



# 2024-2025 CATALOG

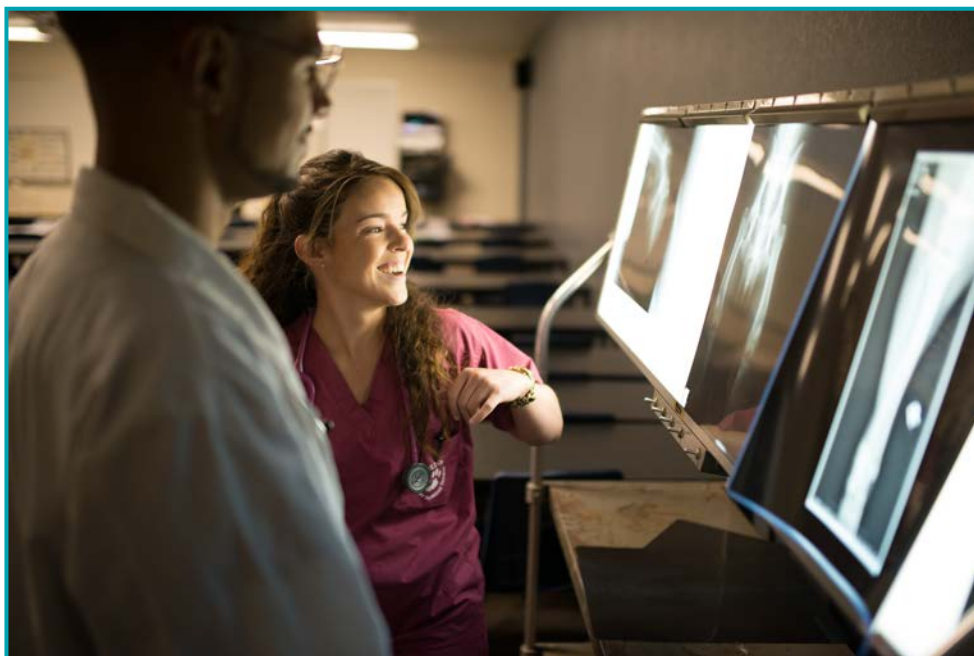


Volume 31

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# MISSION, PURPOSE, PROGRAM OBJECTIVE

## MISSION

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“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

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“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

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“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



<b>1970's</b>	<ul style="list-style-type: none"> <li>• Bel-Rea was founded in 1971 by Dr. Dan Dean and Dr. Fred Fodrea.</li> <li>• Dr. Nolan Rucker and Dr. Robert Taylor assumed operations of Bel-Rea and Alameda East Veterinary Hospital in 1972.</li> <li>• The school occupied the second story of the Veterinary Hospital.</li> <li>• Between classes, the students would go downstairs to the teaching hospital to observe and assist with animals.</li> <li>• Student enrollment increases from 12 to 80 students.</li> <li>• Received American Veterinary Medical Association Accreditation (AVMA) and the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT).</li> </ul>
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<b>1980's</b>	<ul style="list-style-type: none"> <li>• The student population grew to 180, making Bel-Rea the largest accredited veterinary technician program at that time in the United States.</li> <li>• Rotations at the Denver Dumb Friends League, Colorado Humane Society, and other local animal shelters are added to diversify the experience for the students.</li> <li>• The curriculum is expanded to include the changing requirements for veterinary technician training, including courses in equine medicine, laboratory procedures, avian medicine, exotic animal medicine, and animal behavior.</li> <li>• 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.</li> </ul>
<b>1990's</b>	<ul style="list-style-type: none"> <li>• Bel-Rea becomes one of the original sponsors of Animal Planet.</li> <li>• Launched one of the first online job placement sites for veterinary technicians.</li> <li>• Bel-Rea's student population grows from 200 to 500.</li> </ul>
<b>2000's</b>	<ul style="list-style-type: none"> <li>• Bel-Rea expands its internship program to offer students a broader range of 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.</li> <li>• Bel-Rea is recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) with School of Distinction and School of Excellence Awards.</li> <li>• The large animal training facility is expanded with a teaching barn classroom.</li> </ul>
<b>2010's</b>	<ul style="list-style-type: none"> <li>• Bel-Rea constructs a Media Center that contains an expanded veterinary library, computer lab, and testing rooms.</li> <li>• Digital dental radiography is added to the dental lab.</li> <li>• Bel-Rea's Facebook, Pinterest, and Instagram pages are launched.</li> <li>• Full-body digital radiography, a new multi-purpose lab, a new payment office, and a marketplace area are added to the facility.</li> <li>• Bel-Rea is recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) with School of Distinction.</li> </ul>
<b>2020's</b>	<ul style="list-style-type: none"> <li>• Bel-Rea converted to an online program during the pandemic to deliver the course material to the students.</li> <li>• Celebrated 50 years and 6600 graduates from Bel-Rea's program!</li> </ul>



## CONTACT INFORMATION

### BEL-REA INSTITUTE OF ANIMAL TECHNOLOGY



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



[belrea.edu](http://belrea.edu)



Contact our admissions department  
[admissions@belrea.edu](mailto: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 to minimize the amount of living expenses necessary to earn their degree.

### TOTAL NUMBER/TYPE OF CREDIT HOURS

134 Quarter Hours

### MAXIMUM ATTEMPTED CREDITS ALLOWED

The maximum attempted credits allowed is 1 ½ times Bel-Rea's standard program of 134 credits: 201 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

201 credit hours (1 ½ times the normal program credit amount of 134 hours)



## ADDITIONAL INFORMATION

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### 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 20 to 75 students. The typical size of a lecture class is 25-50 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 accordance with accreditation requirements.

### 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 8<sup>th</sup> (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

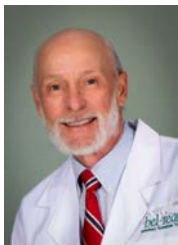
Breaks of approximately 2 weeks are scheduled between quarters.



# FACULTY AND STAFF

Bel-Rea has over 35 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), 10 Technical Instructors (Registered Veterinary Technicians), and a General Education Instructor. Students also receive special topic presentations from guest lecturers and animal handling mentorship from 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.*



**Sara Wenkheimer, BS, DVM**, helps students master their clinical skills in their Pre-Clinical surgical rotations. Dr. Wenkheimer was born and raised in Littleton, Colorado. She graduated from Colorado State University College of Veterinary Medicine in 2014. She had externships during vet school at various zoos throughout the United States. Then worked in South Carolina before returning to Colorado with her husband to raise their children close to her family. *Professor since 2023.*



**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



**Tammy Schneider, AAS, BS, RVT, RLATG**, is the Associate Program Director 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, RVT**, is the Associate Education Director and instructs Anatomy, Pharmacology, and Veterinary Medical Math. 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.*

Photo  
Coming  
Soon!

**Sarah Ayala, BS, RVT**, instructs Pre-Clinical. Sarah has approximately 10 years of experience in veterinary medicine as well as a degree in Education. She has experience in clinics and animal hospitals from Delaware, New Jersey, and Colorado. *Instructor since 2024.*



**Michelle Knapp, AAS, RVT**, instructs Practice Management and Pre-Clinical. She is the Job Placement Manager and Internship Coordinator and is responsible for ordering inventory for the school. Michelle graduated from Bel-Rea in 2002, earning her a degree in Veterinary Technology. She worked at Denver Dumb Friends League, Alameda East and Hampden Family Pet Hospital. Michelle enjoys spending time with her three children and good friends. She's a mountain girl but also enjoys the beach. *Instructor since 2023.*



**Lizzy Leeret, AAS, RVT**, instructs Laboratory Animal Medicine and Veterinary Science IV. 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 enjoys assisting to mold the next generation of animal care givers. *Instructor since 2021.*



**Lindsey Moloznik, AAS, BS, RVT**, instructs the Equine Medicine. Lindsey graduated from Virginia Tech in 2011, earning her degree in Animal and Poultry Sciences, and Bel-Rea, earning her degree in Veterinary Technology. Lindsey works as a Hospital Technician at Littleton Equine Medical Center in the Anesthesia and Imaging Department. While she mainly works closely with team surgery, she also enjoys picking up relief shifts in the Intensive Care Unit. As one of the supervisors for the Veterinary Technician Student Internship program at Littleton, she really enjoys teaching, training and being a support system for the rotating student interns. While at Bel-Rea, she realized she had a passion for teaching others and has made it a goal to return to Bel-Rea as an Instructor to share her knowledge and passion for animals, and specifically, horses. *Instructor since 2022.*



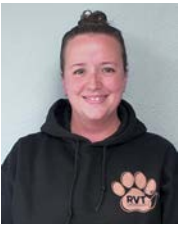
**Mandy Peters, AAS, RVT**, instructs Avian Reptile Medicine, and students in their dental rotations during Veterinary Science IV and Pre-Clinical. Mandy graduated from Bel-Rea in 2009, earning her a degree in Veterinary Technology. She worked VCA Alameda East Veterinary Hospital. Mandy enjoys spending 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.*



**Erin Sirhall, AAS, RVT**, instructs Sterile Technique, Veterinary Science II and Veterinary Science III, and is the PACS supervisor. Erin graduated from Bel-Rea Institute of Animal Technology in 2017, earning her degree in Veterinary Technology. She worked for Pet Aid, Solutions by Denver Dumb Friends League, and The Animal Dental Clinic. Erin enjoys spending time with her kids, riding her horses, hiking, and camping with her dogs, and ATVing up in the mountains. *Instructor since 2023.*



**Angela Taibo, AAS, BS, RVT**, instructs Anatomy and Physiology, 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 cat, BoBo, and her cockatiel, Howard. *Instructor since 2001.*



**Shannon Williams, AAS, RVT**, instructs Pre-Veterinary Science (formerly Chemistry), and Veterinary Science I. Shannon graduated from Penn Foster in 2019, earning her degree in Veterinary Technology. She started working in Veterinary Medicine in 2001, in a very small GP clinic. Since then, she worked in the emergency department of a mixed (cat/dog and exotic animals) practice and spent time as a Shift Lead in the ER/ICU of VCA SouthPaws Emergency & Specialty Hospital in Fairfax, Virginia. Shannon was born and raised in Northern Virginia, and moved to Colorado in May of 2022, working as a Lead Technician in the ER of Blue Pearl in Lakewood, Colorado. She enjoys everything animal related but has an especially soft spot for her black Pug (Porter), and her black cat (Mason). *Instructor since 2023.*

## GENERAL EDUCATION INSTRUCTOR



**Jennifer Hillgrove, BA, MA**, instructs Humanities, and Communications, 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.*

## STAFF

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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



**Renelle Fahey,**  
Front Desk Administrative Assistant,  
Assistant to the Chief Operating and Compliance Officer, Campus Security Authority  
*Staff member since 2023*

### BUSINESS AND FINANCIAL AFFAIRS



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

### ADMISSIONS



**Joan McGee, AAS, CVT**  
Admissions Supervisor and Advisor  
*Staff member since 2018*



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



**Trevor Selkirk**  
Admissions Advisor  
*Staff member since 2023*



**Mimi Pfaff, AAS, BS**  
Admissions Advisor  
*Staff member since 2018-2021, and since 2023*

### 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**  
Admissions Coordinator, Payment Office Administrator  
*Staff member 1999-2003, and since 2010*

## ***STUDENT AFFAIRS***

### ***CARRER SERVICES***



**Michelle Knapp, AAS, RVT**  
Job Placement Manager,  
Inventory Manager,  
Internship Coordinator,  
Instructor  
*Staff member 2023*

### ***FACILITIES***



**Tommy Nelson**  
Facilities Maintenance  
*Staff member since 2023*



**Christina Johnson**  
Facilities Janitor  
*Staff member since 2023*

### ***LIBRARY***



**Carol Anderson, BS**  
Library Administrative Assistant  
*Staff member since 2019*



**Ashley Malicay, BA, MLIS**  
Librarian  
*Staff member since 2021*

### ***REGISTRAR***



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

### ***STUDENT SERVICES***



**Corey Fine, BS**  
Student Service Specialist  
*Staff member since 2022*

# 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 annually to review curricula, instructional-related program materials, equipment and facilities, demographic trends, student achievement outcomes, and other matters pertaining to the profession to provide the school with an external review of our program.

## ADVISORY COMMITTEE MEMBERS

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

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

**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

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

Retired 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, RVT**

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](http://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](http://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](http://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](http://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](http://www.ccs.edu/veterans-education-training); 9101 East Lowry Blvd., Denver, CO 80230; 303-620-4000
- [www.benefits.va.gov/gibill](http://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](http://www.colorado.gov/pacific/cdle/jobseeker-training); 633 17<sup>th</sup> 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](http://www.ice.gov/sevis); Student and Exchange Visitor Program, DHS/ICE, 500 12<sup>th</sup> Street, SW Stop 5600, Washington, DC 20536, 703-603-3400.



# OCCUPATIONAL INFORMATION

## WHAT IS A VETERINARY TECHNICIAN?

**BUREAU OF LABOR STATISTICS/OCCUPATIONAL OUTLOOK** – [www.bls.gov/ooh](http://www.bls.gov/ooh) - “Veterinary technologists and technicians, supervised by licensed veterinarians, do medical tests that help diagnose animals’ injuries and illnesses. Veterinary technologists and technicians typically do the following:

- Observe the behavior and condition of animals
- Provide nursing care or emergency first aid to recovering or injured animals
- Bathe animals, clip nails or claws, and brush or cut animals’ hair
- Restrain animals during exams or procedures
- Administer anesthesia to animals and monitor their responses
- Take x rays and collect and perform laboratory tests, such as urinalyses and blood counts
- Prepare animals and instruments for surgery
- Administer medications, vaccines, and treatments prescribed by a veterinarian
- Collect and record animals’ case histories



In addition to helping veterinarians during animal exams, veterinary technologists and technicians do a variety of clinical, care, and laboratory tasks. Veterinary technologists and technicians who work in research-related jobs ensure that animals are handled carefully and are treated humanely. They may help veterinarians or scientists on research projects in areas such as biomedical research, disaster preparedness, and food safety. Typically working with small-animal practitioners who care for cats and dogs, veterinary technologists and technicians also may have tasks that involve mice, cattle, or other animals. Veterinary technologists and technicians may specialize in a particular discipline, such as dentistry, anesthesia, emergency and critical care, and zoological medicine.”

**DICTIONARY OF OCCUPATIONAL TITLES** – [www.occupationalinfo.org](http://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

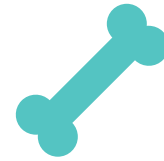
What do veterinary technicians typically do for animals?



Assist in surgery and monitor anesthesia



Perform lab work including Microbiology, Parasitology, and Hematology



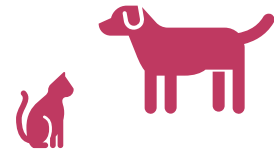
Take digital radiographs (x-rays) and perform ultrasounds



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

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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](http://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

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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 monthly basis. Students, graduates, and veterinary professionals are welcome to take the courses. These courses are posted on [www.belrea.edu/CE](http://www.belrea.edu/CE).

Appropriate CE credits are granted to credentialed veterinary technicians for successful completion of a course. These courses are approved by the American Association of Veterinary State Boards (AAVSB) as part of the Registry of Approved Continuing Education (RACE) program.

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	2024	2025	2026
<b>New Year's Day</b>	Monday, January 1	Wednesday, January 1	Thursday, January 1
<b>Martin Luther King Jr. Day</b>	Monday, January 15	Monday, January 20	Monday, January 19
<b>President's Day</b>	Monday, February 19	Monday, February 17	Monday, February 16
<b>Memorial Day</b>	Monday, May 27	Monday, May 26	Monday, May 25
<b>Independence Day</b>	Thursday, July 4	Friday, July 4	Friday, July 3 (Observed)
<b>Labor Day</b>	Monday, September 2	Monday, September 1	Monday, September 7
<b>Thanksgiving Holiday</b>	Thursday, November 28 – Friday, November 29	Thursday, November 27 – Friday, November 28	Thursday, November 26 – Friday, November 27
<b>Christmas Day</b>	Wednesday, December 25	Thursday, December 25	Friday, December 25

## WINTER QUARTER

	2024	2025	2026
<b>New Student Orientation*</b>	Monday, January 8	Monday, January 6	Monday, January 12
<b>First Day of Classes</b>	Tuesday, January 9	Tuesday, January 7	Tuesday, January 13
<b>Last Day of Classes</b>	Friday, March 15	Friday, March 14	Friday, March 20
<b>Final Exams</b>	Monday, March 18 – Wednesday March 20	Monday, March 17 – Wednesday, March 19	Monday, March 23 – Wednesday March 25
<b>Pre-Clinical Proficiency Exam</b>	Wednesday, March 20	Wednesday, March 19	Wednesday, March 25
<b>Clinical Proficiency Exam</b> <i>Pre-Clinical students only</i>	Thursday, March 21	Thursday, March 20	Thursday, March 26
<b>Break Starts</b>	Friday, March 22	Friday, March 21	Friday, March 27
<b>INTERNSHIP QUARTER STUDENTS:</b>			
<b>First Day of Internship</b> <i>May vary by site</i>	Monday, January 8	Monday, January 6	Monday, January 12
<b>Last Day of Internship</b> <i>May vary by site</i>	Friday, March 15	Friday, March 14	Friday, March 20
<b>Graduation &amp; Internship Exit Meeting</b>	Monday, March 18	Monday, March 17	Monday, March 23

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

## SPRING QUARTER

	2024	2025	2026
<b>New Student Orientation*</b>	Monday, April 8	Monday, April 7	Monday, April 13
<b>First Day of Classes</b>	Tuesday, April 9	Tuesday, April 8	Tuesday, April 14
<b>Last Day of Classes</b>	Tuesday, June 11 <i>Short quarter schedule</i>	Tuesday, June 10 <i>Short quarter schedule</i>	Tuesday, June 16 <i>Short quarter schedule</i>
<b>Final Exams</b>	Wednesday, June 12 – Thursday, June 13	Wednesday, June 11 – Thursday, June 12	Wednesday, June 17 – Thursday, June 18
<b>Pre-Clinical Proficiency Exam</b>	Thursday, June 13	Thursday, June 12	Thursday, June 18
<b>Clinical Proficiency Exam</b> <i>Pre-Clinical students only</i>	Friday, June 14	Friday, June 13	Friday, June 19
<b>Break Starts</b>	Monday, June 17	Monday, June 16	Monday, June 22
<b>INTERNSHIP QUARTER STUDENTS:</b>			
<b>First Day of Internship</b> <i>May vary by site</i>	Monday, April 8	Monday, April 7	Monday, April 13
<b>Last Day of Internship</b> <i>May vary by site</i>	Friday, June 14	Friday, June 13	Friday, June 19
<b>Graduation &amp; Internship Exit Meeting</b>	Monday, June 17	Monday, June 16	Monday, June 22

## SUMMER QUARTER

	2024	2025	2026
<b>New Student Orientation*</b>	Monday, July 1	Monday, June 30	Monday, July 6
<b>First Day of Classes</b>	Tuesday, July 2	Tuesday, July 1	Tuesday, July 7
<b>Last Day of Classes</b>	Friday, September 6	Friday, September 5	Friday, September 11
<b>Final Exams</b>	Monday, September 9 – Wednesday, September 11	Monday, September 8 – Wednesday, September 10	Monday, September 14 – Wednesday, September 16
<b>Pre-Clinical Proficiency Exam</b>	Wednesday, September 11	Wednesday, September 10	Wednesday, September 16
<b>Clinical Proficiency Exam</b> <i>Pre-Clinical students only</i>	Thursday, September 12	Thursday, September 11	Thursday, September 17
<b>Break Starts</b>	Friday, September 13	Friday, September 12	Friday, September 18
<b>INTERNSHIP QUARTER STUDENTS:</b>			
<b>First Day of Internship</b> <i>May vary by site</i>	Monday, July 1	Monday, June 30	Monday, July 6
<b>Last Day of Internship</b> <i>May vary by site</i>	Friday, September 6	Friday, September 5	Friday, September 11
<b>Graduation &amp; Internship Exit Meeting</b>	Monday, September 9	Monday, September 8	Monday, September 14

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

## FALL QUARTER

	2024	2025	2026
<b>New Student Orientation*</b>	Monday, September 30	Monday, September 29	Monday, October 5
<b>First Day of Classes</b>	Tuesday, October 1	Tuesday, September 30	Tuesday, October 6
<b>Last Day of Classes</b>	Friday, December 6	Friday, December 5	Friday, December 11
<b>Final Exams</b>	Monday, December 9 – Wednesday, December 11	Monday, December 8 – Wednesday, December 10	Monday, December 14 – Wednesday, December 16
<b>Pre-Clinical Proficiency Exam</b>	Wednesday, December 11	Wednesday, December 10	Wednesday, December 16
<b>Clinical Proficiency Exam</b> <i>Pre-Clinical students only</i>	Thursday, December 12	Thursday, December 11	Thursday, December 17
<b>Break Starts</b>	Friday, December 13	Friday, December 12	Friday, December 18
<b>INTERNSHIP QUARTER STUDENTS:</b>			
<b>First Day of Internship</b> <i>May vary by site</i>	Monday, September 30	Monday, September 29	Monday, October 5
<b>Last Day of Internship</b> <i>May vary by site</i>	Friday, December 6	Friday, December 5	Friday, December 11
<b>Graduation &amp; Internship Exit Meeting</b>	Monday, December 9	Monday, December 8	Monday, December 14

\*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

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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 considers 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

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<u>Quarter</u>	<u>Course Number and Title</u>	<u>Quarter Hours</u>
First	1111: Humanities – Exploring the Animal Bond	4
	1112: Pre-Veterinary Science	5
	1113: Communication Skills in the Veterinary Field	4
Second	1221: Introduction to Veterinary Medical Mathematics	4
	1222: Medical Terminology	5
	1223: Clinical Practice Management and Procedures	3
	1224: Veterinary Science I	5
Third	1331: Anatomy and Physiology I	5
	1332: Anatomy and Physiology I Lab	2
	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	5
	2552: Hematology	6
	2553: Pharmacology	5
	2554: Production Animal Medicine	5

<u>Quarter</u>	<u>Course Number and Title</u>	<u>Quarter Hours</u>
Sixth	2661: Equine Medicine	5
	2662: Avian and Reptile Medicine	3
	2663: Veterinary Science IV	5
	2664: Radiology	5
Seventh	2771: Clinical Chemistry	5
	2772: Veterinary Anesthesia	6
	2773: Pre-Clinical	6
Internship	2881: 400 Total Contact Hours at an Internship Site	13
<b>TOTAL QUARTER (CREDIT) HOURS</b>		<b>134</b>

## **CURRICULUM/COURSE DESCRIPTIONS**

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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: Humanities – Exploring the Animal Bond – 4 Quarter Hours**

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

#### **1112: Pre-Veterinary Science - 5 Quarter Hours**

This course is an introduction to basic chemistry, physiological principles, and medical terminology. Students are introduced to 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: Communication Skills in the Veterinary Field - 4 Quarter Hours**

This course is designed to help students organize their thoughts and verbalize them in a concise and clear manner. As well as help students understand communication techniques and theories that influence working relations in a clinical setting. There is no prerequisite.

### **SECOND QUARTER**

#### **1221: Introduction to Veterinary Medical Mathematics - 4 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.

#### **1222: 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.

### **1223: Clinical Practice 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, Pre-Veterinary Science, Communication Skills in the Veterinary Field, and/or Veterinary Medical Math, 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 regarding 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, Pre-Veterinary Science, Communication Skills in the Veterinary Field, and/or Veterinary Medical Math, 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, Veterinary Medical Math, Communication Skills in the Veterinary Field, Anatomy and Physiology I Lab, and/or Humanities – Exploring the Animal Bond, if any of those courses are not completed beforehand.

### **1332: Anatomy and Physiology I Lab – 2 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 Pre-Veterinary Science. 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 the 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 the 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 – 5 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.

#### **2554: Production Animal Medicine - 5 Quarter Hours**

General information regarding production animal husbandry, behavior, restraint, anesthesia, surgery, diseases and herd health management is covered. Methods of restraining production 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. 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.

### **SIXTH QUARTER**

#### **2661: Equine Medicine - 5 Quarter Hours**

General information regarding equine anatomy, husbandry, wellness, diseases and herd health management is covered. Methods of restraining horses/mules/donkeys 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 the 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 - 6 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 - 6 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 – 13 Quarter Hours**

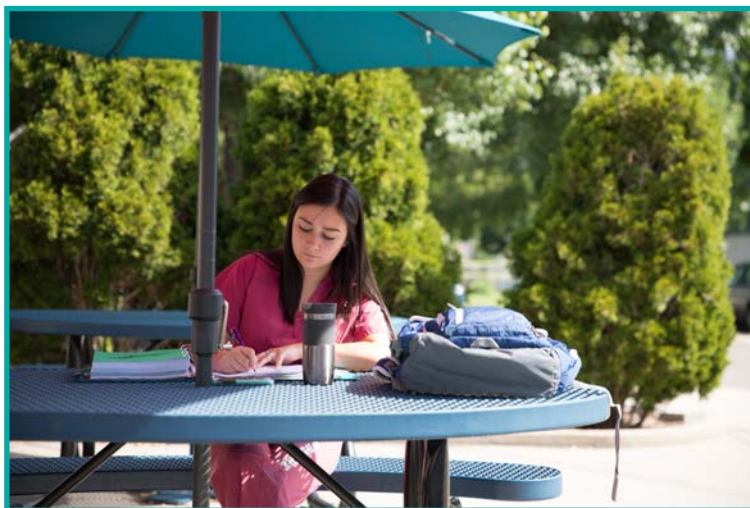
The primary objective for Internship is to reinforce previous academic studies by training alongside a Certified, Licensed, or Registered Veterinary Technician (CVT, RVT, LVT) with actual cases in a clinical setting. This portion of the curriculum helps further develop self-confidence through hands-on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

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*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](http://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 THIS 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 Service Specialist.
- » Discuss any concerns about criminal history with Bel-Rea's Student Service Specialist.

## ENROLLMENT PROCESS OVERVIEW

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*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.

\* Ch 31 and Ch 33 veteran's education benefits recipients do not need to pay an enrollment deposit if they can provide the necessary documentation to confirm eligibility before the time of enrollment. Bel-Rea's VA Certifying Official will work with prospective students to determine the necessary documentation.

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 THIS 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

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### 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](mailto: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](http://www.parchment.com), send to [transcripts@belrea.edu](mailto: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](http://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](mailto: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](mailto:transcripts@belrea.edu) utilizing e-transcript technology (e.g. [www.parchment.com](http://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.

**VALIDITY OF THE HIGH SCHOOL DIPLOMA OR IT'S EQUIVALENT:** The Registrar only accepts official transcripts with proof of high-school graduation from official sources. If the Registrar (or Department of Education) feels the transcript/diploma or high-school it came from are not valid, the Registrar will contact the high-school who sent the transcript and may also research the school through on-line sources. Additionally, the Registrar may contact the state in which the high school resides and check to make sure that school is a recognized by the state as a provider of secondary education.



## ADMISSIONS ENTRANCE EXAM

An entrance exam for admission to Bel-Rea is required for applicants who graduated from high school with a cumulative GPA below 2.4; graduated from homeschool; applicants with a high school equivalency diploma/certificate; or 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 Service Specialist 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's Admissions Department for enrolling students.

AVMA (CVTEA) program accreditation requires that all veterinary technician students be vaccinated against rabies and the program must have a comprehensive rabies mitigation plan in place. This requirement became effective January 1, 2022. Thus, all Bel-Rea students entering or currently enrolled in the Program (AAS Veterinary Technology) will be required to receive the pre-exposure rabies series. Students will need to show proof of completed vaccine series by the start of Winter 2023 quarter, which begins January 10, 2023. Failure to complete the vaccination series or secure approval for exemption before the start of the Winter 2023 quarter will prevent the student from continuing in the program. Students will need to provide documentation of vaccinations. This must include dates and physician signatures. Proof of vaccination for currently enrolled students should be submitted to: [studenthealthservices@belrea.edu](mailto:studenthealthservices@belrea.edu).

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 or IB Programs Accepted
PRE-VETERINARY SCIENCE (Formerly CHEMISTRY)	Organic, Inorganic, or General Chemistry	Chemistry
HUMANITIES – EXPLORING THE ANIMAL BOND	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, Math for Clinical Calculations	Calculus AB, Calculus BC
COMMUNICATION SKILLS IN THE VETERINARY FIELD (Formerly 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](mailto:transcripts@belrea.edu). CollegeBoard AP code: 0928.

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.

### **VETERAN'S BENEFIT REVIEW OF PREVIOUS POSTSECONDARY EDUCATION**

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans 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 Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.



## ENROLLMENT PROCEDURES

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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 by email via DocuSign for review and signatures. Once all appropriate signatures are obtained, DocuSign provides all parties with the signed contract via the email address originally utilized. An enrollee can be under the age of 18 to enroll, but a parent's or guardian's signature is required on the enrollment contract. **NOTE:** Only students who have reached the age of compulsory school attendance for the state of Colorado, age 17, can receive Title IV federal student aid funds.

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

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### 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 Service Specialist.

### 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. These items can be obtained from the Admissions Department.

## 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 (this can be obtained from the Admissions Department) and then contact Bel-Rea's Student Service Specialist 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

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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

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

This tuition and fee structure went into effect September 2022 for the Fall 2022 start dates with tuition for the Associate of Applied Science degree set at \$36,850.

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 \$30 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 5<sup>th</sup> week of the quarter, or withdraws from the program after the 5<sup>th</sup> 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. \$275 per credit hour with \$36,850 tuition based on 134 credit hours, 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

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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 the 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
<b>Anesthesia and Analgesia for Veterinary Technicians</b>	Anesthesia
<b>Clinical Anatomy &amp; Physiology for Veterinary Technicians</b>	Anatomy & Physiology I & II, Veterinary Science II
<b>Clinical Laboratory Animal Medicine</b>	Laboratory Animal
<b>Clinical Textbook for Veterinary Technicians</b>	Microbiology, Practice Management, Radiology, Veterinary Science I, II & III
<b>Dog is Love</b>	Humanities – Exploring the Animal Bond
<b>Fundamentals of Pharmacology for Veterinary Technicians</b>	Pharmacology
<b>Small Animal Emergency and Critical Care for Veterinary Technicians</b>	Veterinary Science IV
<b>Veterinary Clinical Parasitology</b>	Parasitology
<b>Veterinary Hematology, Clinical Chemistry, and Cytology</b>	Hematology, Clinical Chemistry
<b>Veterinary Medical Mathematics</b>	Medical Math
<b>Veterinary Medical Terminology: Guide and Workbook</b>	Medical Terminology



# 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](http://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, \$2,000 Part-time Veterinary Profession Scholarship, \$4,000 Full-time Veterinary Profession 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 for 2019 and 2020 is 0.0%, compared to the much higher National CDR of 0.0% and 4.1%, respectively, 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

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### » 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](http://www.fafsa.gov).
- » Borrowers must go to [www.studentloans.gov](http://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, 2023-June 30, 2024: 5.50%.
- » Origination fee for Subsidized and Unsubsidized Direct Student Loans first disbursed October 1, 2020-October 1, 2024: 1.057%.
- » 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 \$34,500 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, 2023-June 30, 2024: 8.05%.
- » Origination fee for Parent PLUS Loans first disbursed October 1, 2020-October 1, 2024: 4.228%.
- » 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](http://www.studentloans.gov).

## VETERAN’S BENEFITS

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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 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® (*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)*) 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

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### » 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 2023-June 2024 school years, these grants range between \$750 and \$7,395, 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).

## CREDIT BALANCES

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All credit balances will be cleared from a student's account within 14-days of its occurrence.

### IN-SCHOOL STUDENTS:

Students/parents (for PLUS loan funds) can authorize the school to hold credit balance funds on their account. This authorization must be made in writing. See the student's Financial Aid Advisor (FAA) for more information.

For in-school students, the school will cut a check to the student or student's parent to clear a credit balance. The student will pick the check up from the Payment Office at Bel-Rea. The student's FAA or someone from the Payment Office will notify the student when and where the student can pick up their check. Credit balances created from parent PLUS loan funds can be sent to the parent, with authorization from parent to student's FAA. Third parties can also be authorized by the student to pick up a check, with written authorization by the student. See the Payment Office or more information.

### NO-LONGER ENROLLED STUDENTS:

Bel-Rea will clear credit balances within 14 days of their occurrence by either sending a check to the student/parent or, in certain circumstances ie. no address for the student/parent, student/parent authorization etc, returning federal student aid funds directly to the Department of Education.

## SATISFACTORY ACADEMIC PROGRESS

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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 134 credits (201 credit hours). Students are placed on Financial Aid Warning once they are within 188 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](http://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](http://www.belrea.edu/financial-aid) or through the Financial Aid Office.

Additional policy information regarding withdrawing from the program is in the following sections:

1. Determining How Much Title IV Aid the Student and School “Earned”
2. Post-Withdrawal Disbursements (PWDS)
3. Students Must Repay Student Loans Even If They Stop Attending

» **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.
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 Service Specialist and then submitting a written withdrawal form to the Registrar in person, by email, or by certified mail.

<b><i>PERCENTAGE OF PROGRAM ATTENDED*:</i></b>	<b><i>CORRESPONDING FULL PROGRAM TUITION REFUND PERCENTAGE (FROM THE COLORADO STATE APPROVED REFUND POLICY)</i></b>
1% to 10% of program	90% less \$100 cancellation charge
10.001%-25% of program	75% less \$100 cancellation charge
25.001%-50% of program	50% less \$100 cancellation charge
50.001%-75% of program	25% less \$100 cancellation charge
75.001%-99.999% of program	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.*

### **DETERMINING HOW MUCH TITLE IV AID THE STUDENT AND SCHOOL “EARNED”**

During a withdrawal/refund “R2T4” calculation, the school must determine the percentage of Title IV federal student aid the student has “earned”/is allowed to keep for educational expenses versus how much the student did not earn and therefore, the school must refund to the student’s Title IV federal student aid sources.

The school determines this percentage using the student’s last date of attendance (Bel-Rea is required to take attendance) and counts the number of days from the first date of the quarter (including weekends and holidays) to the student’s last date of attendance. That number is divided by the total days in the quarter from which the student withdrew, to produce the percentage of time the student completed/earned. (Example: The quarter has 72 days. The student attended 35 days.  $35/72=.486$ . The student attended 48.6 or about 49% of the quarter).

In the example above, the student can keep/has earned about 49% of the Title IV aid that came in for the quarter and the rest must be refunded back to the Department of Education. However, once the student reaches the 60-100% completion/earned mark, the student is considered to have earned 100% of the student’s Title IV funds and no refund to the Department of Education is due.

### **POST WITHDRAWAL DISBURSEMENTS (PWDS)**

If, after the withdrawal/refund R2T4 calculation is complete it is determined that Bel-Rea must refund Title IV aid funds to the Department of Education, Bel-Rea must return those funds within 30 days from the date the school determined the student withdrew. If the student earned aid but it wasn’t disbursed to the student’s account before the student ceased attending, the student may be owed a Post-Withdrawal Disbursement (PWD).

PWDs will be applied to the student’s account on Populi and if a credit occurs the credit balance will be disbursed to the student no later than 14-days after the date it was disbursed.

For PWDs of the Federal Pell, the funds must be automatically disbursed to the student’s account within 45 days of the date Bel-Rea determined a student withdrew.

For PWDs of federal Direct loan funds, Bel-Rea must offer the post-withdrawal disbursement to the student within 30 days of the date Bel-Rea determined a student withdrew. Students are required to respond to an offer of a post-withdrawal loan disbursement within 14 days of the date the school notified the student, in-order-to qualify for the post-withdrawal disbursement of loan funds. If the student does not respond within 14 days, the post-withdrawal loan disbursement will be cancelled. Post-withdrawal disbursements must be made by the school within 180 days of the student’s withdrawal date.

Bel-Rea will contact the student by mail or email about the PWD of Direct student loan funds, to determine if the student wants the loan funds to be disbursed or cancelled. If the student wants the funds cancelled the school must complete the cancellation within 30-days after the school determined the student withdrew.

Credit balances created by a PWD will be cleared and a check sent to the student within 14-days of the credit occurring. If the student authorizes the refund to be returned to their Direct student loans, the school will do so within 14-days of the date the school notified the student of the availability of a PWD of Direct student loan funds.

### **STUDENTS MUST REPAY STUDENT LOANS EVEN IF THEY STOP ATTENDING**

Students are responsible for repaying their student loans, even if they don’t complete the program. The withdrawal/refund R2T4 calculation can require the school to return federal student aid to the Department of Education, resulting in those funds no longer being available for the student to use to cover the Bel-Rea tuition balance created by the R2T4. Though the school may send a refund of loan funds to the Department of Education and they are no longer on the student’s Bel-Rea Populi account, the student may still have Direct student loans to pay back to the Department of Education. Students can set up a no-interest payment plan with the Payment Office at Bel-Rea to pay a balance owed to the school. Direct student loan repayment plans are handled by Department of Education loan servicers. Please go to [www.studentaid.gov](http://www.studentaid.gov) to find your loans and loan servicer information.

# RESOURCES AVAILABLE

## ACADEMIC STUDENT ADVISING

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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

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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

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Bel-Rea's Job Placement Manager posts jobs for students and graduates ([www.belrea.edu/job-search](http://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 Clinical Practice Management and Procedures course and the Optimal Resume website. Free job placement assistance is available to all students and graduates.

## LIBRARY AND MEDIA CENTER

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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

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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 skills are taught in the Communications 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 Canvas, 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 Service Specialist. 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

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- » 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

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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 Service Specialist. Internship students also need to follow their internship site's policy regarding duty limitations while pregnant.

## CAMPUS SECURITY

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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 Service Specialist; Dean of Education; Chief Operating and Compliance Officer; Financial Aid Manager; Registrar; 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](http://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](http://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 Service Specialist.

## ANNUAL SECURITY REPORT

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

Bel-Rea's Annual Security Report (ASR)/Crime Statistics Report is released by October 1<sup>st</sup> of each year and is posted on [www.belrea.edu/annual-security-report](http://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

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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](http://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 Service Specialist. 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 Management for appropriate disciplinary actions.

## HONOR CODE

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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

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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.

## ACADEMIC PROGRESS POLICIES

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Students are responsible for knowledge of the academic progress policies before attending and during their program.

### SATISFACTORY ACADEMIC PROGRESS

All students (Title IV recipients and non-Title IV recipients) must make satisfactory academic progress (SAP) towards completion of their degree in-order-to remain in the program and graduate, regardless of whether they are attending full-time or part-time.

Not meeting the terms of SAP will result in a student being placed on academic probation or being dismissed from the program.

Academic progress for SAP is reviewed on a quarterly basis to ensure students both maintain good standing in the program academically but also to determine financial aid eligibility. The Registrar will review grades for all students at the end of each quarter and will notify students who have not met satisfactory academic progress resulting in academic probation or termination from the program as well as how to appeal. The Registrar will take appeals to the appeals board and notifying students of their appeal status. The Registrar will notify students by mail if they have not met satisfactory academic progress explaining the terms that have not been met, the consequences and the terms the student must meet to get back in good SAP standing.

The financial aid office financial aid advisors (FAAs) are responsible for checking grades at the end of each quarter for students receiving Title IV aid, determining if financial aid recipients should be placed on warning, probation or termination from financial aid as well as taking appeals and notifying students of their SAP and/or appeal status. They will notify students via mail or email if they have not met SAP for financial aid purposes and explain the terms that have not been met, the consequences and the term the student must meet to get back in good SAP standing.

### **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 Service Specialist 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 at the per credit hour. This tuition payment must be received before the student can enroll for the next quarter's classes.

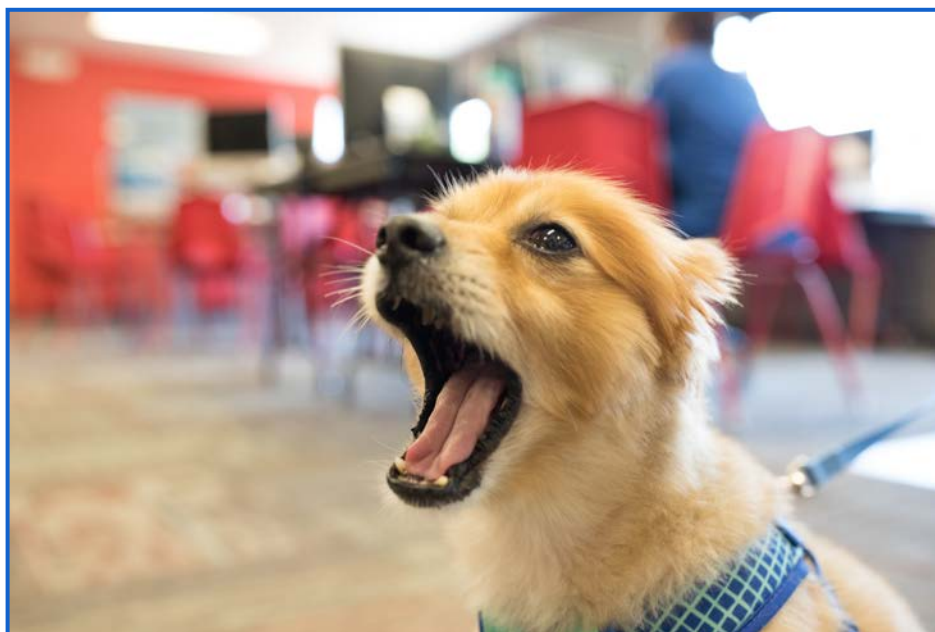
## DROPPING CLASSES

**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. 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 5<sup>th</sup> 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 5<sup>th</sup> Week" or a "WF" for "Withdrawing from program when failing class" is noted on their transcript. The student must repeat the class the following enrolled quarter at a cost 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 later.

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.

<i>GRADE/CODE</i>	<i>DESCRIPTION</i>	<i>POINTS</i>
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 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**

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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**

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A student may voluntarily cancel their enrollment at any time by meeting with Bel-Rea's Student Service Specialist 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 5<sup>th</sup> week of the quarter, they are obligated to pay the per credit hour fee per their contract to retake that quarter's classes upon returning to the program in addition to regular tuition.

## **LEAVE OF ABSENCE (LOA)**

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A student may apply for a Leave of Absence (LOA) through Bel-Rea's Registrar. 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 6<sup>th</sup> 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**

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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)**

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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 [Grading Policy](#) 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](http://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**

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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 Stacey Sloan, Business and Financial Affairs Director  
*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 Associate Directors –Tammy Schneider or Scott Newman.  
*If the issue has not been adequately addressed, then*
- 3) Meet with Corey Fine, Student Service Specialist, 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 reviewed by ACCSC must be in written form and should grant permission for ACCSC to forward a copy of the complaint to the school for a

response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACCSC. Please direct all inquiries to Accrediting Commission of Career Schools & Colleges:



2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

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](http://www.highered.colorado.gov/dpos); 303-862-3001.



# CATALOG UPDATES & CATALOG INFORMATION

## CATALOG INFO

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### JANUARY 2024 – DECEMBER 2025 CATALOG

Volume 31. Date of Publication: December 20, 2023.

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

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The following updates have been made to the January 2024-December 2025 Catalog, Volume 31 since its initial publishing on December 20, 2023:

**Pages 7-11: FACULTY AND STAFF** - *Information Updated:* Faculty and Staff lists, titles, biographies, course names, and courses taught.

**Pages 12: ADVISORY COMMITTEE** - *Information Updated:* Members, and titles.

**Page 27: ENROLLMENT PROCESS OVERVIEW** - *Information Updated:* Ch 31 and Ch 33 veteran's education benefits recipients do not need to pay an enrollment deposit with necessary documentation.

**Page 28: ADMISSIONS REQUIREMENTS** - *Information Added:* Validity of the High School Diploma or its equivalent.

*Information Added:* Entrance Exam is required for homeschool graduates.

**Page 31: ENROLLMENT PROCEDURES** - *Information Added:* Signed contracts are provided through DocuSign and age requirements for signatures of contracts as well as school attendance.

**Page 37: CREDIT BALANCE** - *Information Added:* Clearing of credit balance policy.

**Pages 39-40: CANCELLATION OF ENROLLMENT AND REFUND POLICIES** - *Information Added:* Determining how much Title IV Aid was earned, Post-withdrawal disbursements, and Repayment of loans even if they stop attending.

**Page 44: ACADEMIC PROGRESS POLICIES** - *Information Added:* Satisfactory Academic Progress.

**Page 44-49: ACADEMIC PROGRESS POLICIES** - *Reorganized:* Clinical Proficiency Exam, Mandatory Attendance Policy, Late Registration, Adding/Repeating Classes, Dropping Classes, Grading Policy, Incomplete Policy, Academic Probation, and Dismissal were relocated to this section.

## CATALOG ADDENDA

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There have been no addenda made to the January 2024-December 2025 Catalog, Volume 31 since its initial publishing on December 20, 2023.

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