

# WCVM Student Handbook

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## About the WCVM

### Basic Goals of the WCVM Curriculum

The Western College of Veterinary Medicine at the University of Saskatchewan offers a four-year Doctor of Veterinary Medicine degree program. This rigorous, science-based program is fully accredited by the Council on Education of the American Veterinary Medical Association (AVMA) and is designed to ensure that students acquire the knowledge, skills, and behaviours implicit in a modern veterinary education, and are prepared for external licensing examinations.

The program provides the flexibility and choices essential for our graduates to meet the ever-changing challenges facing the veterinary profession and will prepare them to enter their chosen career path with confidence. The WCVM also offers internship, residency, master's and PhD programs for graduate veterinarians wishing to pursue further education and career opportunities.

Selection to the DVM program is based on academic achievement in a minimum of 60 credit units of required and elective courses as well as, by way of a structured interview, an assessment of a number of factors including mental aptitude, motivation, maturity, experience with animals, leadership qualities, social awareness, deportment, verbal facility and ability to communicate, and an understanding and knowledge of the veterinary profession.

### Professionalism

An important part of a professional education, in addition to acquisition of knowledge and skills, is becoming aware of what it means to be professional. Although there is no set, universally accepted definition for "being a professional," most would agree that professional behaviour is based upon one's attitude. More precisely, it is based upon a person's attitudes toward themselves, their colleagues and the non-professionals with whom they come in contact.

For information on the WCVM's Procedures for Concerns with Veterinary Student Professional Behaviour, please visit [here](#).

WCVM students are also registered as student members of the SVMA and comply with their bylaws in order to practice as a student member in Saskatchewan.

For information on the SVMA bylaws, visit [here](#).

### Student-Faculty Advisor System

A College Student-Faculty Advisor System has been designed to assist students as they progress through the four-year DVM program.

Each student is assigned a faculty advisor. Should you find a need to discuss any matters related to your academic progress or other areas of academic success, your faculty advisor is available for you. Students should utilize their faculty advisor to discuss marginal performance and problems that are affecting their academic performance, and to seek advice on personal matters.

Students are encouraged to get to know their faculty advisor as soon as possible. In the event a student receives a grade between 55 per cent and 60 per cent, it is recommended that the student meet with the instructor of the class. If a student receives a grade below 55 per cent, it is recommended that the student meet with his/her Faculty Advisor and the instructor.

It is recognized that students may develop a rapport with a particular faculty member and thus a student may request that his or her advisor be changed provided the faculty member is an active advisor at that time

If you have any questions regarding the Student-Faculty Advisor System, please contact [Paige Links, Manager of Student Services and Academic Affairs](#). [Academic Performance and Examination Regulations](#)

## Attendance

In accordance with University policy, regular and punctual attendance is expected of all students at the Western College of Veterinary Medicine in all lectures.

Laboratory and tutorial attendance is mandatory. Students will be provided with the laboratory attendance requirements for individual courses through the course syllabus. It is your responsibility to familiarize yourself with these documents.

Guidelines for excused absences can be found here: <https://wcvm.usask.ca/documents/student-services/guidelines-for-excused-absences.pdf>

## Transcripts

Transcripts are an official and complete listing of a student's educational record at the U of S up until the day the transcript is produced. It is the student's responsibility to ensure that their record is complete to their satisfaction prior to ordering transcripts. For more information or to request an official transcript, visit: <https://students.usask.ca/academics/grades.php#Grades>

## Class Rankings

Class ranking refers to the rank the student holds in a particular class based on the cumulative average of all the courses in the successfully completed years at the Western College of Veterinary Medicine.

When a class ranking is required, the student must give their request in writing to the WCVM Office of Student and Academic Services and indicate to whom the information should be released. (Approved by Faculty, June 2002)

## Examination Regulations

For information on exam regulations and WCVM promotion standards, please visit:  
<https://wcvm.usask.ca/documents/student-services/exam-regulations.June.2017.pdf>

## The WCVM Student Experience

### Student Government

The student body is organized through the Western Canadian Veterinary Students' Association (WCVSA). The objectives of the WCVSA are to:

- instill in the veterinary student a strong sense of professional pride and dignity
- to stimulate interest in the professional organizations, making known to the student the opportunities afforded by the CVMA, the provincial veterinary associations and the AVMA.

The WCVSA promotes the interests and welfare of veterinary students with regard to educational, social and athletic life. The WCVSA oversees all the student-related matters and is governed by an Executive Council elected by the student body. The Executive is elected in the spring and meets periodically at the request of the President.

As well, general meetings are held once every quarter where the student body is encouraged to attend and actively participate. We encourage you to become an active member of your association.

### WCVM Rabies Immunization Program

Purpose - The WCVM Rabies Immunization Program is designed to ensure that all students who work with animals and animal tissues are protected from infection with the rabies virus.

Rabies vaccination is required for all undergraduate veterinary students who are enrolled in the DVM program. First-year students admitted to the program will be considered a student as of the first day of classes.

Cost of the Program - The University of Saskatchewan's Rabies Immunization Program is a subsidized program for which the university, college and student all share the cost. The price (\$150) may be subject to change. This amount will be collected from you at the immunization clinic (exact cash or debit is accepted). As a full-time student at the U of S, you are covered under an extended health care insurance program. It may be possible to recover part of your immunization cost.

For more information, please contact Shauna Quintin ([shauna.quintin@usask.ca](mailto:shauna.quintin@usask.ca)), rabies co-ordinator for DVM students.

## Campus Student Support Services

Students come to the University of Saskatchewan with diverse experiences, backgrounds and resources. Because the demands at university are high and study terms short, challenges or difficult circumstances (academic or non-academic) have the potential to interfere with studies. Students are encouraged to access the services available to help them address difficulties that are compromising their ability to succeed at university.

### WCVM Student Support Services

#### **The Office of the Associate Dean (Academic)**

The Associate Dean (Academic), is responsible for overseeing all aspects of the DVM program. This includes the admissions process, the DVM curriculum, academic affairs and student services. General policies related to the academic program are administered from this office and it is the Associate Dean (Academic) who is responsible to ensure that the standards of the program are maintained. The Associate Dean (Academic) is always available to provide assistance to students and to discuss academic and other student issues.

#### **WCVM Student Services and Academic Affairs**

This office was established to provide assistance, support and guidance to students in the DVM program. The Student Services and Academic Affairs Office plays an important role in the lives of WCVM students. The Manager of Student Services and Academic Affairs at the WCVM and can be relied upon to provide assistance in a wide range of matters. These matters may range from information regarding university and college rules and regulations, student scholarships and bursaries, tuition fees and student activities. The WCVM Student Services and Academic Affairs Office serves as a valuable interface between the College and the University of Saskatchewan and can direct a student to the appropriate support networks where necessary.

Contact:

Paige Links

Telephone: 306.966.7326

[Email: paige.links@usask.ca](mailto:paige.links@usask.ca)

An integral part of Student Services and responsible for several aspects of the DVM program, is the Curriculum Manager. Importantly, the Curriculum Manager organizes the course calendar from years 1-3 and Year 4 clinical rotations here at the College and is able to assist you with a variety of your inquiries and concerns.

Contact:

[Email: wcvm.curriculum@usask.ca](mailto:wcvm.curriculum@usask.ca)

## Associate Dean Clinical Programs

Dr. Stephen (Steve) Manning is the associate dean of clinical programs at the Western College of Veterinary Medicine. In addition to overseeing the operations of the WCVM Veterinary Medical Centre, he is responsible for the senior clinical rotations in the WCVM's Doctor of Veterinary Medicine (DVM) program.

Contact:

Dr. Steve Manning

[Email: stephen.manning@usask.ca](mailto:stephen.manning@usask.ca)

### Campus supports

On-campus services are offered to support student academic and personal success, mental and physical health and well-being, disabilities, career advising and mentorship. More information on the services available, visit: <https://students.usask.ca/#Studentservices>

### Guidelines for Pregnant Students Who Are Enrolled at the WCVM

The potential for human injury always exists in the practice of veterinary medicine and in the training of veterinary students. It increases whenever a person is pregnant. The greatest hazards are accidents that can occur while working with animals and can result in injury to the student or to the unborn child. Exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation, and other agents presents additional hazards.

The University of Saskatchewan and the WCVM consciously strive to provide equal opportunity for all students who are academically qualified and to ensure that all students are accommodated.

Pregnant students should:

- Contact a physician immediately and receive recommendations for a plan to minimize exposure to the hazards possibly associated with the student's work and study.
- Inform the WCVM Student Services Office of a pregnancy as early as possible in order that steps may be taken to provide reasonable accommodation through Access and Equity Services, if required.

### Guidelines for Students Who Acquire Disabilities while Enrolled at the WCVM

Access and Equity Services (AES) assists students by offering programs and services - fostering an accessible and welcoming campus. Students registered with AES are required to meet with the Manager of Student Services and/or the Associate Dean Academic/Clinical Programs prior to the beginning of the academic year or upon registration with AES to set up an Accommodations Planning Committee. Students may register with AES at any time.

Access and Equity Services is guided by Saskatchewan's Human Rights legislation and the duty to accommodate individuals requiring accommodations based on disability, religion, family status, and gender identity.

For more information, visit: <https://students.usask.ca/health/centres/access-equity-services.php#content>

## Guide to the Veterinary Building

### Main Entrance Doors

The color-coded maps at the main entrance, first and second floors are intended to help newcomers and visitors orientate themselves to the Veterinary Building. All doors to the Veterinary Building will be opened at 7:30 a.m. and locked at 6:00 p.m., Monday to Friday.

Students in the DVM program are issued an outside door key.

The entrance doors to be used at the WCVM are as follows:

- The main entrance doors on the south side of the Veterinary Building leading to the first floor (directly under the ramp) and to the second floor (via the ramp).
- The East entrance is located south of the Small Animal Clinic. Please refrain from using the Veterinary Medical Centre entrance doors.
- With the exception of the clinic and services entrances, all other outside doors are locked at all times.
- Access to the building cannot be gained through emergency doors.
- All students, faculty and staff who have been assigned keys or access cards for their particular areas will have access to those areas at any time. Should you detect any breach of the security regulations in the building at any time, you are asked to telephone the Campus Security officer at 306-966-5555.
- Faculty, staff and students are to ensure that, when leaving the building "after hours" on evenings and on weekends and statutory holidays, the exit door closes properly and securely.

### Protocols for Clinical Areas: Veterinary Medical Centre (VMC) Policies

Students entering the VMC are responsible for following all VMC Policies and Procedures which can be found on the VetNet system.

- VMC Dress Code: Students are expected to dress professionally. Clean white laboratory coats or coveralls and nametags must be worn. Clean blue lab coats are worn when dressed in surgery scrubs and leaving the hospital area. Clothing and shoes/boots should be neat and clean. Shorts are not permitted. Footwear is to be closed toe and heel.
- VMC Medical Records and Client Confidentiality: The health record of any patient of the VMC is a legal document. All matters related to a patient's record and clinical condition

are strictly confidential and may be communicated only among VMC staff and students involved in the care of the animal (including participants in rounds and other classes) or to the animal's owner or their authorized agent. Students have access to information (client financial/personal) within our computer database, which is also highly confidential. This information is not to be disclosed to anyone.

- Sharps and Syringes Disposal: All sharps and syringes are to be disposed in appropriate containers located throughout the hospital.

## WCVM Learning Commons

WCVM Learning Common - can be found on the third and fourth floors. This space includes group and individual student study space. This is a quiet study area that is on a first come, first served basis.

The commons area can be accessed with your building key.

## Use of the Smith Room

The Smith Room was named in honour of Dr. D.L.T. Smith — the first Dean of the WCVM. Dr. Smith expressed the hope that people would use the room to find peace and quiet, and to restore faith in themselves and mankind.

In light of Dr. Smith's wishes, it's appropriate that this room be a place for quiet meditation in which the following guidelines apply:

- quiet personal visits, not meetings.
- soft music may be appropriate.
- resting is permitted, but only with the lights on.
- food and beverages are not permitted.
- furniture is not to be rearranged.

## Who to Call in Case of Emergency

Safety of human life is the prime purpose of the following procedures:

### Fire

- Pull an alarm station. This will notify the Fire Department and Campus Security.
- If able, call 911. If calling from a university landline, call 9-911.
- Evacuate the building.

Please visit the WCVM College Health and Safety to view the entire WCVM Emergency Response Plan.

<https://wcvm.usask.ca/the-college/health-safety.php#Health>



## Ambulance

- Dial 911. If calling from a university landline, call 9-911.

## Emergency and Trouble Calls

- Dial 306-966-5555 and be sure to provide the following information:
  - building name
  - room number
  - type of trouble
  - name of caller

If you have building concerns, please call Facilities at (306) 966-4496, or out of hours, Campus Security at (306) 966-5555. You can also email Facilities Support Services ([facilities.support@usask.ca](mailto:facilities.support@usask.ca)) or go to <http://facilities.usask.ca/> press the button for request service, log in with nsid/password and then request service or maintenance.

## Classroom Bookings

All WCVM classroom and conference rooms are maintained in the WCVM General Office. Students, faculty and staff are required to clear all requests for these rooms through the General Office (306-966-7447).

## Lost and Found

Please report any lost or found articles to the General Office (306-966-7447).

## Policy: Pets in the Veterinary Building

Dogs, cats and other pets are not permitted in the WCVM building except as patients in the WCVM Veterinary Medical Centre.

## Policy: Posters on Central Core Bulletin Boards

- All notices must be approved at the General Office (Room 3101)
- Notices posted on walls, doors and windows are not permitted and will be removed.
- The posting strips on the classrooms and student locker room doors are reserved for student notices of upcoming WCVM-student organized and sponsored events, and for student merchandising.
- Posting of notices within departments and the Veterinary Medical Centre are the responsibility of those administrative units