

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.

Expectations for Student 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. The Expectations for Student Professionalism outlines the standards of professional behaviour expected of students enrolled in the WCVM. Additionally, outlined is the processes for addressing concerns related to student unprofessionalism.

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](#).

Academic Performance and Examination Regulations

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 Affairs and indicate to whom the information should be released. (Approved by Faculty, June 2002)

Examination Regulations

For information on WCVM exam regulations, 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

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 (\$200) may be subject to change. This amount will be collected from you at the immunization clinic (debit/credit 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), rabies coordinator 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

The Student Services and Academic Affairs Office is dedicated to supporting students throughout their Doctor of Veterinary Medicine (DVM) program. The office provides guidance, assistance, and resources to help students navigate both academic and student life at WCVM.

Paige Links - Manager, Student Services and Academic Affairs

Contact: paige.links@usask.ca

The **Manager of Student Services and Academic Affairs** serves as a key resource for students and can assist with a wide range of matters, including:

- University and College policies, procedures, and regulations
- Scholarships, bursaries, and financial support opportunities
- Tuition and fee-related inquiries
- Student activities and engagement opportunities
- Referrals to appropriate University and community support services

The Student Services and Academic Affairs Office also serves as an important liaison between WCVM and the University of Saskatchewan, helping students access the resources and support they need to succeed.

Amanda Doherty - Curriculum Manager

Contact: amanda.doherty@usask.ca

The **Curriculum Manager** is an integral member of the Student Services team and is responsible for coordinating many aspects of the DVM program. This includes overseeing the academic schedule for Years 1 to 3 and coordinating Year 4 clinical rotations. The Curriculum Manager is available to assist students with a variety of curriculum-related questions and concerns.

Roxanne Stuckel - Curriculum Specialist

Contact: Roxanne.stuckel@usask.ca

The **Curriculum Specialist** is an integral member of the Student Services team and supports the administration and coordination of Year 4 clinical rotations. The Curriculum Specialist assists students with rotation scheduling, related processes, and other clinical-year inquiries, helping ensure a smooth transition through the final year of the DVM program.

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 WCVN Veterinary Medical Centre, he is responsible for the senior clinical rotations in the WCVN's Doctor of Veterinary Medicine (DVM) program.

Contact: stephen.manning@usask.ca

Dr. Steve Manning

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 Students Facing Barriers Based on Protected Grounds

Access and Equity Services (AES) supports students facing educational barriers related to protected grounds such as disability, religion, family status, and gender identity. Guided by Saskatchewan human rights legislation, AES provides programs to promote an inclusive 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.

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

Guidelines for Pregnant Students Who Are Enrolled at the WCVN

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.

Guide to the Veterinary Building

Main Entrance Doors

The color-coded maps at the main entrance, first floor, and second floor are intended to help newcomers and visitors orient themselves within the Veterinary Building. All doors to the Veterinary Building are opened at 7:30 a.m. and locked at 6:00 p.m., Monday to Friday. Students in the DVM program are issued an exterior door access card.

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 located south of the Small Animal Clinic. Please refrain from using the Veterinary Medical Centre entrance doors.
- With the exception of clinic and service entrances, all other exterior doors are locked at all times.
- Access to the building cannot be gained through emergency exits.
- All students, faculty, and staff who have been assigned keys or access cards for their designated areas will have access to those areas at any time. If you observe any breach of security regulations in the building at any time, please contact Campus Security at 306-966-5555.
- Any access issues (e.g., stuck locks) should be reported to Buildings and Grounds through the PAWS "Report a Problem" channel – Report a Problem (PAWS Buildings and Grounds)
- Faculty, staff, and students are responsible for ensuring that, when leaving the building after hours (evenings, weekends, and statutory holidays), exit doors close properly and securely.

WCVM Learning Commons

The WCVM Learning Commons 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 space is also used for exam writing and may be unavailable at specific periods of times. This will be posted on the exterior doors.

The commons area can be accessed with your key fob.

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.

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.

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

Classroom Bookings

All WCVN classroom and conference rooms are maintained in the WCVN General Office. Students, who wish to book a room should refer to the [Room Booking Policy](#) and submit the appropriate request form.

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