

DIRECTOR'S OFFICE  
COPY

STUDENT  
INFORMATION  
HANDBOOK

PREPARED BY THE OFFICE OF STUDENT ADMINISTRATION  
NEW YORK STATE COLLEGE OF VETERINARY MEDICINE  
FOR USE BY THE CLASS ENTERING SEPTEMBER **1978**

NEW YORK STATE COLLEGE OF VETERINARY MEDICINE  
A STATUTORY COLLEGE OF THE STATE UNIVERSITY  
CORNELL UNIVERSITY  
ITHACA, NEW YORK 14853

STUDENT ADMINISTRATION/ADMISSIONS  
Telephone: 607-256-7633/7634

WELCOME FIRST YEAR STUDENT!!

It must seem hard for you to believe that you are about to start your first of four years at the College. I can sense that your anticipation is building and you are anxious to begin. You surely have numerous questions, but do not become overly concerned for, in due course, we will help you find the answers.

An important task for you now will be to read the enclosed Student Information Handbook and then update yourself on the information in the College Announcement. A new Announcement will be available later this fall.

The initial orientations you will receive are a foundation for much more extensive information, which will be disseminated later. We will strive to keep the bureaucratic material to a minimum, but you will need to assimilate a number of things to make your academic and personal life less hectic.

The first few days will have several orientation and "fellowship" activities. They will help ease you into the life of the College as you meet fellow classmates, faculty members, and the staff. A general agenda of the orientation program and registration activities between August 31 and September 6 is attached. You will receive more specific information about certain activities through other Cornell offices.

If you have questions before registration period, please stop by the Office or call Mrs. Empson at 607-256-7634.

The staff, faculty and upperclass students of the College are anxious to lend a "helping hand." The Office of Student Administration and Admissions is here to serve you at all times, and we will be pleased to assist you in your career goal as you face the challenge ahead.

We wish you the very best as you make this effort toward a career in veterinary medicine.

With warmest regards,

  
Robert B. Brown  
Director

RBB/ss

SCHEDULE OF EVENTS

Class of 1982

REGISTRATION

August 31

Formal College registration and information activities.  
8 am - 11:20 : First Year Class Registration at Barton Hall.  
Your time for registration will come directly from the registrar.

.....Hospitality and Information Suite in Hagan Room.  
.....Tours of Cornell and Veterinary College facilities.  
.....Student Chapter of AVMA information - Barton Hall  
.....Student Auxiliary booth - bring your spouse - Hagan Room  
.....Student uniforms available for purchase - Hagan Room (see enclosed)

ORIENTATION

September 1

9:00 am - 2:00 pm : New Student Orientation to be held at the College with meeting location announced at registration. The morning session will include a welcome by Dean Edward C. Melby, Jr., introduction of several key faculty and student leaders, information about academic and non-academic policies and procedures, etc. Spouses are encouraged to attend. Lunch will be served. After lunch we will introduce senior DVM students who will serve as sponsors for 1st year students.

September 2

Annual "Brown Bag Bash" The student chapter of the AVMA sponsors this event as an ideal time for 1st-year students, upperclassmen, faculty and families to get to know each other in a relaxed setting. Bring your own eats but drinks, incidentals, sports activities, and the chance for a great time will be provided. Location, time transportation, etc. will be announced at registration. Plan to attend.

September 3

Sit back, relax, and prepare for classes tomorrow. This day is all yours.

September 4

The day you have all been waiting for!

September 6

Class Photographs. A specific schedule will be given to you at registration. Semi-formal attire from waist up. All members of Class of 1982 must be present.

## TABLE OF CONTENTS

Dean's Message	
Preface .....	1
History .....	1
Honor System .....	2
Registration .....	2
Advisors and Counselling .....	3
Advanced Credits .....	3
Attendance .....	3
Grades .....	4
Academic Performance Guidelines .....	5
Incompletes .....	5
Guidelines for Elective Courses .....	6
Supplies and Books .....	6
Uniforms .....	6
Library .....	7
First Year Courses .....	7
Anatomy .....	7
Developmental Anatomy and Histology .....	9
Vertebrate Biochemistry .....	9
Physiology .....	9
Nutrition .....	10
Veterinary Medical Orientation .....	10
Scholarships and Financial Aid for Veterinary Students .....	10
Student-Faculty Grievances .....	11
Dress and Appearance Standards .....	11
Smoking and Housekeeping .....	12
Student Mail Service .....	12
Placement Activities .....	12
SCAVMA .....	13
Fraternities .....	13
AVMA Student Auxiliary .....	13
Automobiles .....	14
Conclusion .....	14

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CORNELL UNIVERSITY

Office of the Dean

ITHACA, NEW YORK 14853

(607) 256-3201

GREETINGS AND A WARM WELCOME TO THE CLASS OF 1982!

The uncertainties and competition of admissions are over, and you are ready to embark on a four year course of study and clinical training which we hope will be most rewarding. Hard work lies ahead, to be sure, but with its accomplishment will come a satisfaction which is its own reward.

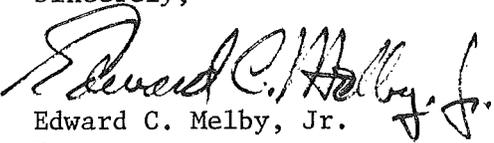
Your instructors will expect a high level of performance, but they are people of understanding and will not ask the impossible. They will be glad to help should special needs arise.

You are here to prepare yourself to enter a profession which demands, above all else, integrity, as well as a perceptive understanding of your clients and patients. Your relations with classmates offer an excellent opportunity to continue your training for professional life. An overly competitive spirit may lead you to lay undue emphasis on grades. But remember that you are studying to master a subject which is basic to your life's work, not to merely obtain a high grade as an end to itself.

In this college we hope you will find an atmosphere of helpful cooperation which you may cherish and develop to an even higher level during the years with us.

Good luck to all of you!

Sincerely,

  
Edward C. Melby, Jr.  
Dean

## PREFACE

For years you have sought the goal you are about to realize as you begin your first year of study at the New York State College of Veterinary Medicine. The years of your association with the college will be demanding but also terribly exciting. There will be stresses but the college is dedicated to doing all that it can to alleviate unnecessary distractions to your studies.

Each year the Office of Student Administration in conjunction with various student organizations, particularly the Student Chapter of the American Veterinary Medical Association, provides an orientation for new students. The basic guide for such an orientation is this handbook. While not totally complete, it does cover many of the details you will need to know to help make your adjustment to the college as smooth as possible.

Publications such as this frequently are misplaced. We will, therefore, try to keep you informed of policies affecting you by using various other means of communications. An example will be the orientation meeting with you and your classmates on 2 September. In the meantime, please read this publication and develop any questions you may need resolved at the orientation. You are encouraged to then keep this booklet available for quick reference.

## HISTORY

The New York State College of Veterinary Medicine was established as the first of the contract colleges at Cornell University on March 21, 1894, twenty-six years after Ezra Cornell announced at the inaugural address for Cornell University that Dr. James Law, a Scottish veterinarian, had been appointed Professor of Veterinary Science. He was a member of the original faculty and the first Professor of Veterinary Science in any university in the United States. The college was inaugurated on September 24, 1896, as "a new enterprise in America: a State Veterinary College" as expressed at that time by the words of its first Dean, Dr. James Law. This inauguration followed the appointment of the original faculty by the Board of Trustees of Cornell University on June 17, 1896.

It was not until the following year, however, that official provision was made in Albany for the administration of the college by an Act of the Legislature of the State of New York, cited in Chapter 689 of the Laws of 1897, approved on May 22, 1897.

Beginning with a faculty of six, it was the fourth veterinary college to have been established of those in existence today. Cornell was preceded by colleges at Iowa State University of 1879, the University of Pennsylvania in 1884, and at Ohio State University in 1885. The current faculty and professional staff consists of 160 scientists.

Originally a three-year course based upon two years of high school training, the curriculum now covers a four-year period with the requirement that all candidates for admission have at least three years of pre-professional college education.

The Flower Veterinary Library was named for one of its principal early benefactors, Roswell P. Flower, who was the Governor of the State of New York when

the college was founded. Veterinary and biomedical titles make up the largest part of the collection totalling 64,000 volumes. 1,200 serials are currently received.

The college enjoys a reputation as one of the finest in the world because of an academic policy established in the early days of its development. The major responsibility for teaching rests with the senior faculty. Research, the fire of education, is also a significant part of the college program.

Thus, the New York State College of Veterinary Medicine has maintained its preeminence as a teaching and investigative institution. The heritage of the past is one of which we all may be proud. The present first year class, entering at this time of continuing growth and expansion, will have much to say about its future.

#### THE HONOR SYSTEM

The Honor Code was founded by the students in the Class of 1963 and approved by a majority vote of the faculty in June 1960. There have been several revisions since then to make this a more viable aspect of your educational process. Most recently, in 1977-78, the student body and faculty reaffirmed the value of the Honor Code, made several minor revisions, and we have published a new brochure. The Honor Code is based on the principal that responsibility for ethical conduct rests solely with the student. This system depends upon the personal integrity of each student and upon each student's insisting, by the means placed at his or her disposal, that all students abide by the Honor Code.

The Student Administration Board for the Honor Code, composed of representatives from all classes, deals with problems relating to student conduct. The Committee receives information concerning misconduct and breaches of the Honor Code, reviews the information and presents its recommendations to the Faculty Committee on Student Conduct. When appropriate, the Student Committee institutes disciplinary action.

At registration you will receive a booklet which details the provisions of the code. Please read it thoroughly and refer to it frequently. The first year orientation programs will cover relevant aspects of the concept and provide an opportunity for class discussion of your questions relating to the code. You will subsequently elect your two representatives to the Student Administration Board. They will provide you with a channel for communications for matters of concern about the Honor Code.

#### REGISTRATION

Registration for the Fall Term 1978 for the Class of 1982 will be conducted at Barton Hall on Thursday, August 31 between the hours of 8-11:30 A.M. After completing the University registration procedures you will be instructed to come to the Veterinary College table where you will receive further instructions, forms, schedules, etc., necessary for this College's registration.

### ADVISORS AND COUNSELLING

Each new student is assigned to a member of the faculty who will provide a source of personal and professional advice and counsel. At present, faculty advisors are generally affiliated with the same student for four years. This school year, the faculty and administration will be examining the presently employed concept of advising and counselling to determine what, if any, changes are necessary to improve this service.

The requirements for formal faculty advisor - student contact are minimal but it is hoped that both the faculty member and student will seek out each other on a frequent basis. Our concept of counselling should not be crisis-oriented for much can be gained by students who capitalize on the experience and concern of their advisors. Yet, through faculty advisors, the staff of the Office of Student Administration and various Cornell and Ithaca services are ready to deal with personal and professional crisis.

We have initiated a program of senior-freshman sponsors which can be an integral part of enhancing your association with the college. Well over half of the senior class will be involved in this concept of providing counsel and advice to new students. Groups of several first year students will have a senior to turn to for advice, introduction to clinical activities, etc. We hope to introduce you to your sponsor at the new student orientation.

In general, we hope all of the faculty and staff of the college will seek to serve you in making the time with the college as free of stress as possible. If there are stresses which require help for you or your family, to be able to deal with effectively, reach out.....someone will be there.

### ADVANCED CREDITS

Entering students who seek advanced credit for work done elsewhere should consult the professor in charge of the particular course at the college. After being satisfied that the work is equivalent to that in the veterinary curriculum, the professor will provide a written statement of approval granting the advanced credit. The statement will go to the Director of Student Administration who will record the approval in the student's record.

Students who have taken courses which comprise a portion of the Veterinary College core curriculum while registered in other colleges at Cornell will be awarded advanced credit for this work. Annotation of the student's academic record is accomplished by providing documentation of the course and the grade to the Office of Student Administration.

### ATTENDANCE

Regular class attendance is expected in all courses. Unexcused absences do not entitle students to the privilege of making up credits for the work missed. Each professor establishes his own expectations for class attendance of those courses for which he or she is responsible.

Students who have been absent from classes for valid reasons should apply to the Director of Student Administration for official recognition of the absence. These should be given to all instructors at the first class following the period of absence. The University Medical Clinic has the authority to grant medical excuses or leaves. If possible, advance or early notice of uncontrollable absence should be given to the Office of Student Administration or the instructor.

Please do not make plans prior to the approval of an excused absence. Contact the instructor or Office of Student Administration in advance if possible to coordinate the absence before committing yourself elsewhere.

The University faculty has established the following rules for all classes which fall in the two days immediately preceding the following vacation periods during the academic year: 1) No instructor may change the time of classes, except with the specific approval of the Dean of the College, 2) The quantity and quality of the work given during these periods must conform to that given during the remainder of the term, irrespective of class attendance.

#### GRADES

The College policy toward grading may be somewhat different than that which you have experienced elsewhere. On 4/6/78, the College adopted the following Grading Policy:

1. For a given examination, the student may select one of two grading options, the numerical grading option or the S, W, U grading option. The student will select the option by checking a box on the front of the paper or by another similar device.
2. The numerical grading option. Grades will be given using an actual number or percentage. Exams will be corrected and returned with errors and omissions noted, with numerical points indicated where appropriate.
3. The S, W, U option. All grades given on examinations will be reported to the student as Satisfactory, Warning, or Unsatisfactory, with Satisfactory = C- and above, Warning = D-, D, D+, and Unsatisfactory = F. Errors and omissions by students are to be indicated on the examinations but the numerical or letter grade (A - F) is not to be written on the paper.
4. For either option, steps will be taken to ensure the complete confidentiality of the individual student's work and results.
5. Teachers will continue to report the official letter grades (A through F) to the Office of Student Administration as is presently being done.
6. Final semester grades will be available from the Office of Student Administration, if the student wishes to obtain them.
7. Advisors will be furnished with students' course grades as S, W, or U unless the official grades recorded are specifically requested from the Office of Student Administration by the Advisor. Class Teachers Committee will be given the course grades (A - F) and cumulative average.

It is felt that this system will improve the learning environment in the school because you must always strive to understand basic principles, for they, not details, form the basis for lasting knowledge and understanding.

#### ACADEMIC PERFORMANCE GUIDELINES

Because the very basis of your future success in the field of veterinary medicine is dependent not only upon your interest, aptitude, initiative and application, but also upon the satisfactory assimilation of the subject matter, the faculty of the College of Veterinary Medicine has unanimously adopted the following Guidelines for Academic Performance of Veterinary Students:

1. Any student receiving a F or U grade in a required course shall be denied permission to reregister\* in the College of Veterinary Medicine or if in the last semester, shall be denied permission to graduate.
2. Any student receiving four (4) D- to D+ (W) grades in one term shall be denied permission to reregister\* in the College, or in in the last term, shall be denied permission to graduate.
3. Any student receiving three (3) D- to D+ (W) grades in one term may be denied permission to reregister\* or be required to repeat the courses in which he or she obtained marginal grades or be required to repeat the entire term.
4. Any student receiving two (2) D- to D+ (W) grades in one term shall receive a letter of warning from the Secretary of the College. When a student has been warned, it is expected that his or her performance will improve in the subsequent term. If it does not, the individual shall be denied permission to reregister\* in the College. The Director of Student Administration shall notify each Class Teachers Committee of the students who have been warned in the previous term.
5. None of the foregoing in any way compromises the prerogatives of the Faculty which may, under special circumstances, make exception to these guidelines.

\*(Definition: Denied Permission to Reregister. Indicates a student' deficiency, precludes his or her continuation in the College. It does not preclude acceptance by another college at Cornell University and does not preclude the right to apply for readmission to the College.)

The Class Teachers for each semester will meet at the end of the semester to review the academic performance of each class. That review may include a review of problems of attitude as well as demonstrated aptitude. Students requiring official notification of deficiency or concern will be informed as soon as possible after the Class Teachers meeting and necessary counselling meetings will be arranged accordingly.

#### INCOMPLETES

An incomplete is given to a student who is in good standing in a course that has not been completed for reasons acceptable to the instructor. Unless all course

requirements are successfully accomplished within three months of the term in which it was offered, the incomplete will be automatically recorded as an "F".

#### GUIDELINES FOR ELECTIVE COURSES

1. Veterinary students will take elective courses for credit. Students may be allowed permission to audit elective courses by the instructor, but this course work will not appear on the student's transcript and no other recognition will be given.
2. Elective courses may be offered as optional satisfactory-unsatisfactory (S-U) at the discretion of the instructor and the opportunity of this option will be indicated in the College Announcement description of the course.
3. The elective course grades of the veterinary students will appear on their permanent record but will not influence their class rank.
4. Students whose performance is deficient in the core curriculum should be discouraged from taking elective courses in the subsequent semester. Any student who receives a D in a core course shall be regarded as deficient for this purpose.
5. Students may add or drop an elective only during the first three weeks of the semester.

#### SUPPLIES AND BOOKS

No one needs to tell a student that the cost of education has increased far beyond the inflation rate in recent years. Texts and other supplies are major contributors to this escalating expense. At present, you will be able to purchase all necessary education materials through the Cornell Bookstore, off-campus stores or the academic departments. Uniforms are available at the College during registration and subsequently through the Cornell General Service Laundry. (see below)

The Student Chapter of the AVMA is currently exploring the possibility of establishing a student-operated Veterinary College Bookstore to facilitate acquisition and reduce the prices you pay for texts and supplies. There are numerous hurdles which must be cleared prior to the realization of this goal but we hope to eliminate all of these in the coming school year. We will keep you apprised of the progress of the endeavor.

#### UNIFORMS

We believe that not only do clinical uniforms help save wear and tear on your other clothing but their appearance in all classes adds a distinct note of professionalism and esteem to you and the College. You are encouraged to wear these when possible and at all times in the clinic or certain classes. Name tags which we will provide, are encouraged to be worn at all times.

Uniforms will be on sale in the Hagan Room, Schurman Hall on Thursday, August 31st, from 9 am to 5 pm and Friday, September 1st, from 9 am to 5 pm. Thereafter, beginning Tuesday, September 5th, they will be available at the Cornell University General Services Laundry at 120 Maple Avenue (second floor) from 7am to 3 pm, Monday through Friday. Uniforms can be fitted and purchased on a walk-in cash only basis.

A laundry representative will be present at Registration to accept your uniform orders. The approximate costs will be:

\$26.00 per set for green clinic two-piece tunic outfit

\$11.00 per set for coveralls

#### LIBRARY

During the first year you should familiarize yourself with the library's extensive collection of veterinary books and journals. It is one of the best in the country. Develop the habit, when time permits, of consulting the literature on a subject to discover important new facts, which may not be included in the standard textbooks and remember throughout your years of study that the Flower Veterinary Library staff will always be there to assist you in your quest for knowledge.

Tours by the Library staff will be offered in the initial weeks of the Fall semester to acquaint members of the First Year Class with the layout and scope of the facilities.

#### THE FIRST YEAR

##### ANATOMY

The entire class of first year students meets four mornings a week in the Gross Dissection Laboratory. One of the four laboratory periods is preceded by a lecture or demonstration. The lectures consider comparative gross aspects of vertebrate organ systems, the specific anatomy of selected organs, radiographic anatomy, new books and reference materials, and biological principles as they apply to gross anatomy.

In the laboratory, students are assigned to work in pairs, alternating as reader and dissector. This is a cooperative enterprise and each has an obligation not only for his own learning but for that of his partner as well. It is expected that students will attend all laboratory and lecture-demonstration sessions.

Embalmed, arterially injected dogs remain in the laboratory throughout the term and their care is the students' responsibility. This necessitates moistening and wrapping the specimen at the end of each laboratory period. Frozen specimens are provided when necessary. Occasionally, clinical patients are introduced, postmortem specimens are displayed or a preserved demonstration is arranged. Demonstration materials should not be taken out of the laboratory without permission.

The laboratory is open at all times, when the building is open. A professor and graduate assistant are present during the regular laboratory periods to answer questions and supervise the dissection. Protective clothing (greens or coveralls) is required in the laboratory and must be kept clean.

A laboratory manual, "Miller's Guide to the Dissection of the Dog" by Evans and deLahunta, has been designed for the course. The instructions for dissection are specific and take into account the precise time available each week.

Pre-dissected specimens, whole brains, and skeletal materials are prepared yearly to replenish those consumed by normal use. Each student is loaned a set of dog bones for home study.

During the last week of the term, students dissect a bird, a fish, and a laboratory rodent. Mimeographed instructions and drawings have been prepared to facilitate this work.

Equipment Needed:

1. Dissecting Kit
  - 5 1/2" straight scissors
  - 6" scalpel (cartilage knife)
  - 1 flexible probe
  - #3 scalpel handle (Bard-Parker type)
  - #10 scalpel blades (two dozen)
  - 5" mouse-tooth thumb forceps
  - 4" watchmaker's forceps

For home use - Bone Box (Disarticulated Dog Skeleton)  
Loaned by the Department. (Replacement value \$30.00)

2. Clothing

Laboratory coats, or coveralls, or clinical uniforms are required. If you do not have suitable laboratory clothing, it is advisable to purchase the type required later by the clinics.

3. Texts

Required: "Miller's Guide to the Dissection of the Dog"  
Evans and deLahunta

Optional: "Anatomy of the Dog" Miller, Christensen, and Evans; a Medical Dictionary; "Sisson and Grossman's Anatomy of Domestic Animals," Getty 1976; "Outlines of Avian Anatomy", King and McClelland 1975.

In the study of anatomy, the proper apportioning of time is of major importance! Keep the work up to date, do not fall behind. Help your classmates to learn and ask for help when you are unable to understand the material. A weekly self-quiz is given out every Friday.

Examinations. The grade in the course is based on three examinations of equal weight ( 2 prelims and final). Each examination is half practical and half written.

### DEVELOPMENTAL ANATOMY AND HISTOLOGY

Of the fourteen weeks in the Fall term, the first eight weeks are devoted to developmental anatomy, and the last six weeks to histology. There are two laboratories and one lecture per week assigned to the course, but during developmental anatomy many of the laboratory periods will be one hour lectures.

One purpose of the course in developmental anatomy is to provide another dimension to the understanding of the definitive anatomy being studied in the dissection of the dog (Anatomy 501). The course is organized in such a way that the study of various systems coincides with other courses. Another purpose of the course is to provide a foundation for the understanding of the development of malformations. Clinical material demonstrating some of these malformations will be presented. You will repeatedly hear the saying "you can not recognize the abnormal until you know the normal."

Mimeographed lecture notes of the entire course will be provided. There are many textbooks available that cover the subject of developmental anatomy well but do not cover all aspects of the course. You are not required to purchase a textbook.

### VERTEBRATE BIOCHEMISTRY

Vertebrate Biochemistry, which is presented during the first semester, initiates the sequence of courses offered by the Department of Physiology, Biochemistry and Pharmacology. The physiological sciences deal with functions of animals at all levels from molecules to the intact animal. They encompass the attributes which give life to animal structures. Since these attributes arise from physical and chemical processes, the physiological sciences involve the application of physical and chemical principles in order to explain animal functions in health and disease. Through their study, one should develop a fundamental fabric of knowledge about living systems through which the clinical aspects of medicine can be approached in a sound and rational manner.

The biochemistry course consists of three lectures and one discussion period per week. The class is sectionalized for laboratory exercises, which occupy two afternoons in alternate weeks. The course is designed to put into physiologic context the basic principles and techniques of biochemistry, and to amplify topics which are of particular significance to the specialized function of higher animals. Emphasis is placed upon the integration and regulation of metabolism at the cellular and whole body levels.

Biochemistry, Second Edition (preferably second printing) by A. L. Lehninger is the required textbook from which many reading assignments are chosen. A lecture supplement and a laboratory manual are required. These are supplied by the Department at cost. Books to which more selective references are made will be placed on reserve in the library.

### PHYSIOLOGY

An understanding of normal body functions is basic to the prevention or treatment of disease. The course in physiology examines the functions of the various organs and systems. It concentrates on the domestic species that are presently

most important to veterinary medicine in order to define common denominators as well as species variations. It also attempts to discuss major variations in a wider range of species whenever possible. Lectures are organized primarily by systems, e.g. cardiovascular, nervous, respiratory, digestive, etc., although it is sometimes necessary to discuss multiple systems under subjects such as metabolism or acid-base balance. The laboratory is organized to correlate with the lectures.

#### NUTRITION

This course is designed for students who have not previously taken a nutrition course. The functions and sources of nutrients will be presented during the first third of the semester. Feedstuffs will be evaluated and feeding programs for livestock, pet and zoo animals discussed during the last two-thirds of the semester. The textbook is Basic Animal Nutrition and Feeding by D. Church and W. G. Pond.

#### VETERINARY MEDICAL ORIENTATION

One hour per week is devoted to orienting the student to clinical medicine and surgery. Clinical teachers participate in this course in their various specialty areas. The purpose is to acquaint the student to the practice of veterinary medicine in the hospital and to demonstrate the clinical application of the subject matter being taught during the first term in gross and developmental anatomy. Thus you will be made to feel that in your basic science courses, you are not merely assembling facts but are learning principles applicable to living patients. Students are invited and urged to observe patients in the hospital, and practice the clinical procedures of examination that are taught in the course.

A short introduction to the history of veterinary medicine will be followed by a review of the organizational structure of the profession and a discussion of medical ethics. This will be followed by consideration of those aspects of civil and criminal law relating to veterinary medicine including qualification for practice, use of controlled drugs, and animal humane laws. In addition a number of other subjects of interest and importance will be discussed. You are encouraged to offer suggestions regarding those things you would find useful.

#### SCHOLARSHIPS AND FINANCIAL AID FOR VETERINARY STUDENTS

Veterinary students may receive help from a limited number of scholarships throughout the four year course of study. The nature and extent of such assistance is dependent upon scholastic achievements, specific criteria established by each benefactor, and recommendations of the appropriate college semester and application procedures are outlined in posted announcements. Students are notified of committee action during the summer. Scholarship stipends are handled by the University Treasurer, and credited to the students' academic charges.

Other forms of financial assistance are handled by the College Office of Financial Aid. Students who anticipate a need for financial aid, or who wish to compete for those scholarship monies that are awarded on the basis of need, should file a Graduate and Professional Student Financial Aid Service (GAPSFAS) application annually. Application forms are available from the College Financial Aid office, Room C-120, Schurman Hall. Students interested in financial aid or those already

receiving such assistance should make a special effort to remain abreast of all information pertaining to financial assistance options available and respond promptly to requests for the data required to process your application.

The financial aid staff of the college is committed to helping DVM students alleviate unnecessary stress which may stem from financial concerns. Please avail yourself of these services and their support.

#### STUDENT-FACULTY GRIEVANCES

The following is extracted from College Faculty Legislation: "The Student-Faculty Liaison Committee proposes to the faculty that in the event that any grievance arises between a student and an instructor or his or her department, other than an Honor Code violation, this grievance should be handled by the following mechanism:

1. The student and the instructor should resolve the issue, if possible, or
2. The student's (Student-Faculty) Liaison Committee representative should resolve it with the instructor, or if neither (1) or (2) seemed practical or satisfactory,
3. A student member and faculty member of the (Student-Faculty) Liaison Committee could meet informally and attempt to resolve the grievance with the instructor. If this latter procedure does not effect a satisfactory resolution of the problem then,
4. The student's (Student-Faculty) Liaison Committee representative should present the problem to the Liaison Committee as a whole."

#### DRESS AND APPEARANCE STANDARDS

Among other things, a professional is recognized for the skill and expertise he or she offers in their particular vocational area. Your education offers you an irreplaceable basis of knowledge and experience for entering the Veterinary profession. There is, however, much more which causes a professional to be looked upon with respect and admiration. Much of the success a professional enjoys in his dealings with society can be traced to this attitude and the attitudes of society toward him.

Feeling like a professional comes from many exposures. One aspect of professionalism which the College hopes to encourage for its students is a proper concern for their dress and appearance. Although there is no formal college dress code a conscientious effort is made to continually encourage the overall neat appearance of the entire student body. It is felt that the high standards of dress and hygiene developed and reinforced during the preparatory years will be carried on long after graduation reflecting great credit on the individual and the Veterinary profession as a whole.

The ideal is for students, staff and faculty to always present a clean and neat professional appearance. Students are encouraged to wear uniforms and nametags

whenever possible. The wearing of nametags will be increasingly encouraged among staff, faculty and students. Clinical duties will in particular carry an expectation of a high order of appearance and the wearing of an appropriate uniform.

#### SMOKING AND HOUSEKEEPING

Smoking is prohibited in classrooms, laboratories, elevators, animal holding areas, and certain other facilities where the fire hazard is considered to be especially great. This means that lighted cigarettes, cigars, and pipes should not be carried into these areas and that smoking should be done only after leaving the facility and/or buildings. Ashtrays will be provided in rooms where smoking is permitted.

Students are requested not to litter the floors nor fill up cigarette receptacles with items other than cigarettes. The tables in the Research Tower cafeteria should be cleared after use. Carrying food and drinks into classrooms has not thus far been prohibited. You are encouraged not to do so, however, for we have seen skyrocketing maintenance and replacement costs generated from spilled food and drinks. The cooperation of all in keeping our buildings clean and orderly is expected.

Regulations of the College of Veterinary Medicine and University rules prohibit bringing of pet animals into classrooms and buildings or onto other College property. Bicycles should not be brought into the buildings or classrooms. There is a bike rack located between Schurman Hall and the Diagnostic Laboratory.

#### STUDENT MAIL SERVICE

A College mail service for individual and bulk items for DVM students is located in the Research Tower cafeteria. This distribution system is managed by Student Administration and is primarily for intra-college correspondence. The importance of some documents distributed through this method should warrant students making frequent referral to their mail distribution file.

Please note that the difficulty in distributing personal mail addressed to students in care of the College precludes timely delivery of such mail. Students are, therefore, encouraged not to give the College as an address for personal mail.

#### PLACEMENT ACTIVITIES

Your eventual effectiveness and professional satisfaction as a veterinarian will rest, in large, on your ability to find employment in a professional environment suitable to your aspirations. The College is committed to facilitating your efforts to obtain the employment you desire in a potentially shrinking job market.

The Office of Placement Services of the College provides a means for veterinary students and former graduates to find employment after graduation or during enrollment. The service is managed by students under the direction of the Office of Student Administration. Efforts are also made to help veterinary students find appropriate employment to satisfy the animal practice experience requirement necessary for graduation. The office is located next to James Law Audi-

torium. You are encouraged to familiarize yourself with the facility and avail yourself of any assistance the service can offer you.

#### STUDENT CHAPTER OF AMERICAN VETERINARY MEDICAL ASSOCIATION

The Student Chapter of American Veterinary Medical Association was first organized in 1969 under the name "National Conference of Student Chapters of the AVMA". In 1972, the name Student American Veterinary Medical Association (SAVMA) was adopted. Today, SAVMA is made up of ten active national committees dealing with such areas as federal legislation, public relations, minority student affairs, etc. In addition, the organization publishes a monthly newsletter Inter-Vet, which is distributed to over 6,000 student members. These members represent 24 local student chapters (SCAVMA) in the United States and Canada.

At Cornell, the Student Chapter of the American Veterinary Medical Association (SCAVMA) serves to provide input to the national association, as well as to implement its goals, ideas, programs and social events. Some of the events include the annual Open House, picnics, beer blasts, dances, and speaker programs. A representative from each class is chosen to act as a liaison between SCAVMA and his/her classmates. Enthusiastic support and ideas from the student body are welcome at all times.

Annual dues are estimated at \$15.00 and are collected on Registration Day at the College. Membership entitles the student to admission to all SCAVMA activities, joint membership in SAVMA, and a yearly subscription to the Journal of American Veterinary Medical Association. A further privilege awarded by the AVMA to student members in good standing, is free membership for the first year after graduation.

#### FRATERNITIES

There are currently two veterinary fraternities active at the New York State College of Veterinary Medicine: Alpha Psi and Omega Tau Sigma. Although the ideals are much the same as undergraduate fraternities, their purpose is more serious, the companionship closer, the expenses less, and the entertainment about the same. Upper class brothers and sisters and the fraternity files stand ready to aid you in your studies. With respect to expenses, the food, the rooms and the dues are generally less than those of an undergraduate fraternity. Likewise the activities of veterinary fraternities are far less time consuming. They have less frequent meetings and require no pledge duties. All in all, the fact that the overwhelming majority of students each year join fraternities speaks well for the system.

#### AVMA STUDENT AUXILIARY

The Veterinary College is fortunate to have a very active AVMA Student Auxiliary. The purpose of the Auxiliary is to promote a strong understanding of the Veterinary profession among the spouses of the married students and to develop a deeper sense of fellowship between the families which comprise the community of married Vet students. A wide variety of fund raising activities are continuously undertaken to endow such worthwhile projects as the Auxiliary's Student Book Scholarship and the Student Emergency Loan Fund. The organization also holds regularly scheduled monthly meetings at which business, social and community service items grace the agenda.

### AUTOMOBILES

Limited parking capacity within the immediate confines of the College and Cornell regulations, prompt special rules for those DVM and Veterinary Medicine Graduate students using private transportation.

GENERAL. All students bringing cars and motorcycles to Ithaca must register them with the Traffic Bureau, 115 Wait Avenue, (30/31 August and 1/4 September at Lynah Rink). The Traffic Bureau will already have a list of all DVM and Veterinary Graduate students so there will be no need for you to have us verify anything to take to them as in the past. Bicycles also should be registered with the Cornell Division of Public Safety in Barton Hall (take your bicycle with you to register it). Parking permits are required for vehicles parking on campus at a cost of \$20.25. Parking arrangements for students enrolled in veterinary medicine are as follows:

All DVM and VM Graduate Students. The Cornell Traffic Bureau will issue one type sticker for use by DVM and College Graduate Students. This will allow parking only in one of two locations; A) Caldwell Road lot immediately east of the College, B) anywhere in the new lot located west of the present B lot and south of the BTI building.

We are told that there will not be CSB stickers available for anyone this year. Apparently the only commuter student parking will be in the "Kite Hill" area, south of the Alumni Fields.

### CONCLUSION

The College of Veterinary Medicine has a long and impressive list of faculty members whose objective is to instruct, advise, and guide your professional development. You will be treated as a responsible adult, capable of making your own decisions, though help is readily available when it is needed. You will be taught in a manner conducive to reasoning and thinking along lines which will enable you to continue your education after graduation. This is the core of the teaching philosophy of the College.

There are many things which you will need to learn. We hope you will try to make the most of each day of work and study during your four years at the College. While there will be those times when you may question the value of the basic sciences and clinical material you are being required to learn, there have been numerous graduates who have come back to us indicating that beyond question their preparation for becoming a practitioner and veterinary scientist was the best of any of their contemporaries from other schools. The faculty and staff of the College are totally committed to helping make the way clear for you, too, to become the very best in our profession.