



The University of Alabama
Department of Human
Nutrition and Hospitality
Management

Didactic Program in Dietetics (DPD)

About the Program..... 2

 If I already have a bachelor’s degree in another discipline, do I have to take my general education classes again?..... 2

 Do you evaluate transcripts before admission? 2

 Are there a maximum number of credit hours that can be transferred and accepted?..... 3

 How long does it take to complete a major in Food & Nutrition? 3

 Are all courses for the Food and Nutrition major offered by distance?..... 5

 Can I take my science prerequisites at my community college or another university and take classes at UA the same time? 5

 Are there online courses that will require additional on-site practical experiences?..... 6

 What is the structure of your distance classes? 7

 How are exams administered? 7

 Can I complete the program or courses if I’m living outside the U.S? 8

 Will I have an advisor? 8

Applying to the program..... 8

 Are there different program types? 8

 When is the application deadline? 9

 When does the program begin? 9

How do I apply to the program?.....	9
What if I am an International Student?	10
What do I need to do if I have transcripts from a foreign institution/university/college?	10
Who do I contact if I have further questions about the admission process?	10
Becoming a Registered Dietitian	11
What is the process of becoming a Registered Dietitian?.....	11
What is a DPD Program?.....	11
What is a Verification Statement?.....	12
What is the difference between a food and nutrition major with or without a Verification Statement?	13
When and how do I apply for admission into the Didactic Program in Dietetics (DPD)?.....	Error!
Bookmark not defined.	
Are dietetic internships very competitive?.....	13
Cost of the Program	13
Technology	13
What Systems Requirements are necessary for online courses?.....	14
Is there any assistance with BlackBoard Learn?	14
Registering for Classes	15
How do I register for Classes?	15

About the Program

If I already have a bachelor’s degree in another discipline, do I have to take my general education classes again?

If you already have a Bachelor’s degree you only need to take our major DPD classes, which is 76 hours of coursework. If you would like to receive a second degree in Food and Nutrition you need to take the 76 hours of coursework plus HES 103 in order to graduate with a second degree.

Do you evaluate transcripts before admission?

You can visit our Registrar’s website to see which prior courses may transfer using the [Course Equivalency Tables](#). This tool will tell you the UA equivalency for undergraduate courses taken at another institution. If a course has 197 or 397 by the course suffix that means it will not transfer as a major course here at the University of Alabama but only as an elective. If a course is not listed on this

website then it has never been transferred here to The University of Alabama. You may request that a course be evaluated by submitting the course syllabus from when you took the class to registrar@ua.edu.

Click here for the [Course Equivalency Tables](#). Follow the directions below to determine if certain courses will transfer to The University of Alabama:

- Click submit
- Select the state where the course was taken
- Select the college/university where the course was taken
- A table will appear showing how the courses will transfer to The University of Alabama. The information on the left hand side is the college/university where the course was taken and the information on the right hand side indicates the transfer equivalency at The University of Alabama

Are there a maximum number of credit hours that can be transferred and accepted?

The University will only accept a maximum of 60 transfer credit hours from a 2-year institution (junior/community college) towards a degree. There is no limit on the number of hours that can be transferred from a 4-year institution. However, to earn a B.S. degree from the university, you must complete a minimum of 30 hours from The University of Alabama.

Furthermore, no transfer credit will be given for our *Capstone* courses. The *Capstone* courses are NHM 340, 465, and 475 and must be completed at The University of Alabama. The *Capstone* courses are designed and intended to be the culminating courses for the didactic program. *Capstone* courses typically require students to apply material learned in previous courses. Exams in the *Capstone* courses are comprehensive and may include material from previous courses (see below).

Capstone Courses May include material from the following didactic program courses

NHM 340	NHM 101, 201, 395
NHM 465	NHM 101, 201, 361, 363, 362, 365, 441, 442
NHM 475	NHM 101, 253, 372, 373, 374

Course curriculum checklist

Please click this link for the [Course Checklist](#). Some courses may require additional fees or material to purchase.

How long does it take to complete a major in Food & Nutrition?

This will vary from student to student, and depends on:

(a) **Course load** - Some of our students have a full-time job and some are full-time students. We have

some students who take only 1 course per semester and some that take a full-time load which is 12 credit hours a semester.

A good rule of thumb for hours needed to study for coursework:

- 3 hour credit courses= 9-12 hours of studying/week
- Science courses= 12 hours of studying/week
- 300-400 level nutrition courses= 12-15 hours of studying/week

(b) ***The availability of courses*** – not all courses are available each semester. Your advisor can assist you with planning your schedule. 300 and 400 level courses have prerequisites that must be completed prior to enrolling in the upper level courses. Therefore, completing the prerequisites will also influence how quickly you can complete the program.

(c) ***The enrollment capacity in each course*** – To ensure quality and integrity in each course, the courses have a maximum enrollment capacity. **The capacity level for each course is different and is based on the course content. To get a virtual seat, register for classes as early as possible.**

There is no time limit on the amount of time you have to complete our major or didactic program; however *students are strongly encouraged to complete all the requirements within five years from the program admission date*. The reason for this is that some internship programs have a “Recency” requirement.

What is a “Recency” requirement?

Since nutrition information changes so quickly, The University of Alabama and most internships have a recency requirement. This means that The University of Alabama will not accept nutrition courses for transfer that were taken 5 years prior to the admission application date. Recency requirements for most internships are also 5 years, and they will not accept nutrition courses taken more than 5 years before the internship program start date. You should check with each dietetic internship you are applying to in order to verify their specific recency requirements.

What is the difference between a food and nutrition major with or without a Verification Statement?

When you apply for admissions to The University of Alabama, you are designated as a “Food and Nutrition” major. If you successfully complete all the degree program requirements as stated in the [program catalog](#), you will be awarded a B.S. degree in Food and Nutrition only upon graduation.

Additionally, if you meet the DPD Verification Statement requirements, then you can graduate with a degree in Food and Nutrition and be eligible to receive a DPD Verification Statement.

Are all courses for the Food and Nutrition major offered by distance?

All courses are offered online except for 20 hours of sciences that are required for our major. These 20 hours of sciences include Introductory Chemistry (CH 104), Organic Chemistry (CH 105), Anatomy and Physiology 1 and 2 (BSC 215 and BSC 216), and Microbiology (BSC 242). Each of these courses must have a 3 hour lecture with a 1 hour lab.

**In parenthesis is The University of Alabama's equivalency*

We recommend that you take these courses at a local community college or university near you prior to enrolling in the Food and Nutrition Program. Upon completion of these courses, you must request that an official copy of the transcript be sent to the Registrar's Office.

To determine if your local school has classes that will transfer to The University of Alabama check the [Transfer Equivalency Table](#) to verify that the course will transfer to UA.

**** Disclaimer: In the past these institution have offered courses equivalent to the UA science classes listed below. However, this is subject to change as these institutions may change course offerings and course content. ****

Other *accredited* institutions which offer some online options for these courses are:

- 1.) [Oregon State University](#) (CH 101, 104, 105; BSC 215, 216, 242)
- 2.) [Barton Community College](#), Kansas (CH 104, 105; BSC 215, 216, 242)
- 3.) [Central Arizona College](#) (CH 104; BSC 215, 216, 242)
- 4.) [Weber State](#), Utah (CH 104, 105; BSC 215, 216)
- 5.) [Rio Salado Community College, Arizona](#) (CH 104, BSC 215, 216, 242)

Can I take my science prerequisites at my community college or another university and take classes at UA the same time?

The Food & Nutrition program prefers that students have completed at least 20 semester hours of science courses (Introductory Chemistry, Organic Chemistry, Human Anatomy and Physiology 1 & 2, and Microbiology) prior to admission to the program because the science courses are prerequisites for most of the nutrition courses. Please note a grade of C or higher is required for the science courses.

Are there online courses that will require additional on-site practical experiences?

Yes. The courses listed below require that you obtain some additional practical experiences as part of the course. These experiences range in duration and objectives. The course instructor will provide additional information on the objectives and expectations of each course upon enrollment in the class. However, they are briefly described below:

NHM 363 Applied Nutrition:

This course requires a variety of “hands-on” learning experiences, which must be supervised by a Registered Dietitian who has a current registration status with Commission on Dietetic Registration (credentialing body of the Academy of Nutrition and Dietetics). **Please identify and make arrangements a semester before you take this course for an R.D. in your area to work with you.** The dietitian will need to supervise a variety of skills, which you will develop during this course, and will evaluate your performance of the skills. The preceptor will assess the following skills 1) obtaining a diet history and recall and 2) taking anthropometric measurements.

Requirements:

1. **Preceptor:** Must be a Registered Dietitian (RD)
2. **Facility type:** Any (i.e., hospitals, long-term care, private practice, etc).
3. **Length:** varies (must demonstrate competency in skills required)

NHM 374 Quantity Food Production:

The lab portion of the course is to be completed at a foodservice operation chosen by the student. All students are responsible for locating a foodservice facility in which to complete a sixty-hour laboratory experience. The guidelines and lab objectives for completing the labs will be available and reviewed in detail when you enroll in the class.

The lecture portion of the course is organized into nine learning modules. The first half of the class will be The TAP Series Cooking Basics, an online self-study program that students must purchase in order to complete the assignments. The second half of the class will consist of short PowerPoint presentations and worksheets covering topics in the *Food for Fifty* textbook. There is a project due at the end of the course that will incorporate the learning objectives of the course.

Requirements:

1. **Preceptor:** Facility manager
2. **Facility type:** school, hospital, or nursing home preferred. Facility must serve at least 100 guests per meal.
3. **Length:** minimum 60 hours

NHM 441 Nutrition Education:

The *Nutrition Education Workshop Assignment* is a large, ongoing assignment for the course. As a nutrition student who wants to become a registered dietitian, you need to be able to create nutrition education handouts and present nutrition education materials in an organized fashion. In addition, you need to be able to adapt education material to fit the needs of a specific audience. Students are

responsible for finding an audience in the local community, formulating a lesson plan, developing educational materials, and presenting the workshop to a community group.

Requirements:

1. **Facility type:** Any (i.e., child’s school, daycare center, **or** a group that meets regularly at your church, worksite, or in your community).
2. **Length:** 15 minute presentation (must videotape workshop presentation)

NHM 491 Self-directed Independent Professional Study:

This course is an individual professional study in management, clinical, community dietetics, or in an area related to the field of food and nutrition. Requires a minimum of 160 clock hours spent under the supervision of a Registered Dietitian in a facility chosen by the student. Students must identify a minimum of 5 objectives to complete during the professional study. Writing proficiency is required for a passing grade in this course.

Requirements:

1. **Preceptor:** Must be a Registered Dietitian (RD)
2. **Facility type:** Any (Based on interest of student, i.e., hospital, long-term care, private practice, wellness, foodservice, diabetes, public health, etc.).
3. **Length:** minimum of 160 hours

What is the structure of your distance classes?

All of our nutrition and general education classes are offered online. Most of our classes are structured just like our on-campus courses in that you have an assignment, discussion, quiz, or exam due every 1-2 week(s). Our distance classes do not have a certain time that they meet, so you can go online at any time during the week to complete an assignment, watch a professor’s lecture, etc. For each course, like campus classes, all assignments and exams have set due dates and late work is not accepted or tolerated. **Look at your *Course Schedule and Syllabus* for additional information and to determine completion and due dates.**

How are exams administered?

All exams and quizzes are administered online and most exams require that you arrange for a proctor. While all the course material is delivered to you online, many of your courses will require that you have a proctor who will be responsible for facilitating quizzes and exams. Some proctors may require a fee for their services while others may provide proctoring services free of charge. To learn more about finding a proctor and who may serve as a proctor review the proctoring information and procedures at [Proctoring Instructions and Procedures](#).

Can I complete the program or courses if I'm living outside the U.S?

Yes. In order to be able to successfully complete the program you must have access to a reliable computer and internet service and be able to submit work in a timely manner. You will be expected to adhere to the same requirements and due dates for assignments as listed on the course syllabus. There are 2 courses that require that you work with a Registered Dietitian who has a current registration status with Commission on Dietetic Registration (credentialing body of the Academy of Nutrition and Dietetics). Therefore, in order to complete the program you must also be able to find a RD preceptor in your area to work with.

Will I have an advisor?

As a distance student in nutrition, the department will assign you an academic advisor. You can contact the department regarding questions about our program, registering, and advising at nutritionbydistance@ches.ua.edu. Your advisor will guide you in creating your academic plan, registering for classes, navigating The University of Alabama system, and make the most of your time with us.

Applying to the program

Are there different program types?

Yes, when you apply to the University, you will have to select one of the following programs:

- New freshman with no previous college and have been out of high school less than four years: A 3.0 minimum high school GPA is required, in addition to acceptable ACT/SAT test scores.
- New freshman with no previous college and have been out of high school four years or more: 2.5 minimum high school GPA and no test scores (ACT/SAT) are required or a 510 GED score.
- Transfer student with fewer than 24 credit hours: Applicants must meet the above requirements, and have at least a 2.0 transfer GPA on all college coursework attempted.
- Transfer student with more than 24 credit hours: Applicants must have at least a 2.0 transfer GPA. No highschool transcripts or test scores are required.
- Postgraduate (seeking DPD Verification Statement and/or 2nd Bachelor's degree): current Bachelor's degree holder, but wanting to obtain a DPD Verification statement or 2nd Bachelor's degree in Food and Nutrition
- Non-degree seeking: wanting to take a few courses without seeking to obtain a degree.
*Department policy is that degree seeking students have priority registration. Non-degree seeking prospective students can still apply, but keep in mind priority is given to students that are seeking a degree within the program.

When is the application deadline?

Applications are due the semester prior to when you plan on taking classes. The application for admission, the application fee, and any required documents are due to Undergraduate Admissions by their final submission due date.

Applications typically take 6-8 weeks to process depending on the type of application and if a review of transcript is required. We recommend that you follow the schedule below to ensure sufficient time to process your application, review your transcripts, and be advised before classes begin.

Submit application and all required documents by:

October 15th

March 1st

June 1st

To take classes by:

Spring semester

Summer semester

Fall semester

When does the program begin?

At this time, you can begin our Food and Nutrition program in the fall, spring, or summer. Check our [academic calendar](#) for when those terms begin and other important dates.

How do I apply to the program?

The process for applying and being admitted to The University of Alabama varies somewhat depending on whether you are an entering freshman or a transfer student, whether you are a domestic or international student, and whether you are seeking a degree or the DPD Verification Statement only.

Go to the undergraduate admissions website at www.apply.ua.edu and select Apply to UA.

Once on the site, follow the links as outlined below:

Click "Online Application"

Click "Begin Application"

Create a login ID

Click "New" create new application

Scroll down and click on "Distance Programs" (the 5th link on the page)

Click on the "Distance Programs, General Degree Application" link.

Please note there is a \$50 non-refundable application fee.

As part of the application process you must have official transcripts sent from **ALL** colleges you have attended. Official transcripts should be mailed to:

University of Alabama Registrar
Box 870134
Tuscaloosa, AL 35487

What if I am an International Student?

International students at The University of Alabama join a community that is culturally, academically, and economically diverse. Our more than 34,000 students come from across the United States and more than 90 foreign countries, and international students represent almost 5 percent of our total student population. Since 1831, The University of Alabama has offered students a high-quality education at an affordable cost, which is in part why *U.S. News & World Report* has listed UA as one of the top 50 public universities in the nation for each of the last 10 years.

International students who are interested in pursuing a degree from The University of Alabama should first contact the Admissions Office for International Students at www.gobama.ua.edu/international/

If you already have a bachelor's degree, you will need to apply to the University in order to have an official transcript evaluation. Transcripts will be evaluated only after you have completed the admissions process and have been accepted for post-graduate studies at the University.

What do I need to do if I have transcripts from a foreign institution/university/college?

All students who took courses or earned a degree from a foreign institution should first have their transcripts officially evaluated by one of the following approved *Foreign Credential Evaluation and Translation* agencies:

1. World Educational Services (WES) www.wes.org
2. Josef Silny & Associates, Inc. www.jsilny.com
3. Educational Credential Evaluators (ECE) www.ece.org

Students should have the agency send official evaluation results to The University of Alabama, **and** to Martha Sears at P.O. Box 870311, Tuscaloosa, AL 35487.

Who do I contact if I have further questions about the admission process?

If any questions arise as you are going through the admissions process, please contact our Academic Outreach office.

- Phone: 205-348-0089 or 1-800-467-0227
- Email: uadistance@ccs.ua.edu

Becoming a Registered Dietitian

What is the process of becoming a Registered Dietitian?

A Registered Dietitian (RD) is a food and nutrition expert who has met academic and professional requirements to earn the credential “RD.”

To obtain this credential, individuals must complete the following 3 steps:

Steps	Requirements	Comments
1	Earn a B.S. degree, and meet the requirements to receive a Verification Statement	If you already have a Bachelor’s degree from an accredited university then you only need to successfully meet the Didactic Program in Dietetics (DPD) components to receive a verification statement.
2	Apply for, be accepted and successfully complete a Dietetic Internship (DI)	*Highly Competitive (1200 clocked hours) 50% of students get matched The national average GPA for those applying to an Internship is a 3.7.
3	Pass the National Registration examination	The exam can be taken only once Steps 1 and 2 have been completed. Most Registered Dietitian eligible candidates spend 3-6 months preparing to take the exam. Most employers require you to pass the National Registration exam within 6 months to 1 year of employment.

Read more about becoming a dietitian at www.eatright.org and then click on the “Student” tab.

The Food and Nutrition major at UA can satisfy step 1: BS degree and DPD requirements.

What is a DPD Program?

The DPD route prepares degree holders to enter dietetic internships where they can apply the theories they learn as undergraduates in health care settings under the supervision of health professionals. Subsequently, they are eligible to take the national examination and become Registered Dietitians.

What is a Verification Statement?

The Didactic Program in Dietetics (DPD) Verification Statement verifies completion of educational requirements and is required for application to accredited Dietetic Internship (DI) programs. All students who graduate from The University of Alabama with a Bachelor of Science degree in Food and Nutrition and also meet the DPD requirements receive a Verification Statement.

To complete and meet all the DPD requirements and receive a Verification Statement, a student:

- Must complete the courses required for the DPD, and/or complete a bachelor's degree
- Must maintain an overall GPA of 3.0 or higher.
- Must make a B- or higher in all DPD Professional Courses including BER 345 (or equivalent).
- Must make a grade of C- or higher in all DPD Science Courses and PY 101.
- Students may retake one course a maximum of two times to earn a higher grade, or retake a maximum of two different courses one time to earn a higher grade.
- Complete a minimum of 24 credit hours of DPD courses from The University of Alabama, including the DPD Capstone Courses (NHM 340, NHM 465 and NHM 475).
- Submit an "Intent to Request a Verification Statement."

<http://www.nhm.ches.ua.edu/uploads/3/7/4/5/37456821/dpd-admissions-application-form.pdf>

- Submit official transcripts of all work taken at another institution to the DPD Director. These should be submitted at the same time as the DPD Petition for Admission Form.
- Submit a copy of the "Verification Statement Request Form" after completing all the requirements.

*These are the minimum requirements for a Verification Statement. To be competitive for Dietetic Internships a GPA of 3.7 or above and A's in all sciences classes and 300-400 level nutrition courses is recommended.

When do I submit my Intent to Request a Verification Statement?

To submit this form a student must:

- Have completed a minimum of 60 semester hours including NHM 101, 195, 201, 253, CH 104 and 105; BSC 215, and 216.
- Earn a minimum of C - in the following courses: BSC 215, 216 and 242; CH 104 and 105; PY 101
- Earn a minimum of B- in all "NHM designated" courses including BER 345 or equivalent
- Have an overall GPA of 3.0 or higher.
- Submit official transcripts of all work taken at another institution to the DPD Director.
- Submit a completed "**DPD Application Form**"

(On-campus students) to the DPD Director (at 424 Russell Hall, or mail to: A. Niu, P.O. Box 870311, Tuscaloosa, AL 25487)

(Distance students) to student's Academic Advisor, mail to: P.O. Box 870311, Tuscaloosa, AL 35487

Once this form is submitted, you must continue to meet all the DPD requirements to earn a Verification Statement.

What is the difference between a food and nutrition major with or without a Verification Statement?

When you apply for admissions to The University of Alabama, you are designated as a “Food and Nutrition” major. If you successfully complete all the degree program requirements as stated in the [program catalog](#), you will be awarded a B.S. degree in Food and Nutrition only upon graduation.

Additionally, if you meet the DPD Verification Statement requirements, then you can graduate with a degree in Food and Nutrition and be eligible to receive a DPD Verification Statement.

Are dietetic internships very competitive?

At this time, Dietetic Internships are very competitive and only approximately 50% of students who apply are matched with an internship. GPA is very important when applying to internships (a competitive GPA is 3.7 overall or above), as well as work experience, volunteerism, and leadership. View the current accredited dietetic internships on the Academy of Nutrition and Dietetics website at www.eatright.org and click on the “Student” tab.

Cost of the program

What is the cost of your program?

Please see our current tuition rates for distance students [here](#). Visit our [website](#) for more information on [financial aid](#) and [scholarships](#). Some Dietetic Internships also require tuition. Check <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424> to search for information on internships that may interest you.

Technology

Required technical skills

Participation in an online course requires knowledge of computer technology. In order to participate successfully in an online course, you should already be able to:

- Access, navigate, and use Blackboard Learn (review the [Blackboard Learn Tutorials](#) for assistance).
- Understand basic computer usage, including keyboard, mouse, CD drive, printer and scanner.
- Use the computer operating system (Windows/Mac OS) to:
 - Create folders.
 - Find, copy, move, rename, and delete files.
 - Launch, run, and switch between software applications.

- Use a word processing program to (see Word 2007 or 2003 tutorials for PC users; Word 2008 for Mac users, if you need assistance):
 - Create, format, edit, spell check, save, and print a document.
 - Cut, copy, and paste information.
 - Save a word processing document in txt, rtf, doc, or docx format as requested.
- Use a spreadsheet program to:
 - Create, format, edit, spell check, save, and print a spreadsheet.
 - Cut, copy, and paste information.
 - Create basic graphs and formulas
- Use a web browser to:
 - Open, print, and/or save web pages to a local or removable storage drive.
 - Open and save Adobe Acrobat files (PDF files).
 - Create, maintain, and manage a list of web pages (Favorites/Bookmarks).
 - Use a search engine's basic features to find information on the web.
 - Use your Crimson email account and the Blackboard Learn Mail tool to send and receive messages and file attachments.
- Download and install programs from remote servers.
- Use email to:
 - Send, receive, store, and retrieve messages.
 - Send, receive, and open file attachments.

What Systems Requirements are necessary for online courses?

This course requires a high-speed internet connection and a [compatible browser](#). Courses may also require these [free tools](#):

- Latest version of Java
- Adobe Reader
- Flash Player
- Latest version of Microsoft Silverlight
- Latest version of QuickTime
- Windows Media Player (or Flip4Mac)

You must have access to speakers, a microphone, and scanner.

You will need access to Microsoft Office or OpenOffice to complete assignments. [OpenOffice](#) is a free alternative to Microsoft Office that allows you to save your files with the required Microsoft Office extensions.

Is there any assistance with BlackBoard Learn?

Currently, our distance courses use Blackboard Learn to deliver the online courses. A free Blackboard tutorial is available at the <http://aohs.ua.edu/cm/general/bblearn/tutorials/index.html>

Registering for classes

How do I register for Classes?

There is a series of five [Advising and Registration videos](#) that begin with a brief overview of the process and then take you step-by-step, in great detail, through the entire process from creating your academic plan, to looking up classes and registering, and all points in-between.

The link for each video is below:

- [How to Create your DegreeWorks Academic Plan](#)
- [How to Look Up and Register for Classes](#)
- [How to get on the WaitList](#)
- [How to Register with a Permit](#)
- [Advising and Registration Overview](#)