**APPLICATION INSTRUCTIONS FOR COORDINATED PROGRAM IN DIETETICS**

**DEPARTMENT OF HUMAN NUTRITION AND HOSPITALITY MANAGEMENT**

**COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES**

**THE UNIVERSITY OF ALABAMA**

 To be considered for admission into the Coordinated Program in Dietetics, each applicant must submit the completed application packet by the deadline set by the Program Director (PD) No late applications will be considered. The completed packet may be submitted to the PD of the Coordinated Program in Dietetics or mailed to:

 Lori F. Greene, MS, RD, CSSD, LD email: lgreene@ches.ua.edu

 423 Russell Hall Telephone (205) 348-4710

 Box 870311

 Tuscaloosa, AL 35487-0158

**THE COORDINATED PROGRAM IN DIETETICS**

 The Coordinated Program in Dietetics (CP), accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), is a concentrated program of study which includes both classroom courses and supervised practice experiences in healthcare facilities.

**TIME COMMITMENT IN THE COORDINATED PROGRAM**

The junior and senior years require more time on the student's part than normally would be encountered in a traditional college program. The student needs to maintain flexibility in time scheduling, as some seminars, lectures, and other meetings of special interest may not be identified until after the beginning of a semester. In the senior block, students will attend class in a configuration to be determined and they will be assigned to specific facilities the remaining hours in the week. The majority of these facilities will be located in Tuscaloosa, Birmingham, and surrounding communities. Students admitted to the CP should expect a 40-hour week in the fall and spring semesters of the senior year. The time is divided between supervised practice experiences and class attendance.

**CRITERIA FOR ADMISSION**

 Admission into the CPD is limited, and priority consideration is given to students actively enrolled in the Food & Nutrition major at the University of Alabama. Applications will be reviewed and recommended by the Admissions Committee, Department of Human Nutrition and Hospitality Management. Final acceptance of those applying from without the University of Alabama is contingent upon current enrollment or acceptance for admission to The University of Alabama.

**Academic Record**

**Minimum Criteria for Admission include:**

• Have completed a minimum of 60 semester hours including NHM 101, 195, 201, 253; CH 104 and 105; BSC 215 and 216. NHM 195 and 253 can be in progress.

• Maintain an overall GPA of 3.0 or higher.

• Earn a grade of B- or higher in: “NHM designated” courses (or equivalent).

• Earn a grade of C- or higher in: CH 104 and 105; BSC 215 and 216 (or equivalent).

Once accepted, additional grade requirements are specified under the requirements for continuing in the program.

**Sequence A:** Those students eligible for Sequence A are those who are currently enrolled in or have completed NHM 361, NHM 363, NHM 395, NHM 442, NHM 372 or their equivalents. At this level, additional academic admission criteria include those requirements described on the form entitled, “Requirements for Continuance in the Coordinated Program in Dietetics.”

**Sequence B:** Those students eligible for Sequence B are those who are currently enrolled in or have completed NHM 362, NHM 365, NHM 373, NHM 374, NHM 395, NHM 441 or their equivalents. At this level, additional academic admission criteria include those requirements described on the form entitled, “Requirements for Continuance in the Coordinated Program in Dietetics.”

**Admission Exam**

A test covering information related to prerequisite courses as stated above is part of the admission process. Questions from the courses NHM 101, 195, 201, and 253 will be included on the test. Scores will be ranked and weighed heavily in consideration with grades and other requirements. Please see the Program Director for the date of the admission exam.

**Other Criteria**

Each applicant must submit the following: 1) a cover page, 2) completed application form, 3) a formal, typed letter of application, 4) a resume, 5) the self-evaluation form, 6) evaluation forms from 2 references, 7) printed Degree Works program plan signed by your advisor, 8) ALL official transcripts of all college courses taken (including UA), acknowledgement form for Coordinated Program fee, and 9) proof or copy of CPR card. Transfer students from other colleges, should also include a copy of courses officially accepted for transfer to the College of Human Environmental Sciences. Sealed official transcripts should be included in the application packet. \*Please note: the admissions committee also considers applicants’ class attendance and professionalism as criteria for program admission.

**Admission Decision**

Notification of the decisions of the Admissions Committee will be made by email. The decision will be either 1) acceptance, or 2) non-acceptance. Upon receipt of an email offering acceptance status, the applicant must respond in writing by email to the offer by the specified date in the e-mail.

**ADDITIONAL INFORMATION CONCERNING THE CPD**

Students accepted into CP must be enrolled in the Department of Human Nutrition and Hospitality Management prior to beginning the program. Students will be assigned to different facilities in varying geographic locations. Consequently, students are responsible for their own transportation at all times to the assigned facilities. In the senior block, travel could be extensive, up to four days per week. Travel is dependent upon where the student is assigned. If possible, students living in Birmingham will be assigned rotations in the Birmingham area. Students living in Tuscaloosa typically will be assigned two to four 4 - 5 week rotations in the Birmingham area during the fall and spring semesters of their senior year. They may be assigned to more than one or all rotations in the Birmingham area during the entire program.

In the spring term of the senior year, students in the Coordinated Program will complete a rotation in long-term care and a culminating project with a research faculty member or a community partner. The long-term care facilities and community partners may be located in Tuscaloosa, Northport, Birmingham, or surrounding areas.

Students who are admitted to the program must complete certain vaccinations (Hepatitis B, flu), annual TB skin test results (or chest x-ray), must have a background check, complete HIPPA and IRB training, and are required to carry their own health and automobile insurance. Documentation of health insurance and automobile insurance are required of those accepted into the program. Students will complete all health requirements and a background check upon admission into the Coordinated Program and this information will be housed with a third party where your facility can verify your information upon request.

In the event of an accident, the student will receive emergency treatment on site or at the nearest healthcare facility, but the student is responsible for payment of any charges incurred.

To be retained in the program, each applicant must maintain the minimum grade requirements for the courses identified on the “Requirements for Admission to and Continuance in the Coordinated Program.”

**APPLICATION CHECKLIST**

To ensure a successful application, submission of a complete application packet is necessary. Please use the checklist below to ensure all parts of the packet have been submitted. Please submit all documents in a manila envelope with your first and last name on the outside of the envelope.

🞏 Cover page

🞏 Completed “Application for Admission” form.

🞏 Formal letter of application. This letter should be typed in a business format, addressed to the Admissions Committee, and should describe your interest in dietetics, your reasons for applying to this program, and your qualifications.

🞏 Resume

🞏 Official transcripts from **ALL** colleges and universities attended. This includes an official transcript from The University of Alabama. If they will not send them directly to you to include in your application packet, please send them to the address below.

 Lori Greene

 423 Russell Hall

 University of Alabama

 Box 870311

 Tuscaloosa, AL 35487

🞏 Self-evaluation form

🞏 Evaluation forms from two (2) references. Provide each individual with a reference form (provided in the packet). References should be from outside the department of Human Nutrition & Hospitality Management, and should be able to testify to your character, intellectual ability, and interest in the dietetics profession. Ideas for references may include an employer or other business contact, a high school teacher or college faculty member from whom you have taken at least one course, director of a service where you may have volunteered, etc. It is not recommended that a family friend write a reference. These reference forms should be enclosed in sealed envelopes and included in the application packet. It is your responsibility to check with your references before the deadline to ensure they have completed and mailed the forms to you.

🞏 Completed Degree Works program plan signed by your advisor.

🞏 Signed “Requirements for Admission to and Continuance in the Coordinated Program in Dietetics” form

🞏 Signed “Acknowledgement form for admission fee” form

🞏 Proof/copy of CPR certification or card