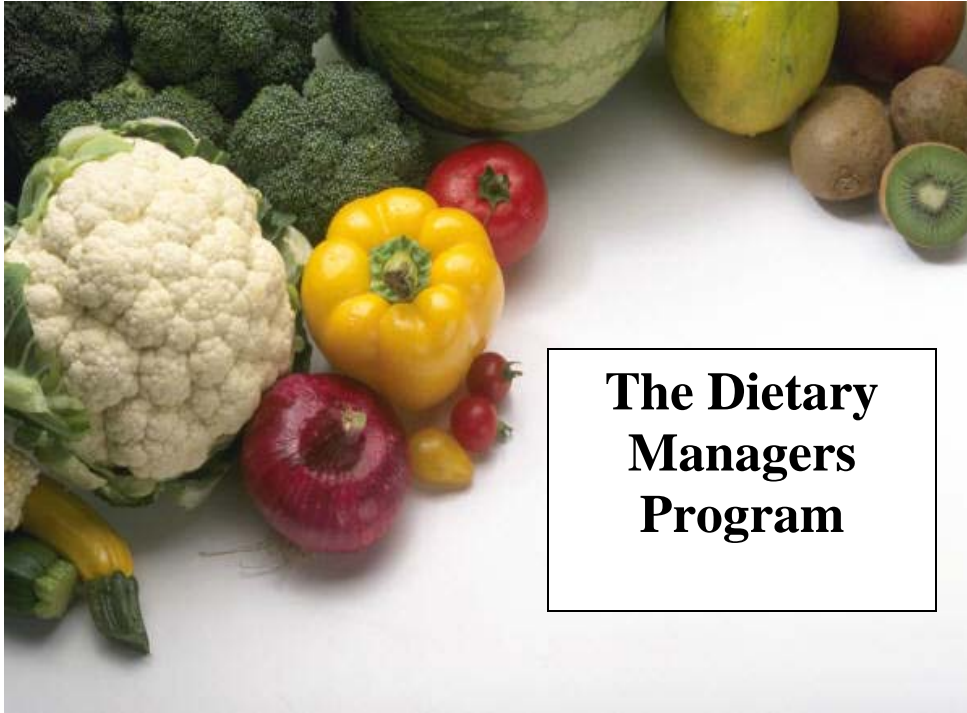


Applicant Information Packet



Building 13, Room 426
(937) 512-2756
(800) 315-3000

Dear Prospective Dietary Manager Student:

This packet of information contains the following:

1. Application Process Checklist
2. Program Prerequisites
3. DM Program Curriculum
4. Estimated Program Costs

Please contact the Dietary Managers program for specific information regarding enrollment dates or possible waiting lists. For additional information, please see our website at: <http://www.sinclair.edu/academics/lhs/departments/dit/index.cfm>

ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 _____ Apply to Sinclair Community College. This must be done before applying to the Dietary Managers program. Paper applications are available in the Admissions office, building 10, 1st floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 _____ Apply to the DM program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 _____ If you have transferable college credit in English Composition and/or mathematics, request your "official" transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460. A grade point average (GPA) of 2.0 or higher on a scale of 4.0 as shown in the college transcript (if applicable) is required for the Accuplacer Placement test to be waived.
- Step 4 _____ If you do not have transferable college credit in English Composition and/or mathematics, take the Sinclair Community College's Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfqaq/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 _____ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. Walk-in sessions are available daily. More information is available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 _____ Complete the following developmental courses, if necessary, resulting from Placement Test Scores. These courses are prerequisites for the Dietary Managers Certificate program.
- _____ Dev 065 (Reading level)
- _____ Dev 084 (Math level)
- Step 7 _____ Program specific requirements:
- _____ Current employment in the dietary or foodservice area or previous foodservice experience.
- _____ Acceptance from Program Director or DIT faculty
- _____ Orientation: Once you have been accepted into the Dietary Managers program, you will need to attend an orientation session. This session is held at the very beginning of your first scheduled DIT class within the DM program. Attendance at this session is **mandatory** to finalize the application process.

Step 8 _____ Maintain a minimum of 2.0 cumulative GPA.

- You need to maintain a grade point average (GPA) of 2.0 or higher in all courses required in the DM curriculum.

Dietary Managers applicants are accepted each quarter. The Dietetics Technician and Dietary Managers Programs follow the Sinclair Community College Equal Opportunity Guidelines in its admission policy. Applicants, who meet the selection requirements but were not admitted because the class size has been reached, will be placed on a limited waiting list. If the class quota changes and an opening occur, you will be notified of your acceptance.

Once again, thank you for your interest in the Dietary Managers Program. Please contact my office at 937.512.2756, if you have questions regarding the admission process.

Sincerely,

Nora Schaefer

NORA SCHAEFER, M. Ed., R.D., L.D.

Program Director/Professor

Dietary Managers/Dietetic Technician Program

Exercise, Nutrition & Sport Sciences

Life & Health Sciences Division

DM CURRICULUM

| | | | | |
|---------------|--|--------------|-----------|--|
| FALL | | DIT 203 | 4 | Medical Nutrition Therapy for Dietary Managers |
| | | DIT 204 | 3 | Practicum for DIT 203 |
| | | DIT 200 | 1 | Dining Assistant |
| WINTER | | DIT 137 | 3 | Food Sanitation and Safety |
| | | DIT 216 | 4 | Food Preparation and Dietary Service |
| | | DIT 218 | 3 | Directed Practice for DIT 216 |
| | | DIT 219 | 1 | Lab for DIT 216 |
| SPRING | | DIT 236 | 4 | Dietary Organization and Management |
| | | DIT 237 | 3 | Directed Practice for DIT 236 |
| | | TOTAL | 26 | |

ESTIMATED DM PROGRAM COSTS

Information on the fees to attend Sinclair College is found on in the College Catalog and updated as needed on the website. At present these are:

Fee per quarter credit:

| Montgomery County Residents | Ohio Residents | Out-of-State and International residents |
|--------------------------------|-------------------|---|
| \$45.00 | \$73.50 | \$145.00 |

Other fees may include:

| | |
|----------------------------|---------|
| Application for Admission: | \$20.00 |
| Late registration Fee | 30.00 |
| Transcript (each) | 5.00 |
| Transcript (same day) | 10.00 |
| Returned check penalty | 25.00 |

In addition to the above, the following approximate expenses may be incurred:

| | |
|---------------------------|---------------|
| Program Fees | 50.00 |
| Lab coat | 35.00 |
| Transportation | 150.00 |
| DMA Student membership | 40.00 |
| Medical/physical check-up | 100.00 |
| Medical tests | 60.00 |
| Background check | 55.00 |
| Books, papers, disks | 1,000.00 |
| Food | 300.00 |
| Miscellaneous | <u>200.00</u> |
| TOTAL: | \$1,990.00 |