

Tarrant County College-SE Campus

Dietetics Program Selective Admissions Information Packet

2018–2019

Christina Liew-Newville, MS, RD, LD

Dietetic Technician Program Director/
Coordinator/Assistant Professor of Dietetics
Tarrant County College SE Campus
2100 Southeast Parkway
Arlington, Texas 76018-3144
(817) 515-3187 | Fax 817-515-0761
Christina.liew-newville@tccd.edu

Margaret Hearn, RD, LD

Dietary Manager Program Coordinator
Adjunct Instructor of Dietetics
Tarrant County College Southeast Campus
2100 Southeast Parkway
Arlington, TX 76018-3144
817-515-3317 | Fax 817-515-0761
margaret.hearn@tccd.edu

Lynda Arnold, MS

Career and Technical Education Advisor
Business and Technology Division
Tarrant County College SE Campus
Office: ESEE 2231C
2100 Southeast Parkway | Arlington, TX 76018
817-515-3051 | Fax 817-515-0761
lynda.fox-arnold@tccd.edu

Visit the TCC Dietetics Program website at www.tccd.edu/dietetics

Dietetics Program Selective Admissions Information Packet

Dietetics Program Degree and Certificates

The Dietetics Program offers an AAS degree in Dietetic Technician and four certificates. Open admissions programs do not require program application. Special admissions program requires applicants to submit all application materials by the indicated deadlines.

OPEN ADMISSIONS PROGRAMS *(No application is required)*

The following certificates are open admissions programs. Students may enroll into any open admissions program without going through an application process.

- Healthy Meal Planning Occupational Skills Award (9 credits)
- Nutrition Specialist I Certificate (16 credits)
- Food and Nutrition Coach Certificate (43 Credits)

SPECIAL ADMISSIONS PROGRAMS *(Application required)*

Dietetics Special Admissions Programs Application Deadlines:

Fall Admission: May 1st

Spring Admission: December 1st

Certificate in Dietary Manager and Associate Applied Science Degree in Dietetic Technician are **special admissions** programs. Students who wish to pursue the degree or certificate must meet the following requirements to apply.

Students who are interested in the dietetics program should review this entire information packet and the Dietetics Program website at www.tccd.edu/dietetics. Students are strongly encouraged to meet with Technical Advisor or respective Program Director prior to applying to the program. The contact information for the respective individuals is listed on the front cover of this packet. The program application is available online at <https://tccdforms.tccd.edu/Forms/DieteticProgramApp>.

Dietetics Program Selective Admissions Information Packet

SPECIAL ADMISSIONS PROGRAMS

CERTIFICATE IN DIETARY MANAGER

(Application is required for admission to this program)

First Year *First Semester*

Rubric	Course Number	Course Title	Semester Hours
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1370	Principles of Food Prep; or CHEF 1301	3
CHEF	1205	Sanitation and Safety*; or BIOL 2420	2

First Year *Second Semester*

DITA	1300	Dietary Manager I	3
DITA	1301	Dietary Manager II	3
IFWA	2446	Quantity Procedures	4

Second Year *First Semester*

FDNS	1168	Practicum: Dietetics/Dietitian (Capstone)	1
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Total Semester Hours	20
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***Students who hold a valid ServSafe Manager Certificate may petition for Credits by experience/exam.**

Admission Criteria

- Have a TCC Student Identification Number
- Be TSI Compliant

Program requirements

Students who are TSI compliant and submitted a Dietetics Program Application will be accepted into the Dietary Manager program. Students who completed the certificate are eligible to sit for the national Certified Dietary Manager (CDM) credentialing examination.

- Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, provide proof of CPR for healthcare provider and ServSafe Manager Certification, and hold a valid Texas driver license prior to starting practicum rotation.
- **Students not enrolled in dietetic courses for two consecutive semesters will be removed from the program.**
- **Students must complete all courses with a “C” or better.**

How Do I Apply

If you meet the admission criteria, submit the Dietetics Program Application Packet.

***TCC Dietetics Dietary Manager Program is an Approved Program by
Association of Nutrition and Foodservice Professionals***

Dietetics Program Selective Admissions Information Packet

AAS DEGREE IN DIETETIC TECHNICIAN (Application is required for admission to this program)

*** Prerequisite Courses**

FDNS 1103 Introduction to Dietetics 1 Semester Hour
HECO 1322 Nutrition and Diet Therapy 3 Semester Hours

First Year *First Semester*

Rubric	Course Number	Course Title	Semester Hours
FDNS	1370	Principles of Food Prep	3
CHEF	1205	Sanitation and Safety; or BIOL 2420	2
DITA	1300	Dietary Manager I	3
DITA	1301	Dietary Manager II	3
FDNS	1371	Child Nutrition and Programs	3

First Year *Second Semester*

FDNS	1309	Nutrition in Community	3
FNDS	1346	Medical Nutrition Therapy II	3
IFWA	2446	Quantity Procedures	4
FDNS	1168	Practicum: Dietetics/Dietitian	1
BIOL	2401	Anatomy and Physiology I	4

Summer

SPCH		1311, 1315, or 1321	3
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Second Year *First Semester*

FDNS	1341	Nutrition in Life Cycle	3
FDNS	1447	Medical Nutrition Therapy III	4
ENGL	1301	English Composition I	3
BIOL	2402	Anatomy and Physiology II	4
FDNS	2168	Practicum: Dietetics/Dietitian	1

Second Year *Second Semester*

FDNS	2400	Food Management Systems	4
FDNS	1192	Special Topics in Foods, Nutrition and Wellness Study, General	1
FDNS	2169	Practicum: Dietetics/Dietitian (Capstone)	1
PSYC	2301	Introduction to Psychology or SOCI 1301	3
Total Semester Hours			60

* Student must complete the Prerequisite Courses with a 'B' or better.

See DT Program handbook or www.tccd.edu/dietetics for additional information.

Dietetics Program Selective Admissions Information Packet

Admission Criteria for AAS Degree in Dietetic Technician

- Have a TCC Student Identification Number
- Be TSI Compliant
- Completed a minimum of 12 college credits (including the following two prerequisite dietetic courses) by the end of the semester.
 - FDNS 1103 Introduction to Dietetics (1 Credit Hours)
 - HECO 1322 Nutrition and Diet Therapy (3 Credit Hours)

FDNS 1103 and HECO 1322 must be completed with a “B” or better within the last five years from the starting semester. Additional 8 college credits must be completed within the last 5 years with a C or better.

Students enrolled in FDNS 1103 and HECO 1322 may apply to the Dietetic Technician program prior to course completion. However, students will not be admitted to the program until the course grade is published on student’s transcript.

Program Completion Requirements

- All DITA, FDNS, HECO and IFWA courses with a “C” or better to graduate from the Dietetic Technician Program.
- FDNS 1346 and FDNS 1447 must be completed within five years from graduation.
- All students must complete a minimum of 450 supervised practice hours (over three practicum courses) and receive satisfactory practicum evaluation to complete the DT program.
- **Students not enrolled in dietetics courses for two consecutive semesters will be removed from the program.**
- Students who met **all verification requirements** will be eligible to sit for the national DTR (Dietetic Technician, Registered) credentialing examination.

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, provide proof of CPR for healthcare provider and ServSafe Manager Certification, and hold a valid Texas driver license prior to starting practicum rotation.

Students interested in applying to the Dietetic Technician Program may also register for the following courses prior to being accepted into the Dietetic Technician Program.

FDNS 1103 Introduction to Dietetics
HECO 1322 Nutrition and Diet Therapy
FDNS 1370 Principles of Food Prep
FDNS 1371 Child Nutrition and Programs
CHEF 1205 Sanitation and Safety
or any of the required general classes.

***TCC Dietetic Technician Program is accredited by
Accreditation Council for Education in Nutrition and Dietetics (ACEND).***

Dietetics Program Selective Admissions Information Packet

Acknowledgement of Requirements

Please read the following items carefully. You are required to accept the following requirements as part of the application process.

1. ____ I have applied to Tarrant County College through a TCC campus registrar, or online at www.tccd.edu/Admissions/Apply.html.
2. ____ I have **read the entire 'Dietetics Program Selective Admissions Information Packet'**.
3. ____ I acknowledge that I will meet all TSI requirements for Mathematics, Reading and Writing prior to admission.
4. ____ I acknowledge that I am required to meet Dietetics Program immunization requirements prior to petitioning for practicum. I acknowledge that I will not be allowed to start practicum without meeting these immunization requirements.
5. ____ I acknowledge that I am required to pass a Drug Screening and Criminal Background Check within 30 days prior to starting of each practicum or anytime thereafter at the request of the instructor/preceptor. If I fail either of these protocols, I acknowledge that I will be dismissed from the program.
6. ____ I acknowledge that I am able to meet the physical requirements in this program. Inability to meet the physical requirements may affect my practicum placement and performance evaluation. These physical requirements may include, but are not limited to:
 - personal transport (which may include stair climbing)
 - standing, walking and/or sitting for long periods of time
 - bending and stretching
 - lifting heavy objects (up to 25 lbs.- 35 lbs.), carrying materials
 - pushing equipment
 - handling sharp equipment or utensils
 - handling hot items
 - vision, hearing, speech and manual dexterity appropriate for responsibilities
7. ____ I acknowledge that I am required to submit CPR for healthcare providers with practicum petition request.
8. ____ I acknowledge that I have a valid Texas Driver license and a vehicle insurance prior to starting practicum rotation.
9. ____ I acknowledge that I will be required to complete a practicum course (150 hours) for Dietary Manager Program or three practicum courses for Dietetic Technician Program over three semesters (150 hours each) on Wednesday and Friday.
10. ____ I acknowledge that I have reviewed the policies outlined in the Dietetics Program Student Handbook 2017 version. I agree to abide by all applicable policies of the College and of the Dietetic Technician Program.

For Dietetic Technician Program applicants, please complete the following questions:

11. ____ I am currently enrolled or have completed the prerequisite dietetics courses, FDNS 1103 Introduction to Dietetics and HECO 1322 Nutrition and Diet Therapy, with a 'B' better within the last five years.
12. ____ I verify that I will have completed a minimum of 12 college credits by the end of this semester (and within the last five years). If any of the 12 college credits are obtained from another institution, the credits have been transferred to TCC.
 - If the credits have not been transferred in to meet the minimum requirements, please enclosed a **sealed official transcript** from the college with the application. (If you have 12 credits completed at TCC, transcript is not required)
 - If you are planning to submit an international (out of the U.S.) transcript, first contact the TCC International Admissions Office at 817-515-5232 to schedule an appointment. Start this process at least eight (8) weeks before the deadline date

Dietetics Program Selective Admissions Information Packet

Application Process

1. Effective October 15, 2018, the Dietetics Program Application is available online at <https://tccdforms.tccd.edu/Forms/DieteticProgramApp>.
2. Please read carefully and complete all fields.
3. The application may be saved as draft. You will receive an email with a link for you to return to your draft. Once you submitted the application, you cannot edit your application.
4. If your application is incomplete, you will receive an email to resubmit a new application.
5. The Admission Review Committee will review the completed application and notify all applicants of their application status.
6. If your semester grades for the prerequisites are pending, you will be notified after grades are published on your transcripts.
7. When you receive the program offering email, you are required to reply to the email by selecting “Accept” or “Decline” program offering by the deadline given.
8. If you do not respond to the program offering by the deadline, your application will be considered “Withdrawn”.
9. Students who are not accepted into the program are encouraged to reapply after they meet the admission criteria.
10. Selection for the Dietetic Technician and Dietary Manager Program is based on students meeting the admission criteria. The applicant scores will be used to select applicants if the number of qualified applicants exceed the number of seats available. The selection committee does not consider developmental coursework, whether the applicant has previously applied or been on another program’s alternate list.
11. Applicants are not screened on the basis of race, color, religion, sex, age, national origin, veteran status, disability, or marital status. Letters of reference and interviews are also not used in the selection process.

Dietetics Program Selective Admissions Information Packet

Applicant Score

Applicant Score is based on GPA of Dietetics courses and bonus point. There is no minimum GPA requirement.

Bonus points are assigned based on the following criteria.

- Work or voluntary experience in the field of dietetics and healthcare within the last seven years (Only verified experience within the last 7 years will be awarded bonus points.)
- Prior Associate, Bachelor or Graduate's degree (Official Transcript required)
- Final Grade in Dietetics and Anatomy & Physiology Courses within last 5 years (official transcript required)

Applicant Score = Grade Point Average of Dietetics Courses completed within the last five years+ bonus points

Bonus Points Scale

Only verifiable experience within the last 7 years will be awarded bonus points.

Bonus Points	Hours worked as DT/Nutrition Educator /Nutrition Counselor/ Food Service Management	Others hours worked in field of dietetics (Example: Food service experience or dietary aid/clerk)	Hours worked in other allied health field	Hours volunteered in Dietetics	Hours volunteered in allied health care field
0.1		80-499	80-499	40-199	200+
0.2	80-499	500-999	500-999	200+	500+
0.3	500-999	1000 -1499	1000 -1499		
0.4	1000 -1499	1500-1999	1500-1999		
0.5	1500-1999	2000+	2000+		
1.0	2000+				

*Only verified experience will be counted towards the bonus points, see Experience Documentation Form

Bonus Points	Highest Degree Completed	Bonus Points	Final Grade for A & P	Bonus Points	Final Grade for Each Dietetics Course
0.1	Associate Degree	0.3	A	0.2	A
0.3	Bachelor Degree	0.2	B	0.1	B
0.5	Master or Higher	0.1	C		

* Official transcript is required.

**Dietetics Program
Selective Admissions Information Packet
Dietetics/Healthcare Experience Documentation Form**

Colleague ID: _____

Student Name: _____

This experience documentation form is optional. It is only required if you would like the Selection Committee to consider your previous work or voluntary experience in dietetics/healthcare field. Documented dietetics/healthcare experience may qualify you for bonus point for admission to the Dietetics program. **You do not need to complete this form if you do not want any bonus point for your previous work/voluntary experience.**

Applicant, please complete the top part of this form and give the form to your employer for completion.

Please make additional copies of this form if you have more than one employer. Submit one form for each company. Please submit all experience documentation forms with your application.

Form submitted separately will not be considered as part of your application packet.

The following information must be completed by the applicant's supervisor or company's HR department.

Job Title of applicant:	
Company/Agency Name:	
Number of hours per week worked/Volunteered:	
Total Number of weeks worked in the stated position:	
Was the position Paid or Unpaid (Volunteer) ?	

Information of person completing this form

Print Name	Title and Credentials
Signature and Date	Company Name & Contact Information

Dietetics Program Selective Admissions Information Packet

OPEN ADMISSION PROGRAMS (Application is not required for these certificates)

The following certificates may be completed individually or as part of your study for the Dietetic Technician Program. These certificates are stackable. Courses completed in one certificate will apply toward the next level certificate.

Healthy Meal Planning

Occupational Skills Award

First Year *First Semester*

Rubric	Course Number	Course Title	Semester Hours
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1370	Principles of Food Prep	3

First Year *Second Semester*

Nutrition Electives		DITA 1300* or FNDS 1371 or FDNS 1309	3
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Total Semester Hours	9
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*Prerequisite for DITA 1300 is HECO 1322

+Application is NOT required for this certificate.

Nutrition Specialist I

Certificate of Completion

First Year *First Semester*

Rubric	Course Number	Course Title	Semester Hours
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1370	Principles of Food Prep	3

First Year *Second Semester*

DITA	1300	Dietary Manager I* (Capstone)	3
Nutrition Electives		FNDS 1309, 1371, 1341, or 1346	6

Total Semester Hours	16
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*Prerequisite for DITA 1300 is HECO 1322

+Application is NOT required for this certificate.

Dietetics Program Selective Admissions Information Packet

Certificate in Food & Nutrition Coach

Certificate of Completion

First Year

First Semester

Rubric	Course Number	Course Title	Semester Hours
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1370	Principles of Food Prep	3
CHEF	1205	Safety and Sanitation; or BIOL 2420	2
FDNS	1371	Child Nutrition and Programs	3

Second Semester

DITA	1300	Dietary Manager I (Medical Nutrition Therapy I)	3
DITA	1301	Dietary Manager II	3
IFWA	2446	Quantity Procedures	4
FDNS	1309	Nutrition in Community	3

Summer

SPCH		1311, 1315, or 1321	3
PHED	1164	Introduction to Physical Fitness and Sport	1

Second Year

First Semester

FDNS	1341	Nutrition in Life Cycle	3
FDNS	1346	Medical Nutrition Therapy II	3
PSYCH	2301	Introduction to Psych or SOCI 1301	3
BIOL	2401	Anatomy and Physiology	4
FDNS	1168 or 2168	Practicum* (Capstone)	1

Total Semester Hours	43
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* Students enrolled in the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, provide proof of CPR for healthcare provider and ServSafe Manager Certification, and hold a valid Texas driver license prior to starting practicum rotation. See Additional Requirements at www.tccd.edu/dietetics.

** Students must be TSI Compliant prior to completion of certificate.

+ Application is NOT required for this certificate.