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## Veterinary Assistant Program

Spring 2020

*choice of day or evening*

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### Evening Class

February 5 – May 6

Wednesdays

6:00-9:00pm

Room 6-173

CRN: 1586

### Day Class

March 4 – May 27

Wednesdays

9:00am-12:15pm

Room: TBA

CRN: 1587

**ESSENTIAL JOB SKILLS:** This class is a required part of your program. Choose from:

### Evening:

Thursdays: March 5, 12, 19, 26

5:30pm – 9:00pm Room 205

CRN 1606

### Day:

Wednesdays: April 8, 15, 22, 29

12:45-4pm Room 205

CRN 1607

**Cost: \$1159**

### **Payment plan available (\$25 fee):**

#### **Evening class**

\$315 initial payment

*Initial payment is due at time of registration and must be made in person at the college.*

Three subsequent payments of \$290

#### **Day class**

\$412 initial payment

Two subsequent payments of \$387

Print Name \_\_\_\_\_

Scrub Top size: **XS, S, M, L, XL, 2XL, 3XL** Scrub pants size: **XS, S, M, L, XL, 2XL, 3XL** (sizes are unisex)

## **TUNXIS COMMUNITY COLLEGE VETERINARY ASSISTANT PROGRAM**

### **SPECIAL REQUIREMENTS**

The following Essential Functions are expected of all students with or without academic adjustments. Students must be able to fulfill the essential functions of the job. Students with disabilities may be eligible for academic adjustments.

Students must have the following skills and abilities:

- Proficiency in the use of the English language and must possess effective oral and written skills in order to accurately transmit appropriate information to customers, faculty, and colleagues.
- Adequate senses – hearing, vision, smell and touch.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Interpersonal skills such that you are capable of interacting with individuals and families from a variety of social, economic and ethical backgrounds.
- The ability to present a professional appearance, maintain personal health and be emotionally stable.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

I have read and understand the information above. This information is accurate and true.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date



271 Scott Swamp Road  
 Farmington, CT 06032  
 Phone: 860-773-1450  
 Fax: 860-606-9732  
[tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu)



## Continuing Education Non-Credit Registration Form

**Full Legal Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Work / Cell Phone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Former Last Name** (if applicable): \_\_\_\_\_

**Social Security #:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex:**  Male  Female

**Are you a U.S. Citizen?**  Yes  No

**Ethnicity** (optional):  White  Black  Hispanic/Latino  Asian  
 Native Hawaiian/Pacific Islander  American Indian/Native Alaskan  Other

CRN	Course Title	Start Date	Cost	Time	Room
<b>Total:</b>					

\*Payment must be submitted at time of registration.

**\*PAYMENT INFORMATION:** Check Number \_\_\_\_\_ Money Order \_\_\_\_\_  
**Payable to: Tunxis Community College**

MasterCard/Visa/Discover/Amex: \_\_\_\_\_ Exp. \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_

<b>Office use ONLY</b>	Entered: _____	Banner ID: @ _____						
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**Withdrawal/Refunds:**

Refunds may be obtained if your written withdrawal is submitted to the Continuing Education & Workforce Development Office three business days prior to the first meeting of class. Refunds generally take 2-4 weeks to process. There are no refunds once a class has started or for fees labeled "non-refundable".

**Course Cancellations:**

Low enrollment may result in a course cancellation. Students may accept a refund or transfer the tuition to another course in the same semester. In the event of inclement weather, please check the Weather Line at 860-773-1301 or our website: tunxis.edu.

**Student Conduct:**

Students are expected to behave according to the socially accepted standards of the College community. Each student is expected to uphold ethical standards in academic performance. Failure to comply with the College's guidelines for conduct, as directed by the Board of Regents for Higher Education Policy, may be grounds for dismissal.

**Parking Policy:**

To avoid having to pay a parking fine, please park in student-designated parking lots on the right as you enter campus. Do not park in areas reserved for faculty and staff.

**Tunxis@Bristol is located at:**

430 North Main St, Bristol, CT 06010