

Dear Returning VTDL student,

Purdue University is currently undergoing upgrades with regards to the computer system that handles the billing and payment of classes. Because of this upgrade, you will NOT be required to pay for your courses at the time of registration.

At this time, all you need to do is to fill out the registration form as you have in the past. If you are signing up for mentorships you must also include mentorship documents and payment for liability insurance as required.

VTDL Payment should NOT be sent with registration.

You will be notified in July about your payment. The website to go to make your payment should be <http://mypurdue.purdue.edu> . Financial aid should be applied to the bill prior to notification of payment.

Visa will NO longer be accepted. MasterCard, American Express and Discover will be the only credit cards accepted for payment. There will be an additional charge for using a credit card. You may also arrange a bank draft that can be done at no additional charge.

There is also an installment plan available with four equal payments. This plan has 11.98% financing and if a payment is missed there will be a \$15.00 late fee.

It is important that you check your Purdue email account regularly as this is the ONLY way you will be notified of payment information and payment due dates. **Student schedules will be cancelled if financial obligations are not completed by August 25.** If you do not pay by the deadline indicated, you will be dropped from your courses. You may be able to re-enroll but you will have to pay a late enrollment fee.

The VTDL will keep you informed as more changes occur within the Purdue system



**Purdue University Veterinary Technology
Distance Learning Program**

School of Veterinary Medicine, 625 Harrison Street, West Lafayette, Indiana 47907-2026

**RETURNING STUDENTS –Fall 2008
REGISTRATION FOR CLASSES GUIDE**

Step 1

- Please make sure you **print legibly** in order to accurately process your application.
- Please indicate the previous semester and year in which you were enrolled as a VT-DLP student.
- **Be aware that students who skip a fall or spring semester may have to complete a re-enrollment application for the Office of Admissions.** This does NOT apply to students who skip the Summer session. If you have dropped out for a fall or spring semester, you should contact the Office of Admissions at Purdue to determine whether or not you need to complete a re-enrollment form. The Office of Admissions phone number is (765) 494-1776.
- For the e-mail address, use “Ø” for zero, “O” for the letter “o”, “1” for the number one, and “l” for the lower case letter “L”.
- Include your Parent or Guardian’s name and address if you are a minor.

Step 2

- Please update the information regarding your employment or volunteer status with a veterinarian.
- Although not an initial requirement for participation in the VT-DLP, it is strongly recommended that you work with a veterinarian in order to develop a relationship of trust so that at the time you begin your Clinical Mentorships, you’ll be able to practice and perform the required tasks.
- To help us better serve you; please update the information regarding your computer experience and veterinary experience.

Step 3

- **Course Registration:** The course numbers (e.g. BMS 115, VM 105, etc.) are listed in the Course Catalog that is on-line at the VT-DLP web site (www.vet.purdue.edu/vtdl). Make sure you are using the course catalog for the semester you want to begin courses.
- **NOTE:** Registration is only open for the upcoming semester. Registrations cannot be “held over” for a later semester.

- **PAY CLOSE ATTENTION TO PRE-REQUISITE COURSES REQUIRED FOR ANY COURSE FOR WHICH YOU ARE ENROLLING. These are listed in the Course Catalog.**
- **IF YOU ARE TAKING MORE THAN 6 CREDIT HOURS PLEASE CALL AND TALK TO AN ADVISOR!!!!**

Step 4

- If the proctor is the same as the previous semester you may write “Same” in the space.
- **Provide the information regarding your Proctor** including the validating information requested. For the DVM/VMD, we require their State license number. For an accredited vet tech, we require information regarding the AVMA accredited program from which they graduated, and their date of graduation. For an educator, we need to know with which institution they are affiliated.
- ***The proctor cannot be a spouse, parent or relative.***
- If there is more than one person at this same mailing address who may be proctoring the examination, their information can be included at the bottom of this page. We must have signatures of all parties who will be signing off as proctors. You may copy the proctor page if you have more than one proctor.
- Depending upon the course, examinations and quizzes are sent to the designated Proctor either when the student requests the quiz/exam, or on a date set by the course instructor. It is the responsibility of the student to make arrangements with their Proctor to take the exam/quiz sent to the Proctor.
- The Proctor provides a place for the student to take the quiz/exam, makes reasonable assurance that cheating is not taking place, collects the examination at the end, **copies it** and mails it back to the VT-DLP in the stamped/addressed envelope provided in the test packet. We realize that the Proctor is a busy person; therefore, they are not necessarily expected to remain with the student during the examination or quiz. However, the Proctor should insure that the student is not taking notebooks, books, or other materials into the room where the student will take the quiz/exam.

This policy is necessary in order to be in line with test security issues that all distance learning programs must address to be in compliance with accreditation guidelines.

Step 5

- Even if your proctor has not changed, you both must sign the Honor Code Certification again. If you have more than one proctor, each proctor must sign this document.
- ***Honor Code Certification for Veterinary Technology Distance Learning Students and their designated proctor(s)***
This document confirms that you have read and agree to respect the Honor code that is printed in the student handbook. The student handbook is located on the VTDLP website in a downloadable format. It is advised that you print it out and share the Honor code with your proctor.

CHECKLIST FOR SUBMISSION OF REGISTRATION

- ALL pages of Course Registration completed and enclosed
- ALL pre-requisite courses have been completed for courses requested (see Course Catalog)
- ALL proctor information provided and returned with Course Registration
- Honor Code Certification signed by both you and your proctor(s) and returned with Course Registration

FOR Clinical Mentorships complete and enclose the following Documents with your Course Registration

- Facility Certification
- Clinical Mentorship Contract
- Supervisor Agreement
- Health Risk and Insurance Acknowledgment
- Professional Liability Insurance (This must be a separate check enclosed to Purdue University for Professional Liability Insurance Coverage – Clinical Mentorship only)
- Release of Liability
- Technical Standards Acknowledgment

YOUR COURSE REGISTRATION CANNOT BE PROCESSED IF ANY OF THE REQUIRED DOCUMENTS, PRE-REQUISITE COURSE(S), OR INFORMATION ARE MISSING.

- Stamp, seal, mail!**

Mailing address:

*Veterinary Technology Distance Learning Program
Purdue University
School of Veterinary Medicine
625 Harrison Street
Lynn Hall G171
West Lafayette, Indiana 47907-2026*

For help with the application, contact:

VTDLP Office
(765) 496-6579
(765) 496-2873 Fax
vtdlp@purdue.edu

Step 2

Although not a requirement for participation in the VT-DLP, it is strongly recommended that you work with a veterinarian in order to develop a relationship of trust so that at the time you begin your Clinical Mentorships, you'll be able to practice and perform the required tasks.

Are you currently employed or volunteering on a regular basis with a veterinarian in practice?

- yes – as an employee Number of hours per week _____
- yes – as a volunteer Number of hours per week _____
- no

Practice name and location: _____

Type of practice: small animal large animal / equine mixed / other

Does the practice employ Registered, Licensed, or Certified Vet Techs?

- yes number of accredited technicians _____
- no
- uncertain

Please UPDATE the information regarding the computer equipment you will be using for this term.

Computer (model, speed) : _____

Internet connection:

- _____ Dial up: Modem speed: _____
- _____ Cable
- _____ DSL
- _____ I don't know

Internet Service Provider: _____

(For example: AOL, NetZero, Comcast, Roadrunner)

What Web Browser are you using? (e.g. Netscape Navigator, AOL, Microsoft Internet Explorer, etc.)

Is the principal computer you are using at home or work? _____

Do you use any special adaptive equipment for your computer that we should be aware of in communicating with you? _____

If so, please describe: _____

Step 5

HONOR CODE FOR VETERINARY TECHNOLOGY DISTANCE LEARNING STUDENTS

- Even if your proctor has not changed, you both must sign the Honor Code Certification again.

A complete version of the Honor Code is located at the VTDL website:
<http://www.vet.purdue.edu/vtdl/vtdlhome/VTDLDocuments/handbook.html#honorcode>

The Honor Code is an undertaking of the students, individually and collectively, by which the student agrees that:
1. they will neither give nor receive aid in examinations, quizzes, or other work which is to be done independently; that they will neither give nor receive un-permitted aid in the preparation of reports, projects, class work or in any other exercises that are to be used by the instructor as the basis of grading;

2. they will do their share, and take an active part in, upholding the spirit and letter of the Honor Code in the Veterinary Technology Distance Learning Program community.

While the faculty alone has the right and obligation to set academic requirements for individual courses and course materials, the students, proctors and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which have been regarded as being in violation of the Honor Code include (but are not limited to):

- Copying from another's examination paper or allowing another to copy from one's own paper
- Sharing information about the content of an examination or quiz with someone who has yet to take the examination
- Un-permitted collaboration on projects or work meant to be done independently
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Plagiarism or representing as one's own work the work of another (including Web based materials)
- Utilizing unauthorized aids or resources while completing an exam

In recognition and spirit of the Honor Code, I certify that I will not receive or give aid on the examination.

Signature of Student

Signature of Proctor

Name of Student (printed)

Name of Proctor (printed)

Date

Date

Signature of Proctor

Signature of Proctor

Name of Proctor (printed)

Name of Proctor (printed)

Date

Date