

## How to Register for VSC Hands-on Training Workshops

### **VSC HANDS-ON WORKSHOPS**

The Veterinary Service Center (VSC) offers a variety of hands-on workshops covering common procedures used when working with laboratory animals.

### **COURSE FEES**

Course fees apply for all workshops:

<b>Course Title (Course Code)</b>	<b>Fee/Student</b>
Mouse Handling & Basic Techniques Workshop (VSC-0021)	\$70
Rodent Aseptic Surgery Workshop (VSC-0022)	\$70
Rat Handling & Basic Techniques Workshop (VSC-0023)	\$70
Beginning Mouse Handling & Restraint Mini-Workshop (VSC-0024)	\$70
Introduction to Stereotaxic Surgery in Rodents (VSC-0025)	\$75
Mouse Breeding Workshop (VSC-0026)	\$70
Rodent Anesthesia Workshop (VSC-0027)	\$70

Course fees can be paid two ways, which affects how you enroll:

- **Stanford Training Assistance Program (STAP) funds**, for STAP fund-eligible employees (<http://hreap.stanford.edu/stap.html>).
  - Enroll on line in STARS via the Stanford Axxess portal (<https://axess.stanford.edu/>).
- **A valid University account number (PTA)**.
  - Submit a paper registration form to the VSC.

### **HOW TO ENROLL**

A SUNet ID is required to enroll in all workshops. For information about SUNet IDs, see <https://sunetid.stanford.edu/>.

- **Online Registration (ONLY if using STAP funds)**

1. Login to Axxess: <https://axess.stanford.edu>.
2. Click on the **STARS (Training)** tab at the top of the page.
3. In the **Search Catalog** field, type the letters "**VSC**" and click on the **yellow "Search" button**.
4. Click on the **yellow "Continue" button** next to the workshop you want to take. Please note that pre-requisites apply in most cases (see below). If there is a **yellow "Request Learning" button** next to the workshop, no workshops are scheduled. Click the "Request Learning" button to request that a workshop be scheduled.
5. To enroll for a scheduled workshop, click on the **yellow "Enroll" button** next to the session you wish to attend.

- **Paper Registration form (if using a PTA, or combination of a PTA & STAP funds)**

1. Download the [VSC Workshop Registration Form](#) (pdf).
2. Fill it out the form and print it.
3. Obtain your supervisor's signature and the PTA's authorized approver's signature.
4. Fax the form to the VCS office: **650-725-0940** or email it to VSC Training Coordinator [vsc\\_training@lists.stanford.edu](mailto:vsc_training@lists.stanford.edu).
5. Use one form for each course.

**CONFIRMATION**

You should receive enrollment confirmation via email as soon as you enroll. If you do not receive confirmation, please contact the VSC Training Coordinator at [vsc\\_training@lists.stanford.edu](mailto:vsc_training@lists.stanford.edu).

**PREREQUISITES**

All learners must have completed the Animal Care and Use training seminar (VSC-PROG-0001). Learners must have approval from the Administrative Panel on Laboratory Animal Care (APLAC) for the species and procedures being taught (i.e., for workshops involving rats, the APLAC protocol must list rats; for surgical workshops, surgery must be listed in the APLAC protocol as a procedure). For questions regarding prerequisites, contact the VSC Training Coordinator ([vsc\\_training@lists.stanford.edu](mailto:vsc_training@lists.stanford.edu)).

**FOR MORE INFORMATION**

For help using STARS, click the "STARS Help" link in the left margin of any Axxcess Training page. If you encounter any trouble, please submit a HELPSU ticket at <http://helpsu.stanford.edu>.

Please contact the VSC Training Coordinator ([vsc\\_training@lists.stanford.edu](mailto:vsc_training@lists.stanford.edu)) if you have any questions regarding registering for VSC courses. The VSC training web site, <http://vsc.stanford.edu/training/index.html>, provides additional instructions and information.

For information about SUNet IDs, see <https://sunetid.stanford.edu/>.

For more information about STARS, visit <http://stars.stanford.edu>. There are help tools on this web site, including information about training demos, on-line training, quick guides, FAQs, and handbooks.