

DIETETIC INTERNSHIP PROGRAM APPLICANT GUIDE AND SUPPLEMENTAL APPLICATION

**DEPARTMENT OF HUMAN SCIENCES
North Carolina Central University
Durham, NC 27707**



FALL 2017-SPRING 2018

Dear Applicant:

Thank you for your interest and request for information on the Dietetic Internship (DI) Program at North Carolina Central University (NCCU). Majority of information that you need to complete the application, can be accessed using the website address. (www.nccu.edu) (key word dietetic internship)

The Supplemental Application required by the program is provided in this package of information and must be submitted to the program by **February 15, 2018**. A tab is located on the Dietetic Internship home page to access the Supplemental Application. Additional information on the program can be obtained from www.nccu.edu (key word dietetic internship)

Please review the entire packet, which will provide you with information on the program, application eligibility, application procedure, selection criteria, and estimated expenses for the program Please take note of important dates and deadlines.

As a dietetic intern at NCCU, you will complete clinical, community and foodservice rotations. Interns will be able to complete the Dietetic Internship Program in 45 weeks including completion of 15 semester hours of graduate credit in Nutrition/Dietetics. The 15 credit hours are a component of the Dietetic Internship Program at North Carolina Central University (NCCU). For students wishing to continue their studies at NCCU, the 15 semester hours may be used towards the Master of Science degree graduate program now offered on line.

If you have any questions regarding the enclosed materials, please write or call me at (919) 530-5257. The deadline for submitting the completed application to DICAS, the Supplemental Application to the program and computer matching preferences to D & D Digital is **February 15, 2018**. All applicants are reminded about submitting their application to D & D Digital Systems with a \$50.00 application fee by **February 15, 2018**. Their address is provided on page 3 of this application packet.

All candidates accepted into the program must apply and meet a) NCCU's graduate admission requirements including background checks b) the university's health & immunization requirements. Once accepted, you will be required to apply to graduate program admission office.

We look forward to receiving your application.

Sincerely,

Esther C. Okeiyi, Ph.D. RD., LDN, CHA
Director, Dietetic Internship Program

DICAS INFORMATION

Dietetic Internship Centralized Application System (DICAS)

All dietetic internships that participate in the computer matching will be using the online dietetic internship centralized application process

To begin the process of submitting the application to DICAS, follow the steps:

1. Identify the dietetic internship program you are interested in, use the link below:

<http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>

2. Access DICAS instructions using the link below:

<https://portal.dicas.org>.

To apply to the NCCU Dietetic Internship Program, which uses DICAS, you will need to submit the application at <https://portal.dicas.org> from **December 9, 2017 to February 15, 2018 at 11:59 p.m. (CST)** As part of the application process, you will also need to mail a copy of the official transcript from each college and university you have attended to the following address:

DICAS Transcript Department

PO Box 9118

Watertown, Massachusetts 02472

3. To access NCCU dietetic internship program (DIP) website go to www.nccu.edu (key words, dietetic internship) for any additional instructions regarding the Supplemental Application material requirements and fees. The NCCU Supplemental Application must be completed and postmarked by **February 15, 2018**. The Supplemental Application is to be mailed to Dr. Esther Okeiyi, Director, Dietetic Internship Program, 1801 Fayetteville St, P.O. Box 19615 Durham, NC 27707.

In addition to completing the application online, you must also submit your computer matching preferences to D& D Digital at <https://www.dnddigital.com/> **February 15, 2018 by 11:59 p.m.** (Central Standard Time CST).

NORTH CAROLINA CENTRAL UNIVERSITY-DIP
Supplemental Application

Please complete the application below and mail with \$50.00 fee.

Make Check to: NCCU-Dietetic Internship.

Date (DD/MM/YYYY)	
Name	
Street	
City, State, Zip Code	
Telephone Number (including Area Code)	
Birth Date	____ mo. ____ day ____ year
Didactic Program Attended	
Social Security Number	
Graduate program if Applicable	
Taken GRE Exam (Yes/No) Year taken _____	
GRE Score (Verbal/Analytical/Written) Indicate old or new scoring system. Please list % ranking.	
Year of DPD completion ((DD/MM/YYYY)	
Enclosed Supplement Application fee (Yes/No)	
Read DIP information on website and is clear (Yes/No/unsure)	

Mail the Supplemental Application and \$50.00 Fee, postmarked by February 15, 2018 to the following address:

Esther C. Okeiyi, Ph.D., R.D., LDN
 Director, Dietetic Internship Program
 Department of Human Sciences
 North Carolina Central University
 P.O. Box 19615
 Durham, NC 27707.
 e-mail: eokeyi@nccu.edu

Telephone: 919-530-5257/ 530-6477 or 919-530-7138. Monday to Friday, 9:00 am to 5:00 p.m. eastern time

IMPORTANT DATES

- | | | |
|-----|--|-------------------|
| 1. | Applications can be accessed in DICAS | December 9, 2017 |
| 2. | Information on Supplemental Application material available | November 21, 2017 |
| 3. | Submit the applications | February 15, 2018 |
| 4. | Submit Supplemental Application postmarked by | February 15, 2018 |
| 5. | Preference ranking D & D Digital System | February 15, 2018 |
| 6. | Complete in person or Skype interview with Program
Program Director | March 26, 2018 |
| 7. | Applicant notification day | April 8, 2018 |
| 8. | Student contacts director to indicate
acceptance by telephone and/or e-mail by 6 :00 p.m. | April 9, 2018 |
| 9. | Director informs students of acceptance into the
program by telephone and/or e-mail | April 10, 2018 |
| 10. | Students accept and secure a space with \$450.00*
Postmarked <u>No</u> later than
(This is a non-refundable special fee that
includes \$19.00 for DIP liability insurance) | May 1, 2018 |
| 11. | Balance for Fall & Spring tuition due at registration
This fee includes fee for the 15 credit
hours as well as the health insurance fee to the
University. Estimated tuition for 2017-2018 (\$8,825.49- In State) or (\$20,160.24- Out of
State) | July 1-August 1 |

*The \$450.00 deposit is a total amount required for DIP Special fee and it includes DIP liability insurance and the student information guide. All checks should be made payable to North Carolina Central University (NCCU-DIP). The student Special Fee to hold the position after acceptance should be mailed to the attention of Dr. Esther Okeiyi, Department of Human Sciences while the remaining tuition is mailed to the Bursar's Office, North Carolina Central University. **Please note, fees and tuition may change based on the Board of Governors approval for the current year.** Contact the Registrar's office or visit the University's website (<http://www.nccu.edu>) for any changes.

Program Description

The Dietetic Internship Program at NCCU is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics (The Academy), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; phone number 312.899.0040. This is a specialized accreditation body recognized by the United States Department of Education as a Title IV gatekeeper. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice. The Program provides 1200 supervised practice hours required to meet the performance standard for entry-level dietitians. Students who complete the Dietetic Internship are eligible to take the CDR registration examination to become Registered Dietitian Nutritionist.

The Dietetic Internship Program is a post-baccalaureate, supervised practice program that qualifies graduates for the examination for registered dietitian\nutritionist. The internship provides learning experiences in medical nutrition therapy for entry level clinical dietetics, community nutrition, and foodservice management. These experiences lead to proficiency in delivering nutritional care to a wide range of clients. Class lectures, seminars, supervised activities in the community, hospitals and other health care facilities provide a variety of experiences to students.

Interns will be able to complete the Dietetic Internship Program in 45 weeks including completion of 15 semester hours of graduate credit in Nutrition/Dietetics. . The 15 credit hours are a component of the Dietetic Internship Program at North Carolina Central University (NCCU). For students wishing to continue their studies at NCCU, the 15 semester hours may be used towards the Master of Science degree graduate program now offered on line. The internship starts **August of each year** with a week of orientation and ends in June of the following year.

Mission of the Dietetic Internship Program

The Mission of Dietetic Internship (DIP) is to recruit, develop and empower entry-level dietetic internship graduates as registered dietitian nutritionists to provide leadership in principles of medical nutrition therapy in a variety of settings through the practice and promotion of health, prevention, and treatment of diseases to diverse communities.

This Dietetic Internship Program (DIP) is committed to the concept that the quality of life for individuals and families can be improved through proper nutrition. DIP blends theory and practice experiences that will lead to the development of students' professional skills.

The on-going review of the DIP has resulted in updated and restructured goals and objectives to satisfy the ACEND 2017 accreditation standards.

GOALS AND OBJECTIVES

Goal 1: Recruit, retain, and graduate more culturally diverse students to meet areas of critical shortages and areas of under representation in the dietetics profession.

Objectives Goal 1:

1. Recruit and maintain 100% of the enrollment number established by the program up to 20 as approved by ACEND.
2. Over a five-year period, retain 90% of the enrolled students.
3. Graduate 90% of enrolled students within 16.50 months (150%) of the 11 months of expected program completion.
4. Over a five year period, at least 20% of students who are accepted in the dietetic internship program will be minorities

Goal 2: Facilitate students' entry into the dietetic profession as entry-level registered dietitians, and/or graduate schools in foods, nutrition and dietetics.

Objectives Goal 2:

1. One hundred percent of the students will score 85% or higher on the exit examination after two attempts.
2. Eighty-five percent of program graduates are expected to take the CDR credentialing examination for dietitian nutritionists within 12 months of program completion.
3. Over a five-year period, a minimum of 80% of DIP graduates will pass the RDN examination on their first attempt.
4. Seventy percent of the students will indicate that the program prepared them well for the RDN examination.
5. Over a five-year period, a minimum of 80% of program graduates who applied for employment in the field will secure jobs in dietetics, food and nutrition related fields within twelve months of graduation.
6. At least 25% of those who are non-Master's degree students initially will be admitted to, and/or complete a graduate program related to foods, nutrition, and dietetics over five year period of completing the DIP.
7. Ninety percent of site preceptors will agree that students are performing as entry level dietitians prior to graduation.

Goal 3: Foster student's professional growth and development to become leaders in the profession.

Objectives Goal 3:

1. A minimum of 80% of employers and site preceptors, who replied to the survey, will indicate 80% satisfaction of students/program graduates leadership skills
2. A minimum of 80% of employers who respond to the survey will indicate 80% satisfaction with the quality of work performed by NCCU DIP graduates.
3. Within five years of graduation, a minimum of 10% of DIP graduates will hold an elected or appointed leadership position in a dietetics or other food and nutrition related professional association and/or serve in a managerial position.
4. One hundred percent of the students will be a student member of the Academy of Nutrition and Dietetics.

Upon request, the program outcomes data will be made available.

ESTIMATE OF DIETETIC INTERNSHIP PROGRAM (DIP) FEES

	IN-STATE	OUT-OF-STATE
a. Tuition*(estimated)	\$8,825.49	\$20,160.24
b. 56% of the tuition will be billed in the Fall and 44% in the Spring		
REQUIRED FEES: DEPOSIT		
2. ++ Special Fee – DIP	\$ 450.00	\$ 450.00
OTHER REQUIRED FEES		
3. **The Academy Associate membership	\$ 58.00	\$ 58.00
4. **The Commission on Dietetic Registration Examination Fee(CDR)	\$ 200.00	\$ 200.00
TOTAL	\$9,533.49	\$20,868.24
<u>OTHER EXPENSES (2 semesters)*****</u>		
--Parking	\$ 300.00+	\$ 300.00 +
--Books estimated	\$ 400.00 +	\$ 400.00
--Housing and food	\$1,767.00-6000.00	\$1,767.00-6000.00
--Travel (to and from internship sites) estimated	\$ 200.- 400.00	\$ 200.-400.00-
--Attendance to professional meetings	\$ 500.00-1000.00	\$ 500.00-1000.00
--Any health work required by specific sites(ex .drug screen background check etc.)	\$ 250.00 estimate	\$ 250.00 estimate

*Dietetic Internship Program tuition and fee (in-state & out-of-state) cover course work for fall and spring. Also, it includes the following normally required fees for all graduate students: -athletic; education and technology; accident and sickness; medical; campus center; lyceum and concert; student activity; telephone registration

**This should be paid directly to The Academy and CDR

****Other: expenses are estimates and will vary with your choices.

NOTE: Payments are to be paid upon admission into the program. Tuition and fee is due in full upon registration.

++A payment of a non-refundable Special fee of **\$450.00** deposit is required by **May 1, 2018** upon acceptance to reserve a position. The Special Fee covers administrative fee, liability insurance, student manual, and lab coat patches.

Tuition and fees are subject to change as approved by The Board of Governors of the University of North Carolina without prior notice. Contact the Registrar's office or visit the University's website at <http://www.ncu.edu>

For financial aid information, students should write or call:

Office of Scholarship and Student Aid (SSA)
North Carolina Central University
P.O. Box 19496
Durham, NC 27707
Telephone 919-530-6180
Go to <http://www.nccu.edu>

ITEM 2**MEDICAL INSURANCE**

- . Medical insurance is included in tuition fees at NCCU. Liability insurance is separate (See DIP Fees).
- . Liability insurance is paid through NCCU with funds from nonrefundable special fee, to the insurance company. Dietetic internship students participate in a group policy with nursing students.

TRAVEL AND PARKING

- . Cost of travel to and from internship sites and the cost of parking are the responsibilities of the students.

PROFESSIONAL ACTIVITIES

- . Attendance at professional meetings is required and the expenses are the responsibility of the student.

CREDIT AND HOURS

- . Students earn the following credit and hours:

Fall	9 credit hours (course work)
Spring	6 credit hours (internship)*
<hr/>	
Total	15 semester hours

* Spring semester for DIP ends in June. The intern completes the rotations in June and spends the last few days on campus. This enables interns to have time to complete the required paperwork, and pass the exit comprehensive exam, and other activities before exiting from the program.

Eligibility and Admission Requirements

Admission into NCCU dietetic internship program is contingent on an applicant providing:

- a) A signed Verification Statement by the didactic program director showing day, month, and year of graduation
- b) An official transcript showing day, month and year of graduation to be submitted on the first day of orientation.
- c) NCCU doesn't accept verification statements older than 4 years.

Applicants to the Dietetic Internship Program at NCCU must meet the following requirements:

1. Successful completion of a Bachelors degree in dietetics, human nutrition institutional management, foods, or related area from an ACEND accredited didactic program
2. Electronically submit completed application to Dietetic Internship Computerized Application System (DICAS) (<https://portal.dicas.org>)
3. Submit Supplemental Application materials to NCCU postmarked no later than **February 15, 2018**
4. Meet eligibility and admission requirements.
5. After admission offer to DIP, meet graduate school admission requirements and the Department of Human Science's eligibility requirements for Dietetic Internship Program.
6. Pay a non-refundable Supplemental Application **fee of \$50.00 to NCCU**. Make check payable to: North Carolina Central University-DIP (NCCU-DIP)
7. Participate in a face to face and/or Skype interview.
8. Participate in the computer matching system.

Please note the deadline for receipt of completed applications by DICAS, Supplemental Application by the program and completed internship ranking to D & D Digital must be completed/postmarked no later than **February 15, 2018**. Late and/or incomplete Supplemental Application received by the internship director will not be reviewed.

Application and admission into the Dietetic Internship Program (DIP) are considered without discrimination on the grounds of race, color, sex, national origin, religion, or disability (see NCCU Catalog or website <http://www.nccu.edu>).

ADMISSION REQUIREMENT AND PROCESS

Admission to the DIP is on a competitive basis. Students will be selected on the basis of their academic achievement, work experience, letters of recommendation, activities related to dietetics, and the letter of application.

The Dietetic Internship Committee that is comprised of site preceptors and the graduate faculty in the Department of Human Sciences will evaluate applicants for the Dietetic Internship. Mean total scores rank the applications. Applications will be screened based on the following **selection criteria**:

- 1) Meet eligibility and admission requirements for acceptance in Dietetic Internship Program (see eligibility criteria page 11)
- 2) Grade point averages in applicant's didactic program in dietetics based on the following priorities:
 - a) A minimum cumulative grade point average of 3.00 on a 4.00 point scale
 - b) A minimum grade point average of 3.00 based on a 4.00 point scale in professional courses in nutrition, foods, and dietetics
 - c) A minimum grade point average of 3.00 based on a 4.00 point scale in courses in the biological, natural and physical sciences
- 3.) Completion of the GRE within the last 5 years. For DIP scoring purposes an acceptable GRE score is between 50-60 percentiles on the “new scoring scale” or a total score of 1000 using the “old scoring system”.
- 4) Work experience; academic honors; volunteer and community service
- 5) Personal and/or Skype interview
- 6) Applicant's letter of application and letters of reference. Applicant’s admission into the Graduate program. For admission requirements into graduate program, see the NCCU web-site at <http://www.nccu.edu>. (keyword: [graduate](#) studies); apply now; then click on graduate program and then select College of Behavioral and Social Sciences; select Family and Consumer Sciences)
- 7) Computer matching and participation in DICAS.

Applications will be evaluated using the Rating Scale for Evaluation of Applicants for Admission into the Dietetic Internship Program. (See Rating Scale on 16).

Applicants must submit Supplemental Application materials and fee posted marked by **February 15, 2018 (DO NOT FAX)**. The application should contain the following:

1. Completed, typed Dietetic Internship Program (DIP) Supplemental Application and Checklist for Dietetic Internship Application.
2. Non-refundable \$50.00 program Supplemental Application fee. Please send check or money order payable to NCCU-Dietetic Internship.
3. Other relevant and supporting documents such as GRE Scores etc. Please see Supplemental Application requirement on page 4 of this document. Supplemental Application and Checklist for Dietetic Internship Application can also be access via a tab on the DIP website home page.

Applications from DICAS will be screened for completeness, recommendations, original verification statements or declaration of intent to complete degree, grade points in the official transcripts, and recency of education. Interviews are required for all qualified students. Students whose application and Supplemental Application are incomplete or **do not meet entrance criteria** will not be considered for admission.

Completed applications are due postmarked no later than **February 15, 2018**. A checklist is attached with the application. Please complete the checklist and submit it with the application. If *all* application materials are **not** postmarked by **February 15, 2018**, the application will be considered incomplete. Student interviews for DIP will be completed by/before **March 26, 2018**. Students will be informed of their match into the program by **April 8, 2018 by D & D Digital systems**. Students must accept or reject the match by **April 9, 2018 via** e-mail to the Director of the program. Director's acknowledgement of acceptance will be received by April 10, 2018. **A registered acceptance letter and \$450.00 deposit to the Director postmarked May 1, 2018 is required.** Position not secured with deposit will be offered to someone else. Program Director will contact you by **April 10, 2018** via e-mail or telephone confirming your acceptance into the Program. Unmatched applicants begin **April 12, 2018**.

Mail the Supplement Application and Fee in one package to:

Esther C. Okeiyi, Ph.D., R.D., LDN
 Director, Dietetic Internship Program
 Department of Human Sciences
 North Carolina Central University
 P.O. Box 19615
 Durham, NC 27707.
 e-mail: eokeyi@nccu.edu

Telephone: 919-530-5257 or 530-6477. Monday to Friday, 9:00 am to 5:00 p.m. eastern time

If you want documentation that the packet has been received, mail it with "return receipt requested" or include a stamped self-addressed postcard. Application materials become the property of the University and will not be returned to the student.

APPLICATION POLICIES

1. Deadlines

Receipt of the Supplemental Application Materials: Postmarked no later than **February 15, 2018**

2. Return of Application materials

Application materials received by Dietetic Program Director from you and DICAS will not be returned to applicants or his/her designee.

3. Late Applications

Supplemental Application Materials postmarked after **February 15, 2018** or mailed with insufficient postage will be returned to the applicants at applicant's expense.

4. Incomplete Application and Supplemental Application Materials.

Incomplete applications and supplement documents will not be reviewed. Supplemental Application Material fee for incomplete documents and applications are not refundable.

5. Interviews

Interviews will be conducted for all final candidates, either via Skype and/or in person at any point during the application process.

6. Financial Aid

It is the student's responsibility to contact the Financial Aid Office, apply and follow-up on financial aid on time.

7. Immunization

All applicants must meet the health and immunization requirements of the university.

8. Equal Opportunity

Recruitment, application and admission in the Dietetic Internship Program are considered without discrimination on the grounds of sex, race, color, age, religion, handicap, or national origin. NCCU Graduate and Professional Student Catalogue .

9. GRE Scores

GRE scores are required by Graduate Admission and must be submitted with Supplemental Application.

10. Recency of academic work:

The program considers recency of academic work and verification statement, not more than four years old.

Explanation of Selection Criteria

1. **Grades**: A GPA of 3.0 or better in major and science courses respectively are required. An overall GPA of 3.0 or better is required. Additional coursework over the minimum requirements in dietetics, sciences, and business will be considered.
2. **Work Experience**: Recent work experience in dietetics and/or related field with positive recommendations from supervisors is required.
3. **Leadership**: Involvement in extra curricular activities that demonstrate ability provides leadership, work cooperatively and relate to others is required.
4. **References**: References should reflect leadership qualities; scholarship; ability to work in undirected situations, meet deadlines, work well with others; and good communication skills.

Appointment

A letter from the Program Director confirming acceptance into the program with a form which must be notarized will be emailed to the student by **April 10, 2018**. The student must return the notarized form with a *non-refundable special fee of \$450.00* by **May 1, 2018**, to reserve a space in DIP. The tuition for each semester is due upon registration and should be paid to the Bursar's Office, North Carolina Central University, 1801 Fayetteville Street, Durham, NC 27707.

GRADUATE APPLICATION

All applicants who have met the initial requirement and have selected into the DI program will be required to apply to graduate admission. Therefore, students must request and apply for graduate admission. The website for the graduate application is:

The address and phone number for the Graduate School Admissions is as follow:

Admission to the Graduate School
North Carolina Central University
Graduate School of the College of Behavioral and Social Sciences
P.O. Box 19467
Telephone number: 919-530-7396

The Graduate School Office and The Department of Human Sciences are two different offices and require separate official transcripts, original recommendation letters and application fees sent to these two offices. The department does not send their copies to graduate admission office.

Although students are expected to meet the graduate school admission requirement (see page 10 # 4 of this packet), the students are not obligated to seek the MS degree or complete their graduate studies at NCCU. However, they may transfer their credit hours to any institution of their choice including NCCU if they decide to pursue graduate studies.

Applicants must submit their GRE score. GRE scores are a requirement for admission. Plan to take your GRE examination before **February 15, 2018** or your packet will not be reviewed. .

HEALTH & IMMUNIZATION REQUIREMENT

Students are not expected to meet the health and immunization requirement until admission into dietetic internship program. See the NCCU catalog or website. Once admitted, those requirements must be met to enroll into classes.

Address for Computer Matching Company

D & D DIGITAL SYSTEMS
304 MAIN STREET, SUITE 301
AMES, IOWA 50010
Telephone 515-292-0490 E-mail: dnd@netins.net
Website address: <http://www.dnddigital.com>

All correspondence regarding matching is between the student and the D & D Digital Systems.

RATING SCALE FOR DIP APPLICANTS

Cumulative Grade Point Average (GPA)	25%
GPA in Professional Courses	15%
GPA in Natural and Biological Sciences	10%
Work experience	10%
Academic Honors	5%
Community service	5%
Application letter	5%
Letters of reference	15%
Interview	5%
GRE Score	5%
Total	100%

INSTITUTIONAL AFFILIATIONS

The Rotation Sites 2017-2018

Clinical Rotations

Name of Facility	Location
CarolinaEast Medical Center	New Bern, NC
Carteret General Hospital	Morehead City, NC
Central Carolina Hospital	Sanford, NC
Danville Reg. Med. Ctr.	Danville, VA
Duke Raleigh Hospital	Raleigh, NC
Duke Regional Hospital	Durham, NC
UNC Lenoir Health Care	Kinston, NC
Kinston Memorial Hospital	Kinston, NC
Nash General Hospital	Rocky Mount, NC
Southeastern Hospital	Lumberton, NC
Veterans Adm. Hospital	Durham, NC
Wake Medical Ctr. Raleigh	Raleigh, NC
Wayne Memorial Hospital	Goldsboro, NC
Womack Army Medical Center	Fort Bragg, NC

Community Rotations

Durham County Health Department	Durham, NC
Duke Diet and Fitness Center	Durham, NC
Harnett Co. Health Dept.	Lillington, NC
Lincoln Community Health Center	Durham, NC
Orange County Health Dept.	Hillsborough, NC
Piedmont Health Center Inc.	Carrboro, NC
Rex Employee Health	Raleigh, NC
UNC Wellness Center	Chapel Hill, NC

Foodservice Rotations

Name of Facility	Location
Croasdaile Village	Durham, NC
Dept. of Corrections (NC)	Raleigh, NC
Duke Diet and Fitness	Durham, NC
Duke Raleigh Hospital	Raleigh, NC
Durham Regional Hospital	Durham, NC
Granville Med. Center	Oxford, NC
Nash General Hospital	Rocky Mount, NC
Rex Hospital	Raleigh, NC
SAS Institute	Cary, NC
The Forest at Duke Retirement Community	Durham, NC
Wake Medical Center	Raleigh, NC
Wayne Memorial Hospital	Goldsboro, NC

A complete description of the participating sites will be sent to incoming students who have been matched to the program. It is the student's responsibility to ensure he/she has reliable transportation and a valid driver's license to travel to rotation sites, classes, and professional meetings.

CHECK LIST FOR DIETETIC INTERNSHIP APPLICATIONS

INSTRUCTIONS: Please complete the following items by checking to show that they are present and being sent with your completed application packet. Submit this checklist with your application

Name _____ Date _____

1. Completed and electronically submitted Application form to DICAS _____
2. Completed and submitted Supplemental Application to NCCU _____
3. Non-refundable Supplemental Application DIP \$ 50.00 Application Fee _____
4. Completed and electronically submit ranked choices to D & D Digital System with the \$50.00 fee _____
5. Completed on line the Graduate School Application Form (Please submit **after** acceptance into the Program. Apply by **May 1, 2018**) _____
6. Submitted Three Recommendations/References via DICAS _____
7. Official Transcripts from all post-secondary institutions to DICAS with **month, day, and year** of earned degree (if applicable) . _____
- 9 Submitted to DICAS, the Verification/Intent to Graduate Statement with _____
- 10.. Submitted GRE scores _____
11. This application Check List _____

For Office Use:

Application packet post-marked _____ Received

GPA: Overall _____

Professional _____

DPD Sciences _____

Other _____

GRE Scores and Percentiles _____