

Dietary Manager Certificate Program Student Handbook



BARTON
COMMUNITY COLLEGE

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Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

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Institution Mission

The mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, and strengthens communities.

Dietary Manager Program Goals & Outcomes

- Provide online dietary manager courses that prepare students for work in dietary management.
- Encourage students to complete the certification exam upon graduating from the dietary manager program.
- Demonstrate student success by showing an 80% success rate for students completing the certification exam.
- Empower students to formulate and realize educational goals that will promote their personal growth and facilitate their full participation in a rapidly changing world.
- Strive to discover better ways to empower dietary manager students to learn and grow.
- Continue to provide purposeful enrollment and a commitment to quality.

Course Information

The 16 credit hour certificate program is recommended for participants that have basic knowledge in the foodservice industry.

The program consists of six courses; three didactic and three field experience.

Required Dietary Manager Courses: (16 credit hours)	Credit Hours
DIET 1630 Sanitation and Management of Food Systems	3
DIET 1633 Field Experience in Sanitation and Management of Food Systems	3
DIET 1631 Nutrition Therapy	2
DIET 1634 Field Experience in Nutrition	3
DIET 1632 Human Resource Management	3
DIET 1635 Field Experience in Human Resource Management	2

The field experience courses must be taken concurrently with the corresponding didactic course unless a student has received prior credit for the didactic course. Prior credit may include credit hours transferred from another accredited educational institution.

The DIET 1630, 1631, 1633 and 1634 courses are offered during the fall and spring in 17 week blocks in session #2 and the DIET 1632 and 1635 courses are offered in a 9-week format in the fall, spring and summer semesters.

It is recommended that a student take just two courses per semester, especially if the student is working full- time and/or has significant additional responsibilities. In some cases, such as with financial aid, students may be required to take more than two courses to satisfy the six credit hour student loan requirement for the semester. There is no set course sequence.

Course Descriptions

You can view course descriptions in the course catalog at www.bartonccc.edu.

DIET 1630 Sanitation & Management of Food Systems 3 Credit Hours

This course is a study of sanitation, management of food services, safety, receiving, storage, food protection, personnel standards, chemicals, HACCP, crisis management, quality control, customer/client preferences, meal service, food quality, standardized recipes, forecasting, equipment, cooking procedures, work simplifications, menus, purchasing, cost control, budget control, quality improvement, specifications, marketing, policies and procedures, and state and federal regulations.

DIET 1631 Nutrition Therapy 2 Credit Hours

This course is a study of basic nutrition and medical nutrition therapy and includes digestion, food preferences, nutrition screening, nutrition assessment, physicians' orders, menus, supplemental feedings, modified diets, continuous quality improvement, medical records, nutrient intake calculation, and state and federal regulations.

DIET 1632 Human Resource Management 3 Credit Hours

The study of human resource management including scheduling, staffing, corrective action, performance appraisal, policies and procedures, ethics, training, problem solving, ethnic diversity, communication and professional development.

DIET 1633 Field Experience Sanitation & Management of Food Systems 3 Credit Hours

This course offers field experience in the study and application of sanitation principles, food protection, HACCP guidelines, safety inspections of food preparation equipment and use by employees to meet regulatory guidelines. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

Prerequisite: concurrent enrollment in DIET 1630 Sanitation & Management of Food Systems

DIET 1634 Field Experience in Nutrition 3 Credit Hours

This course offers field experience in the study and application of nutrition therapy through modified diets, nutrition screening, and nutrition assessments. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

Prerequisite: concurrent enrollment in DIET 1631 Nutrition Therapy

DIET 1635 Field Experience in Human Resources Management 2 Credit Hours

This course offers field experience in the study and application of personnel management, policies, evaluation and communication within a foodservice department. The course is to be completed in the student's participating facility and part of which is completed under the supervision of a registered dietitian preceptor.

Prerequisite: concurrent enrollment in DIET 1632 Human Resource Management

Graduation Requirements

Dietary Manager Certificate students have the responsibility of knowing and fulfilling all degree academic requirements and graduation procedures listed below.

- Students will be required to earn a 70% or above in each dietary manager course. The grading scale is as follows: 90-100 % = A, 89-80% = B, 79-70% = C, 69-60% = D, below 60% = F.
- Students must have a 2.0 cumulative grade point average (GPA). This includes hours transferred to Barton.
- Students must have an official high school or GED transcript on file at Barton.
- Students must have their Barton account paid in full.

Admission to Dietary Manager Program

Students must meet the following requirements to be admitted to the Dietary Manager program.

Admissions Application

Students must submit an application for admission and be accepted to Barton Community College. Online applications can be submitted from <http://www.bartonccc.edu/admission/apply> or go to www.bartonccc.edu and click apply for admissions on the home page.

Transcripts

Students will be required to show proof of high school graduation with an OFFICIAL high school or GED transcript. If previous college courses were taken, students will also be required to send official transcripts to Barton. All official transcripts must be sent to Barton Enrollment Services, 245 NE 30th Road, Great Bend, KS 67530. Transcripts are only official if sent directly from the school/college or GED administrator to Barton.

Field Experience Paperwork

Students enrolled in the field experience courses should be employed by a healthcare facility. If not, the student must secure a healthcare facility that is willing to allow the student to complete the field experience coursework. Students not employed by a facility may be required to meet additional requirements set forth by the field experience facility. Barton will not pay for student preceptor hours or cost associated with the facility requirements.

All dietary manager students must complete and submit the field experience forms located electronically at <http://dietarymanager.bartonccc.edu> or in Appendix A of this document. These forms will require signatures from the student, Registered Dietitian preceptor and facility administrator. A Certified Dietary Manager or Dietetic Technician, Registered preceptor may also be used for some field experience courses.

All field experience paperwork must be received by noon the first Friday of the course or the student will be dropped from the field experience course.

If students are absent from the program for more than one year they will be required to resubmit the field experience forms.

Insurance Coverage

The College is not responsible for insurance coverage for injury of a student while participating in school related activities. However, students must meet the requirements

set forth by the field experience facility. Students must read and sign the Acknowledgement of Legal Relationship for Student Program Participants agreement indicating that they understand the requirements of the program. This form is included in the online dietary manager forms found at <http://dietarymanager.bartonccc.edu> or in Appendix A of this document.

After Admissions

Enrollment

Enrollment for courses must be completed by the student from the www.bartonline.org website. Advisors cannot enroll the student. If students need assistance in enrolling in courses they may contact the Bartonline office at 1-877-620-6606. Payment arrangements, including financial aid awards, must be completed by the first week of a course or students will be dropped from the course.

Financial Aid

Financial aid is available to students who qualify. Students must complete an application from the www.fafsa.ed.gov website. The Barton school code is 004608. Financial aid will take four to six weeks to process and may require verification of information provided on the FAFSA application. There is a six credit hour requirement to receive financial aid student loans and a student is not allowed to complete the certificate in less than 30 weeks when receiving financial aid.

Barton Portal

Students must create a Barton email student account and PAWS account. These accounts can be created from www.bartonline.org. The link for this information can be found under the “MyBarton” title at the top of the home page or from <http://www.bartonccc.edu/students/onlineserviceslogins>. The Barton portal can be accessed from the Barton email link. The portal provides information on course enrollment, financial aid, transcripts, and other student services.

Student Policies and Procedures

Attendance

Even though courses are offered online it is expected that students will meet with their preceptors in the first week of the course to develop a timeline for completing the field experience assignments. This will help alleviate any problems with obtaining the required field experience hours.

Field Experience Preceptor

Students must be endorsed by a one-year experienced Registered Dietitian as a preceptor for the field experience courses. A one-year experienced Certified Dietary Manager or Dietetic Technician, Registered may also assist with field activities for the Sanitation and Management of Food Systems and Human Resource Management field experience courses. The appropriate field experience forms must be completed to ensure that students have the proper preceptor. Students must obtain a total of 150 field experience hours. Fifty hours must be spent directly with a preceptor and 100 hours must be spent in general field work experience. Students will be required to keep a time log of all field experience hours. Time log reporting documents will be available within the field experience courses or in the preceptor manual.

Preceptor Manual

Students will have access to the preceptor manual from the field experience course “Document Sharing” files. The manual must be given to the preceptor in the first week of a course. The manual contains vital information needed to complete the field experience learning activities. Information in the manual includes general instructions for the preceptor, learning activity sheets, time log templates, competency profile sheets and a preceptor manual survey.

Learning Activity Sheets

Each unit of study within the field experience courses will contain specific learning activities that must be reviewed and completed with the assistance of the preceptor. Once the learning activities are complete, the preceptor must sign the learning activity sheet for the unit. The signed learning activity sheet must be returned to the instructor before unit assignments will be graded. The student may submit the learning activity sheet to the instructor by fax, email or within the course dropbox.

Time Logs

As students meet with their preceptor to complete the learning activities within the field experience course, a time log of these hours must be kept. The time log template is located within the field experience courses and in the preceptor manuals. Students must accumulate preceptor hours and general field experience hours while taking the field experience courses. A total of 150 field experience hours are required. These hours must be distributed between the three field experience courses. Therefore, a separate time log is required for each field experience course. Each page of the time log must be signed by the student and preceptor and submitted to the instructor at the end of each field experience course.

Competency Profile Sheet and Preceptor Manual Survey

The competency profile sheet and preceptor manual survey are located in the preceptor manual and must be returned by the preceptor at the end of each field experience course. These items should be faxed or emailed to the instructor.

Student Membership in Association of Nutrition and Foodservice Professionals (ANFP)

Students who are enrolled in the Dietary Manager program are eligible for student membership in the ANFP organization. More membership information can be obtained from the www.anfponline.org website.

Dress Code

It is expected that students will comply with facility dress code and present themselves in a professional manner while completing field experience activities.

Professional Standards and Conduct

Students are expected to observe the standards of conduct established by the college and field experience facility. Students are expected to observe the Standards for Privacy of Individually Identifiable Health Information (privacy rule) promulgated by the Department of Health and Human Services (HHS) as set forth in the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All client records are confidential. This includes, charts, computer printouts, verbal, and written notes taken from the medical record. Violations of this confidence will subject the student to immediate program dismissal. Client records may not be copied or removed from the facilities they reside. Notes taken

from charts may not identify the individual in any way. The notes must stay out of public viewing.

Students who demonstrate unethical conduct related to examination, course work, field experience assignments, unauthorized use of another individual's name, password or identification, or theft during clinical practice will be subject to course faculty review to determine disciplinary action. Examples include cheating on a test or quiz, plagiarism and changing the content on documents that do not belong to you. See Barton Academic Integrity policy for full explanation at www.bartonccc.edu.

Dismissal from the program

Dismissal from the program may result for a variety of reasons, including but not limited to: not meeting the requirements of GPA, not following the code of ethics, poor attendance, behavioral issues, or not complying with HIPAA guidelines. The student will be immediately dismissed from the program if they are found to be jeopardizing the safety of others or not following HIPAA regulations.

Grading Scale

The grading scale for all dietary manager coursework is as follows:

Percent	Grade	Grade Points
100-90%	A	4 points
89-80%	B	3 points
79-70%	C	2 points
69-60%	D	1 point
Below 60%	F	0 points
Incomplete	I	No credit. Must be changed to a grade in the following semester

A grade of "C" or higher (70% or above) is required in all DIET courses as well as a 2.0 cumulative GPA to meet graduation requirements for this program.

Withdrawal from courses.

Students should consult with the instructor before dropping a course. There may be options the instructor suggests to help the student complete a course. Students may drop courses using the DROP link located on the "my web" course home page.

Program Evaluation

The effectiveness of the program will be monitored regularly by the Program Director. Outcomes assessment for all Dietary Manager majors includes passing rate for the certification exam, surveys of employers' satisfaction with graduates, and surveys of graduates' satisfaction with their educational preparation.

The Dietary Manager Program Director is committed to fulfilling all requirements to maintain the highest level of accreditation for the Dietary Manager program and conduct ongoing evaluation procedures. Students currently enrolled and graduates of the program will be asked to actively participate in evaluation surveys.

Certification

Each dietary manager student who has met the Barton graduation requirements will be eligible to sit for the Association of Nutrition and Foodservice Professionals (ANFP) certification exam. At the end of each semester names of dietary manager graduates are sent to ANFP. The certification exam is offered online year round at several different locations throughout the United States. Students will be required to submit to ANFP an exam application and pay the exam fee before taking the certification exam. More information about the certification exam can be found on the ANFP website at www.anfponline.org. Once a student has successfully completed the certification exam they will earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credentials. Students who pass the exam will be required to pay a certification fee each year to keep the credential current. ANFP also requires that a CDM, CFPP earn 45 continuing education hours every 3 years. Five of these continuing education hours must be in the area of sanitation. The CDM, CFPP credentials will also allow students to join the ANFP organization as an active member. You may gather more information about continuing education offerings from www.anfponline.org.

Appendix A

DIETARY MANAGER STUDENT DATA FORM

*NAME _____ BARTON ID _____

*HOME ADDRESS _____
Street City State Zip

*HOME PHONE _____ WORK PHONE _____

*CELL PHONE _____

*EMAIL ADDRESS _____

CURRENT EMPLOYER _____

EMPLOYER ADDRESS _____
Street City State Zip

**The Dietary Manager Program is required to send the name, address, phone number and email address for each newly enrolled student to the Association of Nutrition and Foodservice Professionals (ANFP) organization. By signing below I give Barton Community College consent to send this personal information to ANFP.*

SIGNATURE _____ **DATE** _____

(10/07/03 es/lrb)
(rev. 6/4/15mf)

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DIETARY MANAGER ADMINISTRATOR'S ENDORSEMENT

STUDENT'S NAME _____

I recommend the above applicant for the Barton Dietary Manager Program. I understand that my responsibilities include:

1. Reviewing and signing the "Contract for Field Experience".
2. Providing a climate for learning and encouraging the student throughout his/her coursework.
3. Allowing the student to complete a minimum of 150 hours of supervised field experience that are required for the program.
4. Permitting the student to use the facility to perform on-the-job learning activities.
5. Providing sufficient time for a Registered Dietitian (RD) to precept and supervise the student's work-related field experiences for the minimum of 50 hours of supervised training that is required between the student and preceptor.

Special Note: If a RD is not available for the full 50 hours of field experience, a Certified Dietary Manager (CDM) can be substituted for 33 of the 50 hours. A CDM can precept field experiences in Sanitation and Management of Food Services and Human Resource Management. **A CDM may not precept field experiences in Nutrition Therapy; a RD must precept 17 hours of Nutrition Therapy field experience.**

6. Encouraging the student to pursue national ANFP certification.

ADMINISTRATOR'S SIGNATURE _____

DATE _____

(10/7/03/es/lrb)
(rev. 9/13/mf)

BARTON COMMUNITY COLLEGE DIETARY MANAGER PROGRAM

CONTRACT FOR FIELD EXPERIENCE

This agreement is entered into on this date (_____), by and between _____, hereafter referred to as "Healthcare Facility/Institution" and Barton Community College, hereafter referred to a "College".

The purpose of this agreement is to guide and direct a partnership between the Healthcare Facility/Institution and the College in providing learning experiences for Dietary Manager students of the College.

The Healthcare Facility/Institution and the College agree as follows:

Section A

The College shall do the following:

1. Teach students and informing the dietary staff of the Healthcare Facility/Institution of the objectives of the desired learning experience.
2. Ensure appropriate representatives of the Healthcare Facility/Institution (referred to as preceptors) are selected to direct and monitor segments of the student's field experience. Preceptors will receive a training manual and will be responsible for supervising the completion of a student's field experience log.
3. Initiate, as needed, individual and group conferences with dietetics staff for the purpose of discussing student learning, student performance, and patient services.

Section B

The Healthcare Facility/Institution shall do the following:

1. Provide adequate facilities for the students through cooperative planning between college representatives and the designated Healthcare Facility/Institution contact person.
2. Assist with any necessary orientation of students and provide for the use of equipment and records as required for teaching purposes.
3. Assist in the evaluation of student's learning, performance, and patient care (as requested).
4. Provide a Healthcare Facility/Institution representative (RD, DTR or CDM trainer) who has at least one year post-registration, full-time, experience in a practitioner role and at least six months experience relating to the subject matter in order to serve as a preceptor to students. Ensure time is designated for instructional purposes while both the preceptor and student are on duty at the Healthcare Facility/Institution. **Special Note:** A DTR or CDM may not serve as the preceptor for the Nutrition Therapy field experience module.
5. It is understood that the Preceptor is responsible for coordinating 50 hours of the required 150 hours of field experience.
6. Train students according to its needs and/or requirements with regard to HIPAA expectations, as the College provides limited HIPAA training.

Section C

The College and the Healthcare Facility/Institution agree to be mutually responsible for the following:

1. Field experience assignments for students enrolled in the College's Dietary Manager program will be planned by the faculty of the College in cooperation with the Healthcare Facility/Institution dietary staff.
2. The faculty, dietary staff, and students will work together to maintain an environment which provides quality patient service and quality student learning.
3. Representatives of the College and the Healthcare Facility/Institution will meet as necessary to review the use of the Healthcare Facility/Institution facility.
4. The Healthcare Facility and the College are not responsible for medical insurance coverage for the student.
5. The College does not, and will not pay for preceptor services. Arrangements made to compensate a preceptor will be negotiated by either the preceptor's employing facility or the student.

Section D

Neither party will discriminate against any College employee or against any applicant for enrollment in the Dietary Manager program under this agreement because of race, color, sex, creed, national origin, age, or physical or mental handicap.

Section E

It is further understood and agreed that:

1. The term of this agreement shall be for a period of one year.
2. This agreement may be modified by mutual consent, provided any and all modifications will be in writing and signed by officials of the College and the Healthcare Facility/Institution.
3. The Healthcare Facility/Institution will retain control of and responsibility for patient care.
4. Each student and faculty member will sign the patient confidentiality statement of the Healthcare Facility/Institution (as applicable).

By: _____
Healthcare Facility/Institution Administrator **Date**

By: _____
Barton Executive Director **Date**

Reference Information:

Student:
Preceptor:
Preceptor Number:

Rev MF 11/13

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DIETARY MANAGER PRECEPTOR'S ENDORSEMENT

	Check the credential that applies to the preceptor:
	Registered Dietitian (Required)
	Certified Dietary Manager or Dietetic Technician, Registered (Optional)

Separate forms must be used for each preceptor.

Students Name _____

I recommend the above applicant for training in the Barton Dietary Manager Program. I understand that my responsibilities include:

1. Guide, counsel, and evaluate the student throughout the field experience.
2. Supervise work-related field experiences, spending a minimum of 50 hours with the student. A student must complete a log for their field experiences.
3. Utilize the Preceptor Manual and/or the Dietary Manager Lead Instructor as a resource for supervising the field experience.
4. Contact the Program Director and/or the Lead Instructor as needed throughout the field experience.

Special Note: If a RD is not available for the full 50 hours of field experience, a Certified Dietary Manager (CDM) can be substituted for 33 of the 50 hours. A CDM may precept field experiences in Sanitation and Management of Food Services and Human Resource Management. **A CDM may not precept field experiences in Nutrition; a RD must precept 17 hours of Nutrition field experience.** If a CDM supervises a portion of the field experience, a "Preceptor's Endorsement" form must also be completed for the CDM.

SIGNATURE _____ **DATE** _____

(Please Print)

ADDRESS _____
Street City State Zip

EMAIL ADDRESS _____

HOME PHONE _____ **WORK PHONE** _____

REGISTRATION/CERTIFICATION NUMBER _____

(Please attach a copy of your registration or certification card.)

(5/27/03/es/lrb)(rvd 6/4/15/mf)

FIELD EXPERIENCE FACILITY INFORMATION FORM

PRECEPTOR NAME _____ REG. NUMBER _____
(Please Print) (First Name) (Last Name)

(If using a CDM/DTR)
CDM/DTR NAME _____ CERT/REG NUMBER _____
(First Name) (Last Name)

****INCLUDE COPY OF CDR CARD AND/OR CDM/DTR CARD ****

NAME OF FACILITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FACILITY FAX NUMBER _____

TYPE OF FACILITY:

_____ Acute Care Hospital
_____ Psychiatric Hospital
_____ Long Term Care Facility
_____ Mental Health Facility
_____ Other (Specify) _____

FACILITY'S ACCREDITATION:

_____ TJC
_____ TITLE XVIII
_____ TITLE XIX
_____ Other(Specify) _____

DATE OF LAST ACCREDITATION _____

NUMBER OF STAFF IN FOOD SERVICE DEPARTMENT _____ NUMBER OF BEDS _____

IS THIS FACILITY USED FOR OTHER ALLIED HEALTH EDUCATIONAL PROGRAMS?

_____ YES _____ NO

IF YES, PLEASE LIST:

(5/27/03/es/lb)(rev.11/13mf)

BARTON COMMUNITY COLLEGE HEALTH CARE PROGRAMS

CONFIDENTIALITY STATEMENT AND ACKNOWLEDGEMENT

I understand and agree that in the performance of my duties as a Barton Community College student, I must hold all patients personal and health information, and all clinical information in strict confidence. This information must not be repeated or discussed with anyone outside the direct care of the patient.

As a healthcare student, the discrete, daily use of confidential medical information is required. Medical information, risk management, peer review, medical staff credentialing, quality assurance and healthcare facility proprietary information must not be treated as gossip with my fellow employees, nor disclosed to unauthorized sources outside the clinical.

I further understand that each clinical agency has policies and procedures to assure compliance with regulations promulgated under the Health Insurance Portability and Accountability Act (HIPAA). I agree to abide by all such policies and procedures.

I understand that professional code of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity.

I understand that removal or copying of health records shall only be done upon the express written permission of the healthcare administrator or his/her designees.

I understand that some penalties for breaches of confidentiality are subject to certain provision of state and federal law. I understand that violation of any breach of healthcare facility policies related to confidentiality or a breach of the professional code of ethics, except as it relates to the educational process in the classroom or at a practicum site, will result in immediate expulsion from the class and/or program.

By signing this statement, I am stating that I have read and understand the preceding confidentiality information provisions and agree to maintain the confidentiality of all patient information to which I am exposed to as a healthcare student.

Signature of Student

Date

*This signed statement will remain on file in the Barton Community College Office.

(7/03mrf, rvd11/13)

**Acknowledgment of Legal Relationship
Between
Barton Community College
and
Student Program Participant**

The purpose of this document is to confirm that the student whose signature appears at the bottom of this form understands and acknowledges that while participating in a student career experience (clinical, practicum, internship, field experience, etc.) Barton Community College is not his/her employer. This is an education related activity and the provisions of the Kansas Workers' Compensation Act are NOT applicable to the student's activities while participating in the career experience.

Student further acknowledges that the career experience may be physically strenuous and that Barton Community College will not be responsible for any costs or expenses the student may incur if he/she is injured during the career experience.

The undersigned student hereby acknowledges the contents of this document are understood.

Executed this _____ day of _____, 20 ____ .

Student Participant Signature

Student Participant Clearly Printed Name

Barton Program Representative

R.H./E.S. 12/14/14 rvd
P.Q. 12/14/14 rvd

Signature Page

Please read the Dietary Manager Program student handbook in its entirety. Once you have read the handbook please sign and mail a copy or fax all forms back to:

Barton Community College
Jozet Littrell, Nursing Secretary
245 NE 30th Road
Great Bend, KS 67530
Office Number: 620-792-9357, 1-800-732-6842
Fax Number: 620-786-7476
Email: Littrellj@bartonccc.edu

I acknowledge that I have read and understand the information in the Dietary Manager program student handbook.

Print Name: _____

Barton ID number: _____

Signature: _____

Date: _____

Email Address: _____

ES/PQ/MF 7/1/15