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I. PEOPLE AND OFFICES YOU SHOULD KNOW

Who's Who in the Office of Academic Affairs

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Associate Dean for Professional Programs  
jennieh@vt.edu

Dr. Jacque Pelzer  
Director of Admissions & Student Services  
Veterinary Career Advisor  
jpelzer@vt.edu

Dr. Karen Inzana  
Director of Assessment  
Chair of the Standards Committee  
kdyer@vt.edu

General Contact Information

Phone: 540-231-4090  
Fax: 540-231-9290  
acadaff@vt.edu

Office Staff

Angela Webb  
Office Manager & Academic Programs Coordinator  
awwebb@vt.edu

Jennifer Rudisill  
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Notary Public  
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Notary Public  
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Shelby Jenkins  
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Multidiscipline Laboratories (MDL)

Mel Kegley  
Laboratory Manager  
kegleym@vt.edu

Kathy Farley  
Administrative Assistant  
kfarley@vt.edu

Mary Nickle  
Year 1 Lab Specialist Senior  
mnickle@vt.edu

Courtney Snead  
Year 2 Lab Specialist Senior  
csnead@vt.edu

Betsy Cook  
Year 1 Lab Specialist  
becook@vt.edu

Sarah Grace Kenley  
Year 2 Lab Specialist  
skkenley@vt.edu

Angie Roberts  
Year 3 Lab Specialist  
robertsa@vt.edu

Anatomy Preparation Laboratory (APL)

April Huffman  
Anatomical Preparator  
aprilh78@vt.edu
Who’s Who in Other College Offices

Dean’s Office

Dr. Cyril Clarke  
Dean, College of Veterinary Medicine

Sheila Steele  
Executive Assistant, Office of the Dean

Office of Public Relations and Communications

General Contact Information  
vetpr@vt.edu

Hospital Switchboard  
http://www.vetmed.vt.edu/switchboard.asp  
540-231-7666

IT Support Center  
Location: Infectious Disease Research Facility (IDRF) on the first floor

Kimberly Ascue  
Director, Information Technology

General Contact Information  
540-231-2791  
vethelp@vt.edu
II. HEALTH AND WELLNESS SUPPORT SERVICES

The DVM program can be stressful, therefore it is important that you take care of both mind and body. Below are some resources that you might find helpful.

a) Staying Fit & Active

VT Department of Recreational Sports
142 McComas Hall
895 Washington St. SW
Blacksburg, VA 24061
540-231-6856
https://www.recsports.vt.edu
recsports@vt.edu

Rec sports includes five main facilities for use by students:

**McComas Hall**
895 Washington St. SW

- Fitness Studios
- Swimming pool
- Cardio/weight training area
- Locker & Shower Facilities
- Three gymnasium/volleyball courts

- Suspended track
- Vending/lounge area
- Shuffleboard/Pool/Table Tennis
- Equipment Check Out

**War Memorial Hall**
370 Drillfield Drive

- 4 Basketball Courts
- 12 Raquetball Courts
- 3 Wallyball Courts
- Gymnastics Room
- Locker/Shower Facilities
- Hokie Gym Weight Room

- 4 Volleyball Courts
- 2 Squash Courts
- Saunas
- Dance/Aerobics Room
- Multi-Purpose Rooms

**South Recreation Area (SRA)**
SRA is located off of Tech Center Dr., adjacent to the Burrows/Burleson Tennis Complex. While these fields are not for use in open recreation, club and intramural sports activities utilize these playing fields. For more information about intramurals, please visit: https://www.recsports.vt.edu/intramurals.

**Tennis Courts**
Two sets of tennis courts are available for open recreation. There are 12 courts on Washington Street and 6 courts at the SRA off of Tech Center Dr., adjacent to the Burrows/Burleson Tennis Complex. Only tennis can be played on these courts.

**Venture Out**
Venture Out offers extensive outdoor resources, including rental equipment. For more information, please visit https://www.recsports.vt.edu/content/venture-out or 205 W. Roanoke Street. You can also call 540-231-4982.
Other Outdoor Activities

Blacksburg is in close proximity to the Appalachian Trail and the Washington-Jefferson National Forest. The area’s natural resources for hiking, biking, whitewater rafting, and climbing are phenomenal. Area highlights for recreation include the Huckleberry Trail, Pandapas Pond, the Cascades, and Golden Hills Disc Golf Course, just to name a few.

b) Mental Wellness

Office of Academic Affairs
One resource that is available to you is to talk to personnel within the Office of Academic Affairs. The Associate Dean, Director of Student Services, and the Assistant Director of Student Services are available to meet with you one-on-one regarding any issues that may arise during the semester. These conversations are confidential. We can also give advice regarding other options that may be available to help you.

Counseling within VA-MD Vet Med
Within the College of Veterinary Medicine, professional counseling is provided by the Cook Counseling Center. Two counselors are available to speak to students one-on-one in a private room within the College. Meetings may either be scheduled or students may also walk in for immediate appointments at Suite 222, just down the hall from the Academic Affairs office. Students may contact Academic Affairs for the times counselors will be available and for help in finding the location of the counselors within the college.

Cook Counseling Center
Alternatively, students may seek professional counseling at Cook Counseling Center. This Center provides individual counseling and group counseling for enrolled undergraduate and graduate students at VT. Outreach and consultation services are provided for Virginia Tech faculty, staff, and student organizations.

Main Office: Thomas E. Cook Counseling Center  
McComas Hall, RM 240, Virginia Tech  
895 Washington St. SW  
Blacksburg, VA 24061

Satellite Office:  
Cook Counseling Center at East Eggleston  
East Eggleston, RM 107, Virginia Tech  
500 Drillfield Drive  
Blacksburg, VA 24061

Phone: 540-231-6557  
http://www.ucc.vt.edu

New River Valley Emergency Resources
ACCESS – Emergency services clinicians are available to meet with you at your location. A friend of family member can call for you if you feel that you are unable to do so yourself. Call 540-961-8400.

CONNECT – A 24-hour referral and emergency evaluation service of Carillion Health Care. Call 1-800-284-8898 or 540-731-7385.

RESPOND – A mental health admittance and referral service of Montgomery Regional Hospital and Lewis Gale Hospital. Call 540-953-5324.  
Virginia Tech Police – 911 if on campus or 540-231-6411.  
Blacksburg Police – 911 if off campus in Blacksburg or 540-961-1150.

Women's Center at Virginia Tech
The Women’s Center offers the free counseling and advocacy services to students, faculty, and staff who have been impacted by sexual assault, relationship violence, stalking and harassment. A full list of services can be found on the Center’s website.
206 Washington St.  
Blacksburg, VA 24061  
540-231-7806  
http://www.womenscenter.vt.edu/
Virginia Tech Family Therapy Center
While there is a small cost to students for this service, this is another option for you. The Family Therapy Center’s therapists specialize in working with couples, families, and individuals in emotional distress. Visit the website or call the Center for more information.
Suite 1, 840 University City Blvd.
Blacksburg, VA  24060
540-231-7201
www.familytherapy.vt.edu

Psychological Services Center
Psychological Services Center at Virginia Tech charges for services on a sliding scale. The center offers a variety of mental health services to any member of the community. Assessment and treatment techniques are empirically supported to be effective and safe.
3110 Prices Fork Road
Blacksburg VA 24061-0355
540-231-6914
http://www.psyc.vt.edu/outreach/psc

c) Tutoring

Academic concerns may impact your mental wellness. If you would like tutoring for any of your DVM courses in years 1-3 or if you would like to apply to be a tutor, please contact the Assistant Director of Admissions and Student Services.

To receive tutoring services, you must meet one of the following criteria: you are on academic concern, you are on academic probation, you have a percentage score of less than 79 in at least one course, or a faculty member has recommended you for tutoring.

To be a tutor, you must have a percentage score of 88 or greater in the course you are tutoring or overall.

d) Student Health Center (Schiffert)

Schiffert Health Center
McComas Hall
895 Washington Street, SW
Blacksburg, VA  24061
540-231-6444
http://www.healthcenter.vt.edu/

Hours of Opening
Normal clinic hours include 8 am to 5 pm on weekdays and for urgent care only on Saturday 9 am to noon. Please check the website for break, summer, and holiday hours.

Appointments
All clinics see students by appointment only. Students may make appointments online or by phone (540-231-6444). The only student visits that will be handled on a walk-in basis are urgent care cases.

If you feel your problem is more immediate in nature and that you require evaluation earlier than your appointment time, ask to speak to the triage nurse. It is appropriate to identify yourself as a veterinary medicine student if available appointment times do not fit your available open times to see if some workable accommodation can be found. Although Schiffert Health Center wants to find a time that will work for the student, sometimes it is not possible and students need to remember this when making appointments.
If a student has a health-related question or problem after hours, there is an after-hours nurse advice line (540-231-6444). The nurse can review the problem with the student and make recommendations regarding care (go to the ER, go to an urgent care center, call the Health Center for an appointment tomorrow, try over-the-counter medication, etc.). If the student carries the Virginia Tech Health Insurance policy, there is less out-of-pocket expense if referred to an outside medical facility after-hours by the advice nurse.

**Students without University Sponsored Insurance (Private Policies)**

If you do not have a University-sponsored health insurance policy you will not be able to utilize the services at Schiffert Health Center. If this is the case, then you should identify an alternate, local healthcare provider.

e) Pet Health

The Veterinary Teaching Hospital offers primary and referral care to large and small animals owned by our students on a fee-paying basis.

You may make an appointment for your pet, or if have an emergency, please call 540-231-4621 for Small Animals and 540-231-9043 for large animals.

You are reminded that college regulations prohibit students bringing pet animals into college buildings except for attendance at the Veterinary Teaching Hospital, in which case all policies and procedures pertaining to client-owned animals will apply. For further information regarding the college’s policies on pet animals, please refer to the Handbook of Academic Policies and Procedures for DVM students.

f) Hokie Wellness

Hokie Wellness student services include health counseling for regarding tobacco, alcohol, nutrition, and sexual health. More information can be found on the website

895 Washington Street SW  
Blacksburg, VA 24061  
540-231-2233  
[http://www.hokiewellness.vt.edu/](http://www.hokiewellness.vt.edu/)  
[http://www.facebook.com/hokiewellness](http://www.facebook.com/hokiewellness)

g) SCAVMA Wellness Committee

The mission of the Student Chapter of the American Veterinary Medical Association (SCAVMA) Wellness Committee is to promote mental and physical wellness for students and faculty at the college.

The Wellness Committee has brought weekly yoga classes, a relaxation area in the commons, speakers, a student wellness suggestion box, and more to the college.

For more information, please contact the wellness committee chair listed on the SCAVMA officer webpage: [http://www.vetmed.vt.edu/students/scavma/officers.asp](http://www.vetmed.vt.edu/students/scavma/officers.asp).
III. Policy on Harassment, Discrimination, and Sexual Assault

Virginia Tech and the college of veterinary medicine do not tolerate discrimination or harassment on the basis of age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with the university’s commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community. The prohibition against discrimination and harassment applies to all levels and areas of university operations and programs, to undergraduate and graduate students, administrators, faculty, staff, volunteers, vendors and contractors.

The university’s jurisdiction includes on-campus incidents and off-campus incidents that cause continuing effects on campus and includes complaints filed by students or employees, or others on their behalf, alleging discrimination or discriminatory harassment (including sexual harassment and sexual violence) carried out by faculty, staff, other students, or third parties.

Virginia Tech and the college are also committed to the free and vigorous discussion of ideas and issues. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discrimination or harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or administrator.

Questions and complaints of discrimination or discriminatory harassment involving faculty or staff should be filed with:

The Director for Compliance  
Office of Equity and Access  
Virginia Tech  
North End Center  
300 Turner St.  
Blacksburg, VA 24061  
540-231-2010  
equityandaccess@vt.edu

Questions and complaints of discrimination or discriminatory harassment involving students should be filed with:

The Senior Associate Vice President of Student Affairs  
Title IX Coordinator  
Division of Student Affairs  
New Hall West, Suite 160  
190 W. Campus Dr.  
Blacksburg, VA 24061  
540-231-8069

IV. OTHER SUPPORT SERVICES

Services for Students with Disabilities (SSD)
Lavery Hall, STE 310, Virginia Tech
430 Old Turner Street
Blacksburg, VA 24061
540-231-3788
ssd@vt.edu
http://www.ssd.vt.edu

Services for Students with Disabilities exists to assist students with disabilities and problem-solve personal and environmental issues that may interfere with full access to academics and/or hinder academic performance. SSD offers a wealth of services to students with disabilities.

Office of Veterans Services
130 Student Services Building, Virginia Tech
800 Washington Street SW
Blacksburg, VA 24061
540-231-5815
veteran@vt.edu
http://veterans.vt.edu/students.html

The Office of Veterans Services is the primary resource for Virginia Tech veterans and their dependents. Staff work closely with the Department of Veterans Affairs to receive and process all documentation related to veteran and military student educational benefits.

Intercultural Engagement Center
150 Squires Student Center
290 College Avenue
Blacksburg, VA 24061
540-231-8584
iec@vt.edu
http://www.iec.vt.edu/

The mission of Intercultural Engagement Center is to promote the academic, personal, and social success of all students, particularly those from under-represented and historically marginalized populations.

Office of Equity and Access
Virginia Tech
North End Center
300 Turner St.
Blacksburg, VA 24061
540-231-2010
equityandaccess@vt.edu
http://www.oea.vt.edu

The Office of Equity and Access assists in creating and maintaining inclusive, diverse, and respectful learning, living, and working environments. Members of the team work toward ensuring diverse representation in these environments by providing opportunities for each individual’s full participation and success in every facet of the campus community. The office also provides information on dealing with concerns about possible harassment or discrimination, as well as workshops for members of the Virginia Tech community.
Women's Center
206 Washington St.
Virginia Tech
Blacksburg, VA 24061
540-231-7806
http://www.womenscenter.vt.edu/

Women's Center's mission is to promote a Virginia Tech community that is safe, equitable, and supportive for women and that celebrates their experiences, achievements, and diversity.

Cranwell International Center
Harper Hall
240 West Campus Drive
Virginia Tech
Blacksburg, VA 24061
540-231-6527
international@vt.edu
http://www.international.vt.edu/

Cranwell International Center is committed to the university's globalization initiatives and serves as the primary support service for the international community. Cranwell International Center promotes intercultural exchange, fosters a welcoming environment, and enhances the experience of all university and community participants. We support the university's focus on teaching and learning, research and discovery, and outreach and engagement through our commitment to quality programming, strong advocacy, collaboration, a dedicated facility, and valuable services.

V. GETTING AROUND CAMPUS

a) Motor Vehicles and Parking

Students will comply with all University rules and regulations pertaining to registration and operation of motor vehicles. In order to park on campus, students must purchase the appropriate parking permit through VT Parking and Transportation each academic year. All vehicles, motorcycles, and motor scooters on campus are required to be registered with Parking and Transportation. Vehicles parked on property that receives service from Parking and Transportation are required to display a parking permit (government vehicles excluded). For more information, contact Parking and Transportation:

Parking and Transportation
605 Research Center Dr.
Blacksburg, VA 24061–0540
540-231-3200
https://www.parking.vt.edu/
parking@vt.edu

Permits may be purchased online or at the Parking and Transportation Office. For in–person sales students should bring their Hokie Passport and their vehicle registration. If the vehicle is not owned by the student or an immediate family member, the student must bring in a letter from the owner granting permission to use the vehicle. If the vehicle is owned by another student, it cannot be registered.

Parking is permitted only in areas specifically designated for commuter or graduate (C/G) student parking. Unless you specifically have a carpool permit, do not park in these spots lest you get a parking ticket. A map showing these locations is provided by the Parking and Transportation:
http://www.maps.vt.edu
Parking for veterinary medical students is available at the following locations:

To access the main college of veterinary medicine facility in Blacksburg (Phases I-IV), please park in the C/G area of the Duck Pond Road Lot (also known as the Cage).

To access the Center for Molecular Medicine and Infectious Diseases (CMMID) on Prices Fork Road in Blacksburg, please use the parking area on the west side of the building.

Students who park in Faculty or Staff (F/S) areas will be ticketed and towed and may be subject to other administrative actions.

If you need to load or unload, you should call Parking Services at 540-231-3200 and asked to be "green-logged." You must have a current permit and can park in any legal space for up to 30 minutes to load or unload.

b) Alternative Transportation

The following are the most common ways students get around campus and Blacksburg. For additional alternative transportation methods, please visit the Alternative Transportation Center on the ground floor of the Perry Street Parking Garage:

Alternative Transportation Center
1330 Perry Street
Blacksburg, VA 24061
540–231–2116
http://parking.vt.edu/alternative.html/
gettingaround@vt.edu

Bus

Blacksburg Transit (BT) provides safe, courteous, reliable, accessible, and affordable public transportation to the citizens of Blacksburg, Virginia Tech, and partnering communities within the New River Valley. Riding the BT is fare–free for Virginia Tech students, just show your Hokie Passport. All BT busses are equipped with bicycle racks. For more information on routes and schedules, please visit: http://www.btransit.org/.

Bicycling

The Hokie Bike Hub serves as a bicycle maintenance and commuter education center. It is located in the Alternative Transportation Center. Hokie Bike Hub services include tools and resources for self-service bike repair, one–on–one bike maintenance lessons with Alternative Transportation staff, bike registration, and bike maps and informational brochures.

Bicycle Registration – An online bicycle registration form is available at http://parking.vt.edu/alternative/local/bicycling/hokie-bike-hub.html

Zimride

Zimride is a fun and easy way to share the seats in your car or catch a ride. With Zimride, you can find VT friends, classmates, and coworkers going the same way you are. For more information, please visit https://www.zimride.com/vt
ZipCar at Virginia Tech

ZipCar is self–service, on–demand car sharing. To use Zipcars, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. When you're done, return the car to the same location where you picked it up. For more information and to register, please visit http://www.zipcar.com/vt

Commuter Alternatives Program (CAP)

Parking and Transportation offers two parking permit programs: Carpool Permit and the Bike, Bus, & Walk (BB&W) Permit. For more information, please visit https://parking.vt.edu/permits/commuter-alternatives-program.html

RIDE Solutions

RIDE Solutions makes finding carpool partners easy by maintaining a database of people who are interested in carpooling. You can also find additional carpool partners for the carpool permit program using RIDE Solutions. The database stores information such as origin and destination points, work schedule, and preference for driving, riding, and alternating. Visit http://ridesolutions.org/vtcarpool or call 1–866–424–3334 to get started or find out more information.

VI. PAYING FOR THINGS

a) Financial Aid

Our Federal School Code for FAFSA filing purposes is 003754.

VetMed Financial Aid Representative:
Stephanie Breeding
Office of University Scholarships and Financial Aid
Student Services Building Suite 200
800 Washington St SW
Blacksburg, VA 24061
540-231-5179
http://www.finaid.vt.edu/
gradaid@vt.edu

b) Scholarships

Each fall, students will be contacted by the Office of Academic Affairs via email with detailed instructions on how to apply for scholarships and awards. Students may apply for as many scholarships as they are qualified for.

To apply for a scholarship or award, a student must have completed and submitted a FAFSA form. For more information about FAFSA, please visit: https://fafsa.ed.gov.

c) Student Veterinary Medical Fund and Other Funding

Purpose: To assist veterinary medical students of the Virginia-Maryland College of Veterinary Medicine in paying their pets’ emergency/critical care medical expenses, so that the best veterinary care possible can be provided.
Form of Assistance: Assistance will be in the form of interest-free loans for all or a portion of the emergency/critical care expenses paid by the students for veterinary medical services at the Veterinary Teaching Hospital. If you are interested in this type funding, please contact:

Dr. Rick Hiller
Hospital Administrator
540-231-4993
rhiller@vt.edu

d) Employment While in Vet School

Students may choose to obtain employment while enrolled in the DVM program. Examples of such employment include working in the Veterinary Teaching Hospital (most of which are linked to work study), being a student representative for an outside company, performing part-time ad hoc pet-sitting services, or being employed by a local business or entity, such as a restaurant.

Students should be mindful of the impact employment may have on their academic record.

VII. LIBRARIES AND OTHER VT RESOURCES

a) Libraries

University Libraries
http://www.lib.vt.edu/
The University libraries system consists of a main campus library, three branch libraries (Vet Med, Art & Architecture, NVC Resource Center), and a reading room at the Equine Medical Center (EMC).

Carol M. Newman Library
The main university library is the Carol M. Newman Library, located at 560 Drillfield Drive, Blacksburg, VA 24061. In addition to the many services and materials available at the Newman Library, room 416 on the 4th floor is designated as the Graduate Study Room. This typically quiet room is specifically for graduate students (including veterinary students) to study and relax. Access is limited through the Hokie Passport, which must be swiped before the door will open. If your Hokie Passport does not open the door, contact the Graduate School.

Marion DuPont Scott Equine Medical Center
Located at 17690 Old Waterford Road Leesburg, Virginia 20176, the center offers a reading room with several resources regarding equine medicine. Books are listed in Addison, the library catalog (https://addison.vt.edu). While they are listed as “library use only” they can be checked out through the reading room at the EMC. Note, borrowers are responsible for returning all borrowed materials before their appointment at the center ends, or they will be billed for replacement.

Veterinary Medicine Library
http://guides.lib.vt.edu/vetmed/
The library for the college is the Veterinary Medicine Library, located on the main floor of the facility (Phase III) at 245 Duck Pond Drive, Blacksburg, VA 24061. The Veterinary Medicine Library is located through the Commons Water Display Room/Student Lounge (opposite classrooms 100 and 102).

i) Collections
The journals, books, textbooks, software, and multimedia housed in the Veterinary Medical Library encompasses veterinary medicine, the basic biomedical sciences, as well as major works in clinical medicine. Many journals are available online, as are several e-books in these subject areas. The current (unbound) issues of journals are arranged alphabetically by title on the “current periodical” shelves, the rest of the collection is arranged by the Library of Congress Call Numbers.

ii) Course Reserves
The Reserve Collection consists of materials, which are on permanent reserve, as well as those on
temporary reserve for specific courses or class year. Materials needed for courses are placed on temporary reserve at the request of faculty for short-term (2 hour) use.

iii) Online Resources
The library provides access to a wide range of electronic resources, such as bibliographic databases, online full-text journals, and reference materials. A convenient way to access these resources is through the Vet Med Library webpage at: http://guides.lib.vt.edu/vetmed/ and the specific subject guide for veterinary medicine, which includes resources related to each of the tracks in the DVM program is at: http://guides.lib.vt.edu/subject-guides/vm.

The following are some of the primary databases of interest to veterinary students, though several others are also available:

1. **CAB Abstracts**: covers agriculture, life sciences, veterinary medicine with an international scope of publications that are indexed.
2. **PubMed**: freely searchable database on several areas of medicine including veterinary science. Provides links to publisher sites, includes access to other NCBI databases.
3. **AGRICOLA**: covers agriculture, life sciences, veterinary medicine in primarily US-based
4. **Web-of-Science**: covers several areas of science, includes “cited by” options to locate resources that have been cited since the original publication.
5. **CONSULTANT**: quick diagnostic support system available from Cornell University; apps are available as well.

iv) Circulation (Check-Out) of Materials
All library shelves are open to the users to browse. Books, journals, and equipment to be used outside of the library must be checked out at the **Circulation (front) Desk** by presenting your Hokie Passport (not your college badge/swipe card). Note, some equipment must be checked out even if you plan to use it within the library (e.g. headphones, USB drives, calculators). Type of equipment available can be found at: http://guides.lib.vt.edu/vetmed/equipment and policies at: http://guides.lib.vt.edu/vetmed/policies.

Students can check books out from the main collection for 6 months with 3 renewals. Other materials and equipment will have different checkout periods, check with the library staff for more information.

To view items you have checked out, you can access “My Library Account” using your last name and Hokie Passport ID number here: https://addison.vt.edu/patroninfo~S1.

v) Interlibrary Loan Service
Materials that you need which are not owned by Virginia Tech libraries, or which are only available in print but you wish for an electronic copy, can be obtained for you through Interlibrary Loan (ILL). There is no charge for either scanned articles or book chapters. You need to have an account in the ILLiad system (http://vt.hosts.atlas-sys.com/logon ill) to use this service. More information about Interlibrary Loan is available at http://guides.lib.vt.edu/ill.

vi) Delivery Services
Materials owned by the University Libraries can be checked out and returned through the Veterinary Medical Library. Any item with a green “request” icon in Addison, the library catalog (https://addison.vt.edu), is able to be sent to the Vet Med Library. Interlibrary loan books are also able to be sent to the Vet Med Library for pick-up (see http://guides.lib.vt.edu/vetmed/services or check with the library staff for more information).

vii) Additional Services
The Vet Med Library provides a wide variety of services, including study spaces, equipment lending, off campus access to electronic resources, research assistance, a charging locker (in the waterfall room), and a 3D printer, just to name a few. Check each of the tabs located at http://guides.lib.vt.edu/vetmed/ for more information on these and other services available. If there is something you’d like for the library to consider offering, contact Kiri DeBose at kdebose@vt.edu or 540-231-0495
viii) Vet Med Library Hours (Semester)
Monday - Thursday 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday 1:00 p.m. - 6:00 p.m.
Sunday 11:00 a.m. - 9:00 p.m.
Please visit the Vet Med Library website for library hours during semester breaks and holidays:
http://guides.lib.vt.edu/vetmed

ix) Library Personnel
Head of the Veterinary Medicine Librarian & Liaison to Animal Sciences:
  Kiri DeBose (kdebose@vt.edu) 540-231-0495
Veterinary Library Assistant
  Chris Barb (clbarb@vt.edu) 540-231-7071
Main desk: 540-231-6610

b) Hokie Passport Services
Hokie Passport Services provides the official identification card that permits authorized access to
university services and facilities, access to your dining plan and access to your Hokie Passport Account.
The card also functions as a bus pass and proof of identification for classrooms and university functions.

Hokie Passport Services
Student Services Building, STE 100
Virginia Tech
800 Washington Street, SW
Blacksburg, VA 24061
540-231-5121
www.hokiepassport.vt.edu
hokiepassport@vt.edu

c) Bookstores
The University Bookstore and Volume Two Bookstore are part of a non-profit corporation, Virginia Tech
Services, Inc., that returns all profits to Virginia Tech for student-related scholarships and improvements.
Since 1968, Virginia Tech Services, Inc. has returned funds valued at over $46 million dollars for such
uses.

University Bookstore
115 Kent Street
Virginia Tech Campus
Blacksburg, VA 24061-0407
540-231-5991
http://www.bookstore.vt.edu

Volume Two Bookstore
801 University City Blvd., Suite 22
Blacksburg, VA 24060
540-231-9674

Other Virginia Tech Services, Inc. Locations
Hokie Centric – 225 Gilbert St., Blacksburg, VA 24060, 540-231-6114
Starbucks Coffee – 320 Turner St. NW, Blacksburg, VA 24060, 540-231-3130
Dietrick Convenience Store – 285 AG Quad Lane, Blacksburg, VA 24061, 540-231-6151
Computer Service Center – 401 Industrial Park Rd., Blacksburg, VA 24060, 540-552-1459
Lane Stadium HokieShops – 285 Beamer Way, Blacksburg, VA 24061, 540-231-6151
Cassell Coliseum HokieShop – 675 Washington Street SW, Blacksburg, VA 24061, 540-231-6151
d) Student Engagement and Campus Life

Student Engagement and Campus Life, a unit within the Division of Student Affairs at Virginia Tech, complements the academic program by providing a variety of activities, educational opportunities, programs, facilities, and services that enhance student development and enrich the quality of campus life at Virginia Tech.

While the Assistant Director of Admissions and Student Services here in the college can assist you with most student activities and should be the first person you reach out to, VT Student Engagement and Campus Life serves as a valuable resources for student events and activities outside of the college.

**Student Engagement and Campus Life**
225 Squires Student Center
290 College Avenue
Blacksburg, VA 24061
540-231-5431
squiresinfo@vt.edu
http://www.campuslife.vt.edu/

**Event Planning**
221 Squires Student Center
290 College Avenue
Blacksburg, VA 24061
540-231-5005
eventplanning@vt.edu
http://www.campuslife.vt.edu/eventplanning

**Squires Student Center**
225 Squires Student Center
290 College Avenue
Blacksburg, VA 24061
540-231-6906
squiresinfo@vt.edu

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e) Graduate Life Center

Conveniently located near the library, Squires Student Center, academic buildings, and downtown Blacksburg, the Graduate Life Center (GLC) provides an intellectually stimulating and rich learning environment through spaces, services, and programming that enhance the graduate education experience, meet the unique needs of graduate and professional students, and encourage and facilitate their active participation in the graduate community.

The center’s primary mission and function are to promote graduate education and graduate community. In this capacity, the center and its various functional areas are used for events and services organized or held by or for the Graduate School, graduate students, and graduate alumni. The GLC provides a hub for graduate student life, offering students opportunities to meet and collaborate with faculty and peers across disciplines, develop skills for academic and professional success, and maintain a healthy work-life balance.

**Graduate Life Center**
31H Graduate Life Center
Otey Street, Blacksburg, VA 24061-0186
540-231-6500 (information desk)
http://graduatelifecenter.vt.edu/
f) Graduate Student Assembly

http://blogs.lt.vt.edu/graduatestudentassembly

The Graduate Student Assembly (GSA) is the governing body of approximately 4,000 on-campus and 2,000 off-campus graduate students. The Assembly represents students’ concerns and serves as their liaison with the University Administration. GSA members also serve on a variety of university commissions and committees. In addition, it administers two grant programs to directly promote research and educational efforts of its members. The GSA strongly promotes graduate student community across departments by providing social events to encourage graduate students to come together. Every year the governing board and delegate body work to improve campus life, scholarly development, and graduate community by creating and implementing goals based on the issues and concerns of graduate students on campus. Virginia-Maryland College of Veterinary Medicine sends several liaisons each year to the Graduate Student Assembly.

g) Graduate School

http://blogs.lt.vt.edu/graduatestudentassembly

The Graduate Student Assembly (GSA) is the governing body of approximately 4,000 on-campus and 2,000 off-campus graduate students. The Assembly represents students’ concerns and serves as their liaison with the University Administration. GSA members also serve on a variety of university commissions and committees. In addition, it administers two grant programs to directly promote research and educational efforts of its members. The GSA strongly promotes graduate student community across departments by providing social events to encourage graduate students to come together. Every year the governing board and delegate body work to improve campus life, scholarly development, and graduate community by creating and implementing goals based on the issues and concerns of graduate students on campus. Virginia-Maryland College of Veterinary Medicine sends several liaisons each year to the Graduate Student Assembly.

VIII. CLASS OFFICERS

a) Guidelines to Election of Class Officers

Class officers are designed to act as a supportive body to their respective class and act as liaisons with other classes, faculty, and the university.

The entering class holds elections during the first 2-3 weeks of their first semester. Officers are elected by a majority rule. The second-year class president will administer election of the incoming class president and vice presidents. The new first-year class president will then administer remaining class elections. These officers will hold the position until the end of the fall semester during the first year. At this time, the class will re-vote on each position during a scheduled meeting. Officers may keep their positions if no one chooses to run against them or they win by a majority rule. The newly elected officers will hold their respective positions until graduation. It is not uncommon for the same person to hold their class officer position for 4 years.

An officer may step down at any point in time and for any reason if he/she feels that they are unable to handle their elected position. The president will then hold an election for that position at the earliest convenience.

b) Roles of Class Officers

Below is a brief description of most class officer positions; some classes may choose not to fill all positions and others may choose to have additional positions that are not listed. Once elected, the names of all class officers should be forwarded to the Assistant Director of Admissions and Student Services.

President

One president is chosen by the class. The president helps organize and coordinate efforts of the class and all class officers. The president serves as a liaison between the class and faculty and/or administration, including hearing concerns of students/faculty and relaying that information to the class. Other duties include scheduling class and officer meetings and maintaining the class as a registered student organization (see Policy 8013: http://www.policies.vt.edu/8013.pdf). The president
helps to give guidance and structure to the individual class officers. The president is to meet with MDL at the end of each semester to talk about course and exam scheduling for the following semester. If the class chooses to have Student Course Representatives (see later section), then the president is in charge of assigning those roles.

**Vice-Presidents**

Two vice-presidents are usually chosen by the class. The vice-presidents assist the president and should be able to perform the same duties as the president if necessary. The vice-presidents may attend meetings when the president is unable to do so, help out other officers when they are overloaded, and may take on functions for which there is no elected officer. The vice-presidents should act as wellness officers in providing support relating to the mental and physical well-being of the students. They are available to provide advice about wellness and refer students to appropriate professional support services when necessary. They may organize seminars relating to wellness or keep the class informed about on-campus classes or seminars regarding physical and mental health. The Assistant Director of Admissions and Student Services can serve as a resource for these officers regarding wellness advice and activities.

**Secretary**

One secretary is chosen by the class. The secretary keeps minutes at class meetings and meetings of class officers, maintains current contact information for class members (address, phone number, e-mail), and orders supplies (including contacting vendors at times). Other duties may include maintaining any class related displays, maintaining a class listserv and forwarding announcements to the class, and organizing a list of addresses and phone numbers where classmates can be reached during the summer.

**Treasurer**

One treasurer is chosen by the class. The treasurer is responsible for handling funds of the class. Some duties include establishing a checking account, obtaining a tax ID number, budgeting, collecting and depositing money, and writing checks for various class purchases. The treasurer should keep complete records to show all transactions that involve money, including receipts for all purchases. The treasurer also is responsible for collecting class dues at the beginning of each semester. The treasurer may also need to represent the class in interacting with the Virginia Tech Student Budget Board, which is responsible for administering the Student Activity Fee Funding process for student organizations.

**Sergeant-at-Arms**

One sergeant-at-arms is chosen by the class. The sergeant-at-arms has the primary responsibility to maintain order and equal speaking time for all attendees at class meetings and Executive Council meetings. The sergeant-at-arms also calls the class to order, if necessary, when it is time for lecture or laboratory to begin.

**SCAVMA Representatives**

Two SCAVMA representatives are chosen by the class. SCAVMA representatives for the class attend SCAVMA meetings, make announcements about SCAVMA meetings/events, and attend monthly meetings of the extended SCAVMA Executive Board. The class representatives also work with other SCAVMA representatives to maintain an accurate record of students attending SCAVMA meetings. Traditionally, the SCAVMA representatives have also been responsible for organizing the Semi-Annual Dog Wash at the college. The Dog Wash event is not mandatory, but has served as a fundraiser run by and for the first year class (with some proceeds also going to the second year class and SCAVMA) for well over 15 years.

**Historians**

Two historians are chosen by the class. The historians keep a record of class activities, both academic and social. This usually involves taking photographs throughout the 4 years to use in a class scrapbook and for the slideshow that usually is shown at the graduation reception.
Fundraising Chairs
Three fundraising chairs are chosen by the class. The fundraising chairs organize or oversee class fundraising ideas including design, planning, approval, ordering, storage, and selling. This is a very important position because funds raised by the class are the major source of income. It is helpful to have a committee or several other students who are willing to assist the fundraising chairs.

Social Chairs
Two social chairs are chosen by the class. Social chairs help organize social events such as class parties. The social chairs keep the class informed about various performances on campus, ranging from theatre to concerts. Each social chair has the additional responsibility for acting as the:
1. Hospitality Chair. The hospitality chair buys birthday cards, cakes, or candy to help celebrate special events for members of the class. They also buy sympathy or get-well cards when necessary.
2. Sports Representative. The sports representative usually helps organize intramural teams and may obtain tickets to sporting events such as football and basketball games.

Service Representative
One service representative is chosen by the class. The service representative is responsible for coordinating in-class activities that involve outreach to the class, veterinary school, university, and the community. They work with other clubs and organizations to make sure their respective class is supportive in a variety of endeavors.

Vetlogue Representative
One Vetlogue representative is chosen by the class. The duties of the Vetlogue representative include conducting faculty interviews, attending all Vetlogue meetings, submitting first year student quotes to the Vetlogue editor, adding any creative thoughts for the publication, and assisting the editorial staff.

DVM Honor Board Representatives
Each class elects three honor board representatives. See the DVM Honor Code in the Academic Policies & Procedures for DVM Students: Years 1-3 handbook for a detailed description of honor board representative duties.

Curriculum Committee Representative
One curriculum board representative is chosen by the class. This representative is expected to attend the Curriculum Committee meetings once every month during the fall and spring semesters. Their primary function is to report to the class on matters discussed at Curriculum Committee meetings and to represent the opinion of the class on curricular issues.

Class Webmaster
One webmaster is chosen by the class. Recently, some classes have begun to create and maintain a class website. The college will provide server space for this activity; however, the class needs to elect a person who will be responsible for organizing web materials and coordinating with the Assistant Director of Admissions and Student Services and the Office of Public Relations and Communications to place the material on the college website.

Student Course Representative
A student course representative is not an elected officer nor is it a required position. However, if the class deems it necessary, then it may appoint these representatives. The representatives are assigned by the president (with the consent of the person taking the position) to act as a liaison for a particular course. Duties include, but are not limited to, working with the professor to get materials distributed, scheduling review sessions, and compiling concerns from fellow students about tests or other matters concerning the course, and working with MDL if the professor is missing for a class. Students should take their concerns to the course representative first so that professors are not overwhelmed with duplicate requests.
**Yearbook Representative**
The yearbook rep is responsible for scheduling the class picture, collecting photos from members of the class for use in the freshmen section of the yearbook, developing the layout of that section and writing all copy and captions for that section. All of this work is done in the first semester of the year. Some classes have two people serving in this capacity.

**IX. DVM STUDENT ORGANIZATIONS**

**a) List of DVM Student Organizations at the College**

Below is a brief summary of the student organizations within the veterinary college. More information regarding each of these organizations may be found on their individual websites: [http://www.vetmed.vt.edu/acad/dvm/orgs.asp](http://www.vetmed.vt.edu/acad/dvm/orgs.asp).

**Student Chapter of the American Veterinary Medical Association (SCAVMA)**

The main student organization within the college is the *Student Chapter of the American Veterinary Medical Association (SCAVMA)*. SCAVMA is the organization linking students to the American Veterinary Medical Association (AVMA). Every veterinary school in the United States and Canada has a SCAVMA organization and they all unite as the *Student American Veterinary Medical Association (SAVMA)*. SCAVMA helps maintain close ties with the AVMA, other student chapters, and to the Virginia, Maryland and West Virginia Veterinary Medical Associations (VVMA, MVMA, WVVMA respectively).

SCAVMA serves as the student government of the Virginia-Maryland College of Veterinary Medicine and provides the major communication link between students and administration together with the class presidents. During the academic year SCAVMA meetings are held on a regular basis. In addition, the organization sponsors social and education programs. Fundraising projects have enabled SCAVMA to support worthwhile student activities such as the annual veterinary student symposium held at one of the colleges of veterinary medicine each spring.

The organization is entirely student run and there are opportunities for interested members to seek elective office or engage in committee work. Members in good standing are eligible, upon graduation, for membership in the AVMA at reduced rates for two years and can participate in the AVMA Insurance Trust.

SCAVMA also offers an auxiliary organization specifically for spouses of SCAVMA members. This club provides a way to share the problems and pleasures of being a veterinary student's spouse with people who understand.

**Alpha Psi Veterinary Fraternity**

Alpha Psi provides an opportunity for the development of lasting friendships between individuals in different classes or schools and is dedicated to the development of these individuals to better serve the veterinary profession. They involve students and faculty in parties, tailgates, intramural sports, and a national convention. We have developed an active relationship with chapters of other veterinary colleges. The veterinary medicine curriculum is one of the most rigorous professional curricula. The opportunity to draw support from other students and to allow release for the tensions involved in our day-to-day lives as veterinary students is what Alpha Psi offers.
American Association of Equine Practitioners (AAEP)

The AAEP addresses the needs of students interested in all levels of equine medicine and is open to all veterinary students regardless of future career pursuits. Some of the activities include monthly meetings with equine-oriented speakers; weekly rounds on a variety of clinical cases and several wet labs designed to give students valuable clinical equine experience.

Christian Veterinary Fellowship (CVF)

Christian Veterinary Fellowship provides an opportunity for Christian veterinary students to learn, grow, and relax together. All are invited to weekly theology rounds at noon and prayer meeting at 7:30 am. Dates and locations will be included on the CVF videoboard slide.

CVF also serves as a liaison between the school and Christian Veterinary Mission, which is an international, interdenominational relief and developmental non-profit organization that helps facilitate veterinarians to serve others through their profession, living out their Christian faith. Students are teamed with practicing veterinarians and work in underdeveloped countries across the globe to train community animal health care workers.

Companion Animal Club (CAC)

The CAC promotes the many facets of small animal veterinary medicine, particularly some of the specialized disciplines not emphasized in the curriculum. Some of CAC's focuses include exotic animal medicine, alternative medicine, nutrition, and behavior. The club sponsors lectures and wet labs, and has a collection of behavior/training educational materials available for members to borrow. CAC also serves as the veterinary college's student chapter of the American Animal Hospital Association (AAHA). Our members receive the benefits of a student AAHA member at no additional cost. Our goal is to provide speakers and experiences to expose the students to the diverse career options available within companion animal medicine.

Food Animal Practitioner's Club (FAPC)

The FAPC is close-knit group of students with an interest in cattle, swine, sheep, and goats, camelids and poultry medicine. The club typically holds rounds on Tuesday evenings where various veterinary cases and farm management issues are explored. Meetings are held on the first Tuesday of every month. At these meetings, various outside speakers discuss a variety of aspects ranging from career opportunities and practicing food animal veterinary medicine abroad to new products and field experts. Overall, this club will provide you with a great opportunity to learn more about food animal medicine and husbandry while making new friends and having a lot of fun.

Integrative Veterinary Medicine Club (IVMC)

The IVMC provides information to students as well as graduates and faculty members who are interested in learning about holistic veterinary medicine. The IVMC delivers educational resources, hands-on experiences, and networking opportunities to individuals in order to further their knowledge in the holistic veterinary medical community. The IVMC also helps students and recent graduates gain professional certification and assist in their search for employment in the area of holistic veterinary medicine.

Maryland Veterinary Medical Association - Student Chapter (MVMA-SC)

The student chapter of the Maryland Veterinary Medical Association serves to strengthen the connection between the MVMA and all veterinary students at VA-MD Vet Med and to broaden the educational experience by providing supplemental opportunities for learning about veterinary practice in Maryland.
Omega Tau Sigma (OTS)

OTS is a national veterinary service fraternity. The Lambda chapter is open to faculty, staff, and students and organizes social events as well as service projects. Our service projects include blood drives with the Red Cross, Pet Portraits with Santa, Easter Egg Hunt, and many more. Through these events OTS allows students the opportunity to give back to the community and the profession as well as relax and take a break from academics.

Pathology Club

The Pathology Club is ideal for students with a serious interest in pursuing a pathology career as well as those who just want to find the answer to “What happened?” The club has histopathology & cytology rounds on Mondays and participates in the hospital’s gross pathology rounds on Fridays. The Pathology Club also facilitates the shadowing of the on-call pathologists by interested club members during weekend necropsies.

Public Veterinary Practice Club (PVPC)

The Public Veterinary Practice Club promotes the many facets of non-traditional veterinary medicine. They provide speakers and experiences to expose the students to public veterinary medicine. The PVP Club has five areas of distinction: Wildlife/Zoo Medicine, Public Health, Corporate Medicine, Veterinary Policy, and International Veterinary Medicine. Their goal is to sponsor speakers throughout the year to cover these five areas of interest.

Student Chapter of the Veterinary Emergency and Critical Care Services (SCVECCS)

The Student Chapter of the Veterinary Emergency and Critical Care Services was formed to promote small animal emergency medicine and related services at the college. The club organizes small animal intensive care at the college for student members and hosts speakers related to emergency medicine.

Theriogenology Club

The Theriogenology Club focuses on more in-depth issues dealing with animal reproductive health and success. The club was formed to assist students interested in reproduction to gain more knowledge and experiences than they might get in the classroom. The club organizes several hands-on wetlabs during the year such as alpaca castrations and cattle ultrasonography where students work directly with the animals under the supervision of clinicians. Additionally, there are monthly rounds and meetings with speakers from both inside and outside the college who discuss reproductive topics in the small animal, food animal, and equine areas.

Veterinary Business Management Association (VBMA)

The VBMA is a national student-managed organization intent on improving the veterinary profession through increasing business knowledge. They share the belief of many other veterinary professionals; in order to provide the best care for animals, we need to increase our knowledge about subjects outside of the medical realm so that we can better serve our clients through this increased understanding.

Veterinary Students as One in Culture and Ethnicity (VOICE)

Veterinary Students as One In Culture and Ethnicity (VOICE) is a student-run organization that addresses a need for sociocultural awareness that is not part of the current core veterinary curriculum. We are an organized and unified student voice contributing to enhancing the diversity of the profession and the cultural competence of veterinary students.
**Virginia-Maryland Surgery Club**

The Virginia-Maryland Surgery Club’s main purpose is to expose students to the field of surgery with hands-on wet labs, such as monthly suture clinics and lectures regarding the advancements in large and small animal veterinary surgery.

**Virginia Veterinary Medical Association - Student Chapter (VVMA-SC)**

The Student Chapter of the Virginia Veterinary Medical Association operates out of the Virginia-Maryland College of Veterinary Medicine, and aims to provide exciting and worthwhile opportunities for the next generation of veterinarians.

**Women’s Veterinary Leadership Development Initiative Student Chapter (WVLDI)**

The Women’s Veterinary Leadership Development Initiative Student Chapter not only includes veterinary students, but graduate level candidates as well since women’s leadership development can be applied to numerous career fields. Our vision is to achieve leadership excellence in every sector of veterinary medicine that fully reflects the diversity of the profession and society. Our mission is to support women in seeking and achieving leadership, policy, and decision-making positions within all areas of professional veterinary activity at the student level, in the hopes of continuing this in their veterinary careers.

**b) Starting a DVM Student Organization at the College**

To start a DVM Student Organization at the college, please inform the Assistant Director of Admissions and Student Services and SCAVMA of your intended club and list the interested student leaders. SCAVMA serves as the student government at the Virginia-Maryland College of Veterinary Medicine and acts like an umbrella organization to all other DVM student organizations. As such, once you notify SCAVMA of your intent, you will then be notified by SCAVMA of the steps to completing the founding of your intended club. In addition to adhering to SCAVMA’s club starting process, you must also meet the requirements of starting a registered student organization (RSO) laid out by the Virginia Tech’s Student Engagement and Campus Life office ([http://www.campuslife.vt.edu](http://www.campuslife.vt.edu)).

**X. STUDENT PROGRAMS**

**Student Pet Feeding Programs**

**Hill's College Feeding Program**

The Hill's College Feeding Program is designed to allow you as future veterinarians to experience different types of Hill's products while also providing students with superior nutrition for their pets.

The program gives veterinary students the opportunity to purchase any of the Hill's Science Diet or Prescription Diet products at a reduced cost. By generously donating products to the college, Hill’s has allowed the proceeds from the Hill’s feeding program to be re-invested into veterinary education through events such as wet labs, seminars, and conventions. In addition, each class is given an annual disbursement from the program to spend on items such as the purchase of class notes or surgical attire.

A Hill's Committee (composed of the two current Hill's representatives and faculty) is responsible for reviewing grant proposals and delegating money from the program funds. If your organization is interested in completing a proposal, please see below for the necessary forms.

For more information about the Hill’s College Feeding Program, the student representative position, or Hill’s Products/Services please contact the Hill’s Student Representatives or consult the College Policy on “Distribution of Pet Foods to DVM Students” which is available on the CVM Intranet at: [https://intranet.vetmed.vt.edu/Academics/HillsFeeding.aspx](https://intranet.vetmed.vt.edu/Academics/HillsFeeding.aspx).
Purina University Feeding Program

The Purina University Feeding Program is designed to help your pet become stronger and healthier, while providing you with the opportunity to learn more about the world of nutrition. We are passionate about pets and the people who care for them. If you would like more information, please see your Purina Student Representatives. These representatives will also provide you with log-in information for the food ordering site: https://www.purinauniversity.com.

Blood Donor Program

The Blood Bank and Blood Donor program are services of the Veterinary Teaching Hospital which collects and stores blood products from healthy volunteer dogs and cats. These life-saving blood products are then used to treat patients in need within the hospital as well as the local veterinary community. Donors and their owners are rewarded for their volunteerism through select free products and services in the teaching hospital. Each year, additional donors are sought to replace those donors that have retired.

Dr. David C. Grant
Small Animal Clinical Sciences
dgrant@vt.edu
540-231-5699

XI. OTHER WAYS TO GET INVOLVED AS A STUDENT

Ambassador Program

VA-MD Vet Med Student Ambassadors are the face of the college. The group promotes pride and diversity within the college and helps increase understanding of its various programs through interaction with multiple internal and external stakeholders. The Assistant Director of Admissions and Student Services oversees this program. Details about the program and how to apply will be communicated to first year students in the Fall Semester.

Dr. Jacque Pelzer
Director of Admissions and Student Services
540-231-7828
jpelzer@vt.edu

Shelby Jenkins
Admissions Coordinator
540-231-4699
dvmadmit@vt.edu

VT Helping PAWS

VT Helping PAWS (Pet Assisted Wellness Service) is a therapy animal program at the Virginia-Maryland College of Veterinary Medicine. We provide an opportunity for Virginia Tech students, faculty, staff, alumni and their pets to bring companionship and animal-assisted therapy to local facilities so that our community may benefit from human-animal interactions.

https://www.vetmed.vt.edu/vthelpingpaws/
vthpaws@scholar.vt.edu
BMVS GSA

VA-MD Vet Med's Biomedical and Veterinary Sciences (BMVS) Graduate Student Association serves to represent the graduate students and residents of the college, including those at the University of Maryland-College Park campus and the Equine Medical Center in Leesburg. [https://www.vetmed.vt.edu/students/bmvs/](https://www.vetmed.vt.edu/students/bmvs/)

Public Health Association at Virginia Tech (PHA@VT)

[https://gobblerconnect.vt.edu/organization/PHA-VT](https://gobblerconnect.vt.edu/organization/PHA-VT)

GobblerConnect

As Virginia Tech’s online organization management system, a complete list of registered student organizations can be found through Gobblerconnect at [https://gobblerconnect.vt.edu/](https://gobblerconnect.vt.edu/). Virginia Tech requires students to establish and maintain organizations on campus using this system. This includes the college’s student organizations.

XII. GUIDELINES FOR DVM STUDENT-RUN EVENTS

a) Registration of DVM Student Activities

ALL DVM student activities need to be registered before DVM students can reserve a room within the college. This can be done by submitting the DVM Student Activity Registration Form: [https://intranet.vetmed.vt.edu/Academics/DVMStudentActivityForm.aspx](https://intranet.vetmed.vt.edu/Academics/DVMStudentActivityForm.aspx).

Events are not considered registered until a registration confirmation email is received from the Assistant Director of Admissions and Student Services.

Registration exceptions – A DVM student wishing to reserve a room for the following activities does not need to go through the registration process:

- Study groups/studying
- Course-related activities
- Class officer meetings

All other student activities, including student organization meetings, student corporate rep activities, wet labs, and guest speakers, must be registered.

b) Reserving a Space within the College

Unless a room is being reserved for studying, study groups, course-related activities, or class officer meetings, DVM students must register an activity before requesting a room through the Space Reservation Request Form: [https://intranet.vetmed.vt.edu/IS/Forms/SpaceRequest.aspx](https://intranet.vetmed.vt.edu/IS/Forms/SpaceRequest.aspx). If needed, the registration confirmation email will include instructions on how to indicate that your event has been registered on the Space Reservation Request Form.

Room reservations will not be granted before the course schedule for the semester in which the event is to take place has been finalized.
c) Liability Insurance

Registered student organizations (RSOs) at Virginia Tech are not covered by the university's general liability insurance policy and, therefore, may be required to supply a certificate of insurance to use college or university facilities. You will be notified through the approval process whether or not your event requires the purchase a liability insurance policy to use college facilities. Guidance on purchasing liability insurance can be obtained by contacting the Assistant Director of Admissions and Student Services.

d) Approval of Speakers from External Agencies including Corporations

On occasion, speakers from outside agencies, corporations, or groups may seek permission to use college facilities to meet with DVM students and speak on professional or student health-related issues. Students wishing to bring in an external speaker from a corporation or organization must do the following at least two weeks prior to the event:

1. Register event by submitting the DVM Student Activity Registration Form (see above).
2. Seek approval from the Assistant Director of Admissions and Student Services (aca@vt.edu). The approval process is initiated by submitting the DVM Student Activity Registration Form and selecting “Guest speaker(s)” under “Type of Activity” on the form.
3. Once the event is approved and registered, reserve a space by submitting the Space Reservation Request Form (see above).

Commercial presentations/meetings that are not professionally or health-related are not permitted.

e) Approval of Wet Labs Hosted by Student Organizations

The college recognizes that DVM student organizations provide essential paracurricular learning opportunities to students. Students organizing a wet lab must do the following at least four weeks prior to the event:

1. Register event by submitting the DVM Student Activity Registration Form (see above).
2. Seek approval from the Assistant Director of Admissions and Student Services (aca@vt.edu). The approval process is initiated by submitting the DVM Student Activity Registration Form and selecting “Wet lab” under “Type of Activity” on the form.
3. Ask a college faculty member to be present during the wet lab. One must be present, even if a guest is running the lab.

f) Authorization of a Public Event

Students clubs or organizations occasionally wish to hold public events using college facilities (e.g., Dog Wash, Easter Egg Hunt and Pet Photos with Santa). In these cases, they must do the following at least four weeks prior to the event:

1. Register event by submitting the DVM Student Activity Registration Form (see above).
2. Seek approval from the Office of Public Relations and Communications (vetpr@vt.edu). The approval process is initiated by submitting the DVM Student Activity Registration Form and selecting “Public Event” under “Type of Activity” on the form.
3. Reserve a space by submitting the Space Reservation Request Form (see above).
4. Purchase a liability insurance policy, if it is required to be able to use college facilities.

g) Use of College Logo

The use of a logo by a university, business, or organization enables that entity to be easily recognized through its use on stationery, vehicles, wearing apparel, announcements, website, etc. The Virginia-
Maryland College of Veterinary Medicine has developed a logo which is adopted as the official logo of the College.

The use of the official Virginia-Maryland College of Veterinary Medicine logo must be requested through the Assistant Director of Admissions and Student Services (acadaff@vt.edu).

**h) College Tours**

Tours of college facilities play an important role in public relations, fundraising, and admissions. Historically, the college has been open and accommodating to the wide variety of groups, organizations and occasionally individuals that request an opportunity to visit and tour the college’s educational, clinical, and research facilities. However, due to the ever-increasing number of requests for college tours, only individuals representing groups that directly relate to the college’s admissions and institutional advancement missions will be accommodated. All tours need to be approved by the Assistant Director of Admissions and Student Services (acadaff@vt.edu).

Students in the DVM program wishing to take their family or friends on tours of the College must first get permission from the Assistant Director of Admissions and Student Services (acadaff@vt.edu).

**XIII. THE INTRANET & OTHER ONLINE RESOURCES**

**a) Intranet**

The Intranet is located at https://intranet.vetmed.vt.edu. This is a site for sharing information that is only accessible to college faculty, staff, and students. You can gain access by using your PID and password.

**b) College Calendar**

The college calendar is the primary way events are communicated to others at VA-MD Vet Med. It is important to post events on this calendar even if the event is only for a specific audience to help communicate when certain spaces are being utilized.

To view events, go to the college homepage (www.vetmed.vt.edu). In the upper right corner, there is a link for calendar.

To post events, you must first have authorization to do so. One person per organization should have authorization. Please contact the Assistant Director for Student Services (acadaff@vt.edu) to request permission to post events on the calendar. Once permission is obtained, open the calendar. Then click on “update” in the upper right-hand corner. Login using your PID and password. Then you can select “Add new event” and fill in the pertinent information for your event.

**XIV. OTHER NON-ACADEMIC POLICIES AND PROCEDURES**

**a) College of Veterinary Medicine Policies**

A number of other Policies and Procedures which pertain to the DVM program and students in the College of Veterinary Medicine are available on the CVM Intranet: https://intranet.vetmed.vt.edu/.

**Biosecurity Protocols** – The full list of biosecurity protocols can be found by selecting the link labeled “Infection Control & Biosecurity SOPs” on the left-hand menu of the intranet (https://intranet.vetmed.vt.edu/) under the heading “Biosecurity Protocols.”

**Children in College Laboratories, Clinics, Etc.** – According to this college policy, children accompanying college faculty, staff, students, or visitors, may enter college laboratories, classrooms, clinics, wards, etc., if they are kept under the direct supervision and control of the parent/guardian and if the permission of the
supervisor is granted. In general, children under the age of 10 should not be permitted in any College laboratory, clinic, ward, vehicles, or any non-office area. Any health care related to injuries of any child while in University facilities or vehicles is the responsibility of the parent. The full policy can be found by selecting the link labeled “Children in College Laboratories, Clinics, Etc.” on the following intranet page: https://intranet.vetmed.vt.edu/Policy.

b) Virginia Tech Policies

Alcohol Use at College Sponsored Events - http://www.policies.vt.edu/1015.pdf

XV. DIVERSITY & INCLUSION SUPPORT RESOURCES

a) Diversity & Inclusion at the College

Dr. Ed Monroe
Chair, VA-MD Vet Med Community and Diversity Committee
Professor of Internal Medicine, Department of Small Animal Clinical Sciences
Email: monroewe@vt.edu
Phone: 540-231-7666
http://www.vetmed.vt.edu/about/diversity.asp

b) Student Organizations at Virginia Tech

The following is a non-exhaustive list of student organizations serving specific populations:

- Asian American Student Union (AASU) - https://www.facebook.com/VTAASU
- Black Graduate Student Organization (BGSO) - http://www.bgso.org.vt.edu/
- Black Organizations Council (BOC) - https://gobblerconnect.vt.edu/organization/BOC
- Council for International Student Organizations (CISO) - http://www.ciso.org.vt.edu/
- Disability Alliance at VT - https://gobblerconnect.vt.edu/organization/disabilityalliancevt/
- Jewish Student Union - https://gobblerconnect.vt.edu/organization/JSU
- Latino Association of Student Organizations (LASO) - http://www.vetmed.vt.edu/about/diversity.asp
- Over 30 Grads and Undergrads (Over 30s) - https://gobblerconnect.vt.edu/organization/Over-30s
- Veterans@VT - http://veterans.vt.edu/students/veteransatvt.html
- Diverse Graduate Women
- My Sister’s Keeper - http://maop.vt.edu/Student_organizations/sisters_keeper.html

LGBTQIA+ Students
- Queer Grads, Professionals and Allies (QGPA) - http://ggpavt.wix.com/ggpavt
- Queer and Trans People of Color at VT (QTPOC@VT) - https://www.facebook.com/QTPOCatVT/
- TransSpace at Virginia Tech - https://www.facebook.com/TransSpaceatVT/
- Across Borders at Virginia Tech - http://ggpavt.wix.com/ggpavt#!acrossbordersvt/c1vgy
- HokiePRIDE - http://www.hokiepride.org.vt.edu/

C) Diversity Activities & Initiatives at Virginia Tech

InclusiveVT
InclusiveVT is a framework that creates active, intentional engagement of Virginia Tech communities. InclusiveVT is anything that advances inclusion at Virginia Tech. Find out more at: http://www.inclusive.vt.edu/.
Diversity and Inclusion Dialogues
This blog, created by Dean Karen DePauw, archives resources and conversations surrounding timely diversity topics. - See more at: http://blogs.lt.vt.edu/diversity.

Diversity Scholars Program
http://graduateschool.vt.edu/about/diversity/diversity-scholars.html

Safe Zone Program
https://ccc.vt.edu/awareness/safe_zone.html

See also “Other Support Services” on page 8.

d) Veterinary Resources

American Association of Veterinary Medical Colleges (AAVMC)
DiVersity Matters Initiative

American Veterinary Medical Association (AVMA)
Diversity and Inclusion in Veterinary Medicine
https://www.avma.org/KB/Resources/Reference/diversity/Pages/default.aspx

Broadspectrum Veterinary Student Association
http://broadspectrumvsa.blogspot.com/
https://www.facebook.com/BroadSpectrumVSA/

Lesbian & Gay Veterinary Medical Association (LGVMA)
http://www.lgvma.org

Multicultural Veterinary Medical Association (MCVMA)
https://www.facebook.com/groups/MCVMA/