fees paid is made if the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same; this provision shall not apply in the event that the school ceases operation.

Before Commencement of Classes:

1. If an applicant is not accepted by the school, a full refund of all monies paid is made.
2. New enrollees have the right to cancel an enrollment contract without an enrollment deposit penalty by midnight of the third business day after signing their contract, provided that the enrollee has not commenced training. The cancellation must be provided in writing to Bel-Rea’s Chief Operating and Compliance Officer, at which time the \$100 enrollment deposit and any tuition paid are refunded in full. In computing refunds, the date of cancellation is the date notice of cancellation was received.
3. New enrollees who have not visited the school facility prior to enrollment have the opportunity to withdraw without an enrollment deposit penalty by midnight of the third business day following either the regularly scheduled New Student Orientation Day or a tour of the facilities and inspection of equipment, whichever comes first. The cancellation must be provided in writing to Bel-Rea’s Chief Operating and Compliance Officer, at which time the \$100 enrollment deposit and any tuition paid are refunded in full. In computing refunds, the date of cancellation is the date notice of cancellation was received.

» **Refund Policy #2 - Colorado State Approved Refund Policy, 23-64-120 - continued**

4. New enrollees have the right to cancel their enrollment at any time before commencement of classes by submitting written notice of cancellation to their Admissions Advisor. If cancellation occurs after the third business day deadline for contract signing (item 2 of this policy) or first visit following enrollment (item 3 of this policy), the \$100 enrollment deposit is forfeited, but all tuition paid will be refunded in full.
5. New enrollees may change start dates two times, if needed, before commencement of classes. The \$100 enrollment deposit may be used for either one of the next two class start dates following the initial postponement. Tuition is charged at the rate of the actual class start.

After Commencement of Classes:

Students may voluntarily cancel their enrollment at any time by meeting with Bel-Rea’s Student Affairs Director and then submitting a written withdrawal form to the Registrar in person, by email, or by certified mail.

PERCENTAGE OF PROGRAM ATTENDED*:	AMOUNT OF FULL PROGRAM TUITION REQUIRED (Based on 2019 Tuition)**:	CORRESPONDING FULL PROGRAM TUITION REFUND PERCENTAGE (From the Colorado State Approved Refund Policy)
1% to 10% of program:	\$3,290.00 plus a \$100 cancellation charge	90% less \$100 cancellation charge
10.001%-25% of program:	\$8,225.00 plus a \$100 cancellation charge	75% less \$100 cancellation charge
25.001%-50% of program:	\$16,450.00 plus a \$100 cancellation charge	50% less \$100 cancellation charge
50.001%-75% of program:	\$24,675.00 plus a \$100 cancellation charge	25% less \$100 cancellation charge
75.001%-99.999% of program:	Total contracted amount of \$32,900.00 plus a \$100 cancellation charge	No refund

**Time Based: The percentage completed is rounded to the nearest week entered or completed by the student. There are 87 weeks in the total program. Number of weeks entered or completed divided by the number of weeks in the total program = percentage completed. Note: A percentage shift may occur during an academic quarter.*

***Amount does not include books and supplies. Approved transfer credits and retake fees owed impact the total amount required by the program. Financial aid that must be returned, cash and financial aid payments received by the school, and advances affect a withdrawing student's final balance.*



RESOURCES AVAILABLE

ACADEMIC STUDENT ADVISING

Academic advising is the responsibility of Bel-Rea's Registrar. Personalized course plans are provided to new students, and scheduling assistance is available at any time through the Registrar's office. It is the student's responsibility to communicate in a timely manner with the Registrar about any concerns or questions regarding their course plan, registration, and academic progress.

HOUSING

Bel-Rea does not have on-campus housing; however, there are hundreds of apartments within a five-mile radius of the campus. A roommate connection program and information on how to connect with local housing resources are available to students. Bel-Rea furnishes this information to incoming students once they enroll in the program. It is also provided to any current Bel-Rea student upon request.

JOB PLACEMENT

Bel-Rea's Job Placement Manager posts jobs for students and graduates (www.belrea.edu/job-search), offers career fairs, and works with internship students and graduates so that they can connect with interested employers.

Resume, cover letter, and interviewing skills are offered through the Office Management course and the Optimal Resume website. Free job placement assistance is available to all students and graduates.

LIBRARY AND MEDIA CENTER

Bel-Rea's Library and Media Center provide one convenient location on campus for engaging learning experiences. Students are able to research material, utilize online resources, and study in a quiet environment.

The Library maintains a collection of academic material that allows students to expand and explore their knowledge of veterinary medicine throughout their education. Students can read and check out veterinary reference material and study quietly. As a bonus, the Library also houses Bel-Rea's felines who frequently lend themselves to be great study partners.

The Media Center provides space for independent and collaborative studying along with computers to do research, write academic papers, and access online study material, two rooms for testing and tutoring, microscopes and an anesthesia machine for practice outside of class, and DVD players for viewing veterinary medical videos.

STUDENT SERVICES

Bel-Rea's Student Services Department assists and supports students with a variety of academic and non-academic resources to enhance their student life at Bel-Rea. Some of the main resources provided by Student Services are as follows: connecting students with community resources; promoting on-campus and off-campus organizations, volunteer opportunities, and events; presenting career, specialty, and credentialing information; overseeing the Student Teaching Assistant program; and educating students on labor statistics and board exam information. Training on emergency preparedness, campus safety, and services for disabilities is also available through Student Services.

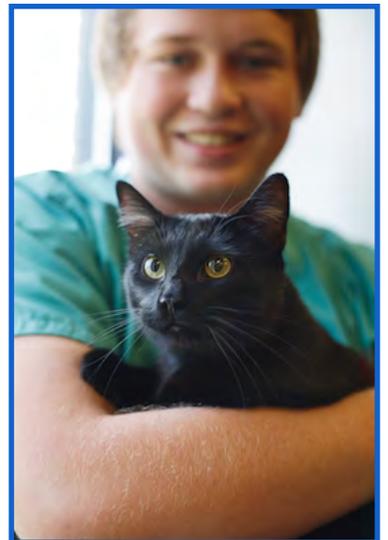
ORGANIZATIONS AND ON-CAMPUS EVENTS

Student Services promotes professional organization memberships and conferences, such as the Colorado Association of Certified Veterinary Technicians (CACVT) and the American Animal Hospital Association (AAHA), and also organizes student organizations, such as NAVTA Student Chapter and Veterans' Connection.

Student Services strives to create a sense of community through a variety of on-campus events. Common events include fundraisers for community animal organizations in need, annual craft fair, annual Halloween celebration, social gatherings, graduation, and more!

FREE TUTORING

Student Services supervises the Student Teaching Assistant (TA) Program, which provides individual and group clinic tutoring services, animal handling clinics, and faculty assistance. Student Services compiles lists of all tutors and their class availability and posts these lists for student access quarterly. Students are able to contact TAs directly for individual tutoring. Tutoring clinics are available for students to attend tutoring in a group setting. As part of enrichment for Bel-Rea students, students are encouraged to attend Animal Handling Clinics where they learn from their peers to handle a variety of animals. These clinics engage students to further their knowledge of animals and give them additional hands-on experience with a wide variety of species.



Bel-Rea students are also encouraged to seek tutoring assistance from their instructors who provide tutoring hours each quarter.



COMMUNITY RESOURCES

Student Services provides an extensive list of community resources to students. Resources include counseling, animal services, human services, low-cost services, fitness information and more! This list is accessible online and through Student Services.

STUDENT RECOGNITION

Veterinary education is often demanding, and Bel-Rea likes to recognize those students that excel in their academics. Student Services provides honor roll and perfect attendance recognition on a quarterly basis for these students. Students who achieve a 3.5 GPA or higher receive special recognition during their graduation ceremony.

OTHER

Student success and money management skills are taught in the Perspectives course, and approaches for handling grief and loss are covered in Veterinary Science I. A wide variety of community, financial, credentialing, and support information is posted for current students on www.belrea.edu/tutoring-and-resources, and paper copies are available upon request from the Student Services.

PROGRAM POLICIES AND PROCEDURES

Bel-Rea students with questions about the rights and legal notices contained in this Program Policies and Procedures section are welcome to contact the Student Affairs Director. Applicants, please contact your Admissions Advisor. Students are responsible for full knowledge of the regulations and policies pertaining to the program prior to starting classes.

DRESS CODE

- » Full sets of clean, intact, Bel-Rea specific scrubs and student IDs are required at all times inside all campus buildings. The Bel-Rea specific scrubs are available for purchase at the Bel-Rea Bookstore.
- » Laboratory coats are required for all laboratory classes and in lectures where there is direct contact with animals due to the potential transmission and tracking of organisms between pet communities and one's home environment.
- » Closed-toed shoes are required. Bare feet, sandals, slippers, or open-toed shoes are not allowed on campus.

A more complete list of dress code regulations is provided to students on New Student Orientation Day.

PREGNANCY POLICY

Due to the nature of veterinary technology training, there are potential known and unknown health risks to an unborn child in certain classes and training experiences. Student who are or become pregnant are encouraged to review the pregnancy policy in the Student Handbook and discuss program options with the Student Affairs Director. Internship students also need to follow their internship site's policy regarding duty limitations while pregnant.

CAMPUS SECURITY

Call 9-1-1 for emergencies (crimes in-progress, life threatening). Security concerns or other significant issues are managed by Bel-Rea's Campus Security Authorities (CSAs: Student Affairs Director; Dean of Education; Chief Operating and Compliance Officer; Financial Aid Manager; Registrar; Admissions Coordinator; and Front Desk Administrative Assistant).

To report a suspicious person or activity on campus, or crimes on campus such as theft, assault, animal abuse, breaking & entering, etc., please notify a Campus Security Authority (CSA). For assistance with contacting a CSA, please speak to the front desk staff or call 303-751-8700.

Campus Safety, emergency preparedness, and community resource information can be obtained by current students at any time through www.belrea.edu/campus-safety. To report crimes anonymously, current students can utilize the Campus Crime Anonymous Report Form on www.belrea.edu/campus-safety.

Referrals for support services regarding sexual violence, alcohol & drug abuse, mental health and well-being, etc. are available through Bel-Rea's Student Affairs Director.

ANNUAL SECURITY REPORT

Bel-Rea is committed to providing a safe learning environment for our students, faculty, and staff.

Bel-Rea's Annual Security Report/Crime Statistics Report is released by October 1st of each year and is posted on www.belrea.edu/annual-security-report. The ASR is emailed out annually to students, and a paper copy is available upon request from Student Services.

CONDUCT POLICY

Proper language and professional behavior are required of students at all times while training at Bel-Rea or associated sites. Dismissed students receive a refund or a bill according to the withdrawal calculation in the state and federal refund policies. Readmission is at the discretion of Bel-Rea's Readmission Board.

No drugs or alcohol are permitted on campus, nor are individuals under the influence of either substance. The Bel-Rea drug and alcohol policy and disciplinary procedures are provided to incoming students upon entrance to the program and are posted for current students on www.belrea.edu/policies. A paper copy of the drug and alcohol policy and referrals for support services are available through the Student Services Office.

Students with serious infractions are required to meet with Bel-Rea's Student Affairs Director. Behaviors that lead to disciplinary action up to immediate and permanent dismissal from the program include but are not limited to:

- » Possession of illegal drugs, marijuana, or alcohol on-campus or at off-site labs, or being under the influence of these substances.
- » Physical abuse of the facilities, on-campus animals, or off-site lab animals.
- » Theft of equipment, laboratory supplies, or another individual's personal property.
- » Criminal or sexual offense toward students or staff members.
- » Cheating, bullying, or unprofessional behavior.
- » Poor attendance or poor academic performance.

Additional conduct issues are assessed on a case-by-case basis by Upper Management for appropriate disciplinary actions.

HONOR CODE

Since the training offered at Bel-Rea is paraprofessional, the faculty and administration believe that the honor system is the most effective manner in which to deal with instances of cheating, theft, and misconduct. Students attending Bel-Rea agree to conduct the course of their studies here honestly and fairly, that they will render to the school no work that is not their own, that they will not cheat nor wrongfully give information to another student during examinations, and that they will not tolerate academic dishonesty on the part of another. Further, they will not steal from fellow students, the faculty, or from the school. Students are given a detailed outline of Bel-Rea's honor code upon entrance into the program.

COMPETENCY CHECKLIST

All students are required to complete a minimum competency checklist for each class including internship. Completion of the checklist ensures that each student has met the essential requirements set forth by the American Veterinary Medical Association (AVMA). Instructors are responsible for ensuring all checklists are completed and documented in the online competency checklist system. Students in internship should be aware that it may take them longer than 10 weeks to be proficient in each task.

CLINICAL PROFICIENCY EXAM (CPE)

All students are required to pass a clinical proficiency examination immediately prior to entering their final quarter internship. This exam includes material from all quarters and ensures competency in basic knowledge and skills before a student transitions to internship. A student who takes a Leave of Absence (LOA) before the internship quarter begins or requests a Withdrawal (WD) after the internship quarter begins, or does not pass the CPE the first time, is required to successfully repeat the Pre-Clinical and Anesthesia classes, and then to successfully retake the CPE following completion of those classes. In these cases, there is no charge for repeating these classes. Students are limited to two attempts at passing the CPE.

MANDATORY ATTENDANCE POLICY

Veterinary employers expect veterinary technicians to be proficient in their technical skills, have a solid academic foundation, take initiative, keep a positive attitude, and be highly reliable. Frequent absenteeism or tardiness are unacceptable to employers and strongly impact student success. Therefore, absences and tardies are noted in student records and the following attendance policy is in place for all classes (except Medical Math Review, Preclinical, and Internship, which have their own specific attendance policies).

EXCUSED ABSENCES

The only excused absences are absences due to jury duty or pregnancy (in accordance with the pregnancy policy). Students are allowed to hand in work, make up work, or take tests from the classes missed due to excused absences.

- Written documentation with specific jury duty dates and contact information from the court or written documentation from the doctor is required and must be provided to Bel-Rea's Registrar.
- Excused absences due to jury duty or pregnancy **do not count** toward the 10% total of allowed absences.
- Students must contact instructor(s) a minimum of 30 minutes prior to class if they are going to be absent to let the instructor(s) know that they are not able to attend and that they will bring in the appropriate documentation.
- Make Up Work Policy: Tests/homework assignments must be taken/handed in **on the day the student returns to school** (not the next class day) unless otherwise allowed by and pre-arranged with the instructor. Failure to do so results in a "F" grade for those assignments or tests.
- Note: It is strongly recommended that students attempt to postpone jury duty to school break times in order to not miss out on learning material firsthand by attending classes. Please immediately read your jury duty summons when you first receive it regarding options for requesting a postponement.

OTHER DOCUMENTED UNAVOIDABLE ABSENCES

Proper documentation of absences due to unavoidable circumstances such as medical issues, court appearances (other than jury duty), or car accidents allow a student to hand in work, make up work, or take tests from the classes missed.

- Documented unavoidable absences **do count** toward the 10% total of allowed absences.
- Written documentation with specific dates and contact information is required (e.g., a doctor's note, court document, or accident report from the police).
- Students must contact instructor(s) a minimum of 30 minutes prior to class if they are going to be absent to let the instructor(s) know that they are not able to attend and that they will bring in the appropriate documentation.
- Make Up Work Policy: Tests/homework assignments must be taken/handed in **on the day the student returns to school** unless otherwise allowed by and pre-arranged with the instructor. Failure to do so results in a "F" grade for those assignments or tests.

TARDINESS

The most important part of any lecture is the first ten minutes. This is when the stage is set for the remainder of the hour. Students are marked tardy if they arrive after a class or lab has begun. **Two tardy appearances after a class or lab has begun equal one absence.** If a student is 15 or more minutes late for a class, they are counted as absent. Students who are chronically late to class (any time amount) are required to meet with the Student Affairs Director and may be given stricter attendance requirements.

PRACTICAL EXAMS/EXPERIENCES/LABS

Instructors provide the specific attendance requirements for labs, but the majority of lab experiences, and all mandatory practical exams/experiences/labs cannot be made up due to absence(s), regardless of documentation or type of absence. This may result in the student needing to either 1) repeat the course or 2) be assigned an Incomplete grade and be required to complete the mandatory course requirements the following quarter. Repeating a course or an Incomplete grade may impact the student's financial aid and upcoming course schedule due to prerequisites, potential course load, and conflicting times.

MAXIMUM ABSENCES ALLOWED

Absences **exceeding 10%** of the total scheduled clock hours for a given course result in an automatic F (fail) grade for the class, regardless of the academic grade achieved or reason(s) (other than jury duty and pregnancy).

Example:

- A & P I class meets for 1 hour, 5 days per week, for 10 weeks = 50 total class clock hours
- 10% of 50 hours = 5 hours; more than 5 hours of absences results in an automatic F (fail) grade for that course

Repeating Students: In order to provide the best chance for success, students repeating a class due to a previous failing ("D" or "F") grade are allowed only half the regular number of absences, **a maximum of 5%** of the total scheduled clock hours.

Previously Dropped or Incomplete Grade: Students who dropped the class previously or are repeating the entire class due to an "Incomplete" grade are allowed the regular number of absences.



SCHOOL WITHDRAWN

Students who stop attending class risk being School Withdrawn (automatically withdrawn by the school). All financial aid advances are terminated if a student stops attending all classes. Students that stop attending all classes for 5 consecutive days will be school withdrawn by the Registrar and all financial aid advances for the student will be terminated.

LATE REGISTRATION FOR CLASSES

Students must start classes on the date indicated each quarter. Late registrations for continuing students are only allowed up until the third day of classes each quarter; however, late registrations are evaluated on an individual basis to determine the possibility of making up work that has been missed.

ADDING/REPEATING CLASSES

A student is not allowed to add a class or start a repeat class later than the second day of classes. The tuition charge for repeating a class is \$263 per credit hour. This tuition payment must be received before the student can enroll for the next quarter's classes.

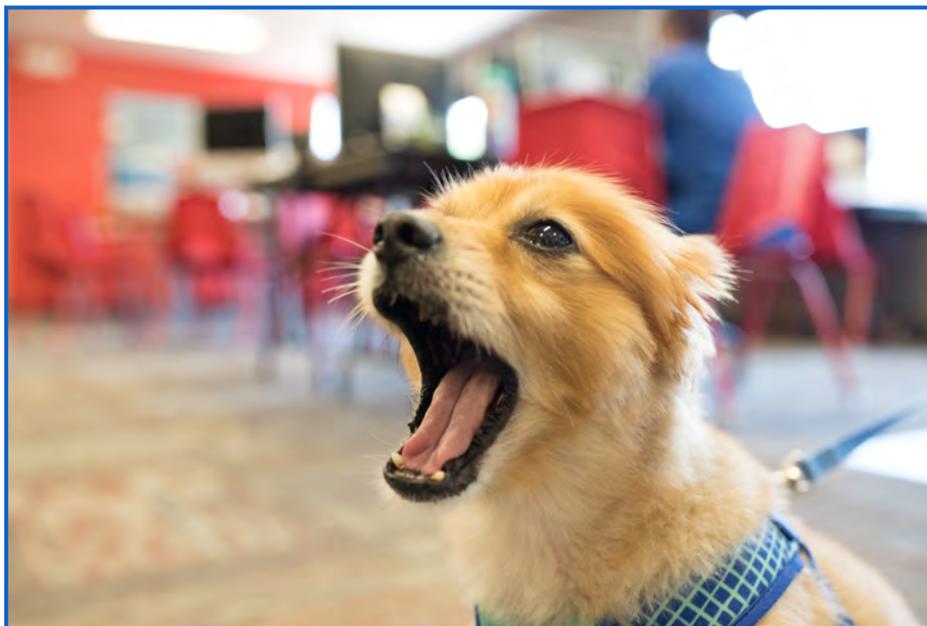
DROPPING CLASSES

Dropping limit: Bel-Rea students are allowed to drop up to four classes throughout their training, if needed. Students with extenuating circumstances are allowed to apply for an exception with Bel-Rea's Appeals and Readmission Board.

Each specific class may be dropped only one time, with the exception of Perspectives, which cannot be dropped. A class may be dropped up until the last day of classes, but not once final exams begin. Students may drop a class up until the end of the fifth week of the quarter with no penalty of grade or payment. Dropped classes must be taken the following enrolled quarter. A "B5" for "Before 5th Week" is noted on a student's transcript. If a student drops a class after the fifth week of the quarter, an "A5" for "After 5th Week" or a "WF" for "Withdrawing from program when failing class" is noted on their transcript. The student has to repeat the class the following enrolled quarter at a cost of \$263 per credit hour. This tuition payment must be received before the student can start the following quarter's classes. Please contact the Payment Office for more information on payment plans.

If a student drops all credit classes, they need to withdraw from the program and apply for readmission at a later date.

If a student is retaking a class due to probation, the probationary class may not be dropped at any time; the student must complete the entire class and finals that quarter.



GRADING POLICY

Grades are based on examination scores, projects, assignments, research papers, specific class requirements, animal care performance, attendance, class and laboratory participation, technical skills, proficiency exams, teamwork, and extra work projects.

<u>Grade/Code</u>	<u>Description</u>	<u>Points</u>
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	59% or below	0.0
P	Pass	0.0
I	Incomplete	0.0
W	Waive – college/AP credit	0.0
WD	Withdrawal from program	0.0
LOA	Leave of absence from program	0.0
SWD	School withdrawal from program	0.0
DIS	Dismissal from program	0.0
D-R	D-Repeat Class	0.0
F-R	F-Repeat Class	0.0
WF	Withdrawal from program when failing class	0.0
NG	No Grade – class lab	0.0
B5	Dropped before fifth week	0.0
A5	Dropped after fifth week	0.0



OUTCOMES OF REQUIRED COURSEWORK

Grade of A: Continue as scheduled in the program.

Grade of B: Continue as scheduled in the program.

Grade of C: Continue as scheduled in the program.

Grades of D or F: Student must repeat the class the following quarter with no time overlaps with any other course and achieve a grade of “C” or better. Failure to achieve a grade of “C” or better will result in possible dismissal from the program.

INCOMPLETE POLICY

Students who receive an incomplete in a course and/or lab must complete the required work by the deadline given by the instructor and/or Registrar. Failure to complete the required course work by the deadline results in a grade of “F” for the course and/or lab.

ACADEMIC PROBATION

A minimum cumulative grade point average (GPA) of a 2.0 (C) is required for internship and graduation.

A course grade of “D” or “F” is considered a failing grade.

Academic Probation (Failing Grade): If a student fails a course with a “D” or “F” grade, they are placed on academic probation for the following quarter. The student must then take and pass the repeated class with a “C” grade or higher during the probationary quarter in order to avoid dismissal from the program. The student needs to pay a retake fee for the course.

Academic Probation (Below 2.0): If a student's cumulative GPA drops below a 2.0 ("C" average), they are placed on academic probation. The student must then bring their cumulative GPA up above a 2.0 within 2 quarters to avoid dismissal from the program.

When a student's cumulative GPA reaches a 2.0 or above, and all quarter grades are "C" or better, they are no longer on academic probation. The most recent grade earned for each course is used to calculate a student's cumulative GPA.

Overall Academic Performance: If a student earns more than four unsatisfactory grades ("D" and/or "F") in one quarter or combined quarters, they are dismissed from the program for a minimum of six months. Readmission is not guaranteed.

Students with extenuating circumstances are allowed to petition for an exception to an academic dismissal through Bel-Rea's Appeals and Readmission Board. If granted, the student is allowed one more quarter to meet their probationary requirements and is required to pass all classes successfully from that time forward to avoid permanent dismissal from the program. If probation is extended, a student's financial aid eligibility is likely to be negatively affected.

Note: These policies are different from the Financial Aid Satisfactory Academic Progress (SAP) and Measurable Academic Progress (MAP) included in the [Financial Aid](#) section of this catalog.

DISMISSAL

A student may be dismissed from the program for not maintaining the appropriate grade point average, not meeting academic probation requirements, not meeting the overall academic performance standard, not abiding by program honor/conduct codes or any other written policies, or exceeding the maximum timeframe allowed for completion.

SCHOOL WITHDRAWAL

Students who miss five consecutive days of classes are School Withdrawn (automatically withdrawn from the program) unless extenuating circumstances are communicated to and approved by Bel-Rea. All financial aid advances are terminated if a student stops attending all classes. The student's last date of attendance of actual classes is the date the school uses in the withdrawal calculation. Please see the [Cancellation of Enrollment and Refund Policies](#) included in this catalog for more information.

WITHDRAWAL

A student may voluntarily cancel their enrollment at any time by meeting with Bel-Rea's Student Affairs Director and then submitting the required written withdrawal form to Bel-Rea's Registrar in person, by email, or by certified mail. Withdrawal forms are available in the Registrar's Office. The student's last date of attendance of actual classes is the date the school uses in the withdrawal calculation. Please see the [Cancellation of Enrollment and Refund Policies](#) included in this catalog for more information.

If a withdrawn student re-enrolls within two consecutive quarters, their previously contracted tuition rate remains the same.

If a student withdraws from the program after the 5th week of the quarter, they are obligated to pay \$263 per credit hour to retake that quarter's classes upon returning to the program in addition to regular tuition.

LEAVE OF ABSENCE (LOA)

A student may apply for a Leave of Absence (LOA) through Bel-Rea's Registrar. Students cannot take a LOA during a current quarter but can request to take an entire quarter off in advance. A formal written request on the required form is necessary (available in the Registrar's Office). Students on LOA must register for the following quarter's classes during the 6th week of their LOA quarter.

Students on approved LOAs are considered enrolled, but they cannot receive financial aid or advances while on leave.

A leave of absence period may not exceed 180 days within any 12-month period. The program may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. Students desiring to take a second LOA due to such unforeseen circumstances must contact the Registrar. Students granted a second LOA by the board must complete a new LOA form.

If a student does not return from a LOA as scheduled, the student is automatically withdrawn from the program. The student's last date of attendance of actual classes is the date the school uses in the withdrawal calculation, not the dates included in their LOA or the date the school determined the student withdrew. Please see the [Cancellation of Enrollment and Refund Policies](#) included in this catalog for more information.

READMISSION

Readmission to the program following any dismissal, school withdrawal, or student withdrawal requires approval by Bel-Rea's Appeals and Readmission Board. If a student is dismissed, they can apply for re-entry for the start date that is six months following the dismissal date. Withdrawn students can reapply at any time.

To be considered for readmission, a student must complete a readmission application, which is available from Bel-Rea's Registrar. Students are encouraged to apply early for readmission. The deadline for submitting a readmission application is two weeks prior to a quarter's start date in order to allow the Appeals and Readmission Board time to review the application.

If a student is readmitted, the Registrar notifies the student, and the student signs a reenrollment contract. New tuition charges may apply, and additional stipulations may be required (e.g., meeting with Student Services, behavioral requirements, etc.). There is no guarantee of readmission.

Previously dismissed students who are granted readmission to the program must successfully complete all courses after readmission to avoid being permanently dismissed from the program, unless an exception is granted by Bel-Rea's Appeals and Readmission Board.

PROGRESS REPORTS (REPORT CARDS AND TRANSCRIPTS)

Grades for each student are kept by the Registrar in a permanent file. Final grade reports are posted on the Bel-Rea Student Portal for students at the end of each quarter. Information on Bel-Rea's grading system is included in the [Academic Information](#) section of this catalog.

Unofficial transcripts can be obtained by current or former students from the Registrar's office at no cost. Official Bel-Rea transcripts are available through www.parchment.com and cost \$7.50 for digital delivery and \$10.00 for paper delivery. Additional fees apply for those needing international paper delivery or express mail options.

TRANSFER OF CREDIT

An additional degree is not required for the vast majority of veterinary technician career opportunities. Typically, only 0%-2% of new Bel-Rea graduates choose to pursue an additional degree shortly after graduating. However, interested students are encouraged to continue their education toward a Bachelor of Science degree following graduation, if so desired.

Bel-Rea graduates must meet all admissions criteria from other schools in order to transfer credits. Any other transferability of credit to other institutions is determined solely by the institution to which the graduate is transferring. Institutions may or may not accept Bel-Rea credits upon application, interviews, and placement exams. Bel-Rea does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. As they near graduation, upper quarter students at Bel-Rea will be provided with a list of additional colleges that are Bel-Rea credit transfer-friendly but do not have a formal agreement with our program.

If you are interested in potentially transferring credits to colleges, please speak with both their Admissions Department and the Dean of Education of the college you wish to apply to for more information on transfer of credits.

STUDENT COMPLAINT/ GREIVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools (CDHE-DPOS) must have a procedure and operational plan for handling student complaints.

Bel-Rea's administration strives to resolve issues in a timely and fair manner. A student with a complaint or grievance is encouraged to utilize the following procedure for resolution of issues.

For a concern with a **Staff Member**, please do the following:

- 1) Meet with the staff member to try to resolve the issue through professional communication.
If the issue has not been adequately addressed, then
- 2) Meet with John Ganzar, Student Affairs Director (regarding Job Placement, Librarian, Registrar, Student Services), *or*
Stacey Sloan, Business and Financial Affairs Director (regarding Admissions, Financial Aid, IT, Payment Office).
If the issue has not been adequately addressed, then
- 3) Meet with Tracy Peterson, Chief Operating and Compliance Officer.

For a concern with a **Faculty Member** (including the **Internship Coordinator**), please do the following:

- 1) Meet with the faculty member or internship coordinator to try to resolve the issue through professional communication.
If the issue has not been adequately addressed, then
- 2) Meet with one of the two Lead Instructors – Janet King (regarding course or faculty concerns) or Dr. Sharyn Esposito (regarding veterinary concerns), or Assistant Lead Instructor Scott Newman if the Lead Instructors are not available.
If the issue has not been adequately addressed, then
- 3) Meet with John Ganzar, Student Affairs Director, who is available to assist with mediation and support.
If the issue has not been adequately addressed, then
- 4) Meet with Dr. Nolan Rucker, Dean of Education, or Tracy Peterson, Chief Operating and Compliance Officer.



Students may also consider contacting ACCSC or CDHE-DPOS. The ACCSC or CDHE-DPOS staff keep the complainant(s) informed as to the status of the complaint as well as the final resolution.

All complaints must be provided to the ACCSC in writing and should contain the following:

- » The basis for any allegation of noncompliance with ACCSC standards or requirements;
- » All relevant names and dates and a brief description of the actions forming the basis of the complaint;
- » Copies of any documents or materials that support the allegations, when available; and
- » A signed release authorizing the Commission to forward a copy of the complaint to Bel-Rea, including the identification of the complainant. This can be achieved by filing the ACCSC Complaint form, which is available on www.accsc.org, or by request from the ACCSC office - 703-247-4212. This form is also available upon request from Bel-Rea's Chief Operating and Compliance Officer, Tracy Peterson.

Filing complaints with CDHE-DPOS:

- » There is a two-year limitation from a student's last date of attendance on student complaints to the Colorado Department of Higher Education.
- » A student can view the Colorado Revised Statutes Article 64 – Private Occupational Schools and file an online complaint through the CDHE-DPOS website, www.highered.colorado.gov/dpos; 303-862-3001.

CATALOG UPDATES & CATALOG INFORMATION

CATALOG INFO

JANUARY 2020 – DECEMBER 2021 CATALOG

Volume 29. Date of Publication: February 6, 2020.

Bel-Rea reserves the right to change, modify, or cancel any program policy, financial requirement, or disciplinary arrangement set forth in this catalog at any time if the administration deems such action to be appropriate.

In addition to the material contained in this catalog, Bel-Rea students are subject to the policies and procedures of the school. These policies and procedures, as well as this catalog, are subject to change by Bel-Rea's administration without prior notice.

Since changes may occur at any time, students should periodically check this [Catalog Updates Section](#) for relevant information.

All of the illustrations in this catalog represent activities and facilities of Bel-Rea Institute of Animal Technology.

The program is owned by Bel-Rea, Inc. The shareholders of Bel-Rea, Inc. are Nolan Rucker, DVM; Pete Rucker, DVM; Andrew Rucker; and Tracy Peterson, CIA/CPA.

A paper copy of this catalog is available upon request from the Admissions Office.

CATALOG UPDATES

The following updates have been made to the January 2020-December 2021 Catalog, Volume 29 since its initial publishing on February 6, 2020:

Pages 7-13: FACULTY AND STAFF

Information Updated: Faculty and Staff lists, titles, biographies, and courses taught.

Pages 19-21: ACADEMIC CALENDAR

Information Updated: Shifted from 2020-2022 to 2021-2023.

Pages 39: VETERAN'S BENEFITS

Information Updated: Added word for the Veteran's Benefits and Transition Act

CATALOG ADDENDA

The following addenda are for the January 2020-December 2021 Catalog, Volume 29 since its initial publishing on February 6, 2020:

- 1) VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209(f).
- 2) The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veteran's benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veteran's Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

COVID-19 UPDATE

Due to COVID-19, Bel-Rea has transitioned lecture classes and exams to distance learning via Canvas (LMS) and Zoom. These classes and exams are taught through synchronous distance learning. Labs, practical exams, animal care, Pre-clinical rotations, Internship, etc. continue to be held in-person in accordance with CDC, Colorado Department of Public Health, and Tri-County Health guidelines.

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