

BARTON COUNTY COMMUNITY COLLEGE

DIETARY MANAGER STUDIES

STEP-BY-STEP APPLICATION GUIDELINES

STEP 1: Read These Step-By-Step Application Guidelines

STEP 2: Review information on the dietary manager courses (DIET 1630 -1635) online at www.bartonline.org. Go to the home page and click on “courses and programs” then dietary management.

STEP 3: Complete the Student Data Form

STEP 4: Complete the Administrator’s Endorsement Form

STEP 5: Complete the Preceptor’s Endorsement Form-RD

STEP 6: Complete the Preceptor’s Endorsement Form-CDM - (If planning to use a CDM for part of the field experience)

SPECIAL NOTES:

- 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.**
- **A student’s enrollment will not be finalized until the Preceptor’s Endorsement Form (RD and/or CDM) is complete. The forms must be completed and submitted on or before the first week of class.**
- Preceptors usually are found in the facility that endorses the student. In this case, the facility is normally responsible for paying the preceptor for these services. However, occasionally the student will have to locate their own preceptor. In this case, the responsibility to pay the preceptor may become the responsibility of the student. **Barton County Community College does not and will not pay for preceptor services.**

STEP 7: Complete the Field Experience Facility Information Form

STEP 8: Read and sign the Confidentiality statement.

STEP 9: Complete the Major Program Declaration

Fax forms to Instructor at (815)-895-5274 before class begins.

STEP 10: Enroll online at www.bartonline.org

If applicable, **complete your financial aid application online at www.fafsa.ed.gov. Barton’s school code is 004608. Direct financial aid questions to Latisha White at whitel@bartonccc.edu.**

FOR MORE INFORMATION, CONTACT Bartonline at 785-784-6606 or 1-877-620-6606 OR Marsha Finley at finleym@bartonccc.edu