Dietetic Internship Program
Applicant Guide
And Supplemental Application

Department of Human Sciences
North Carolina Central University
Durham, NC 27707

Fall 2021 – Spring 2022
Dear Applicant,

Thank you for your interest and request for information regarding the Dietetic Internship (DI) Program at North Carolina Central University (NCCU). Detailed information and application instructions can be directly accessed on the DIP website which can be found by searching keywords “Dietetic Internship” from NCCU’s home page (www.nccu.edu).

The Supplemental Application required by the NCCU DIP is provided in this package of information and must be submitted with a $50 application fee to the program by February 15, 2021. The Supplemental Application is also available at NCCU’s DIP website.

Please review the entire DIP website, which will provide information on the program, application eligibility, application procedure, selection criteria, and estimated expenses for the program. Please note important dates and deadlines.

As a dietetic intern at NCCU, you will complete 15 semester credit hours in graduate level nutrition courses over the 45-week duration of the program. You will also complete Clinical (15 weeks), Community (8 weeks), and Foodservice (7 weeks) rotations for a total of 1200 hours at rotation sites. For students interested in NCCU’s Online Master’s degree in Nutrition, all 15 course credits from the DIP are transferable into the Master’s Program.

If you have any questions regarding the enclosed materials, please email or call me. The deadline for submitting the completed application to DICAS, the Supplemental Application to NCCU and computer matching preferences to D & D Digital is February 15, 2021. All applicants are reminded of the $50 fee for DICAS, and the $55 application fee to D & D Digital Systems are also due by February 15, 2021. Both addresses are provided on page 3 of this application packet.

All candidates accepted into the program must apply and meet NCCU’s graduate admission requirements including background checks and the university’s health and immunization requirements. Once accepted into the DIP program, you will be required to submit a full and separate application to the NCCU Graduate Program admission office.

We look forward to receiving your application.

Sincerely,

Kimberly Powell, PhD, RD, LDN
Director, NCCU Dietetic Internship Program
(919)530-6359
kpowel34@nccu.edu
DICAS Information
Dietetic Internship Centralized Application System (DICAS)

All Dietetic internships that participate in computer matching will be using the online Dietetic Internship Centralized Application Process (DICAS).

To submit your application to DICAS, follow these steps:

1.) Identify the dietetic internship program(s) you are interested in from the Academy website:
https://www.eatrightpro.org/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 1, 2020 to February 15, 2021 at 11:59 pm (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 the 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.

4.) Mail the Supplemental Application to:
Dr. Kimberly Powell
Director, Dietetic Internship Program
1801 Fayetteville Street  PO Box 19615
Durham, NC 27707

## Important Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activities</th>
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<tbody>
<tr>
<td>November 20, 2020</td>
<td>Information on NCCU Dietetic Internship Application available</td>
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<tr>
<td>December 1, 2020</td>
<td>Applications can be accessed in DICAS</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>Guide and Supplemental Application material available</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>Submit Applications</td>
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<tr>
<td>February 15, 2021</td>
<td>Submit Supplemental Application postmark due date</td>
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<tr>
<td>February 15, 2021</td>
<td>Preference ranking D &amp; D Digital System</td>
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<tr>
<td>April 5, 2021</td>
<td>Applicant notification day begins (6:00pm CST)</td>
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<tr>
<td>April 6, 2021</td>
<td>Student contacts director to indicate acceptance via telephone and/or e-mail</td>
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<tr>
<td>April 6-7, 2021</td>
<td>Director informs students of acceptance into the Program by telephone and/or</td>
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<tr>
<td>May 1, 2021</td>
<td>Students accept and secure a space with $450.00* Postmarked no later than</td>
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<td>May 1, 2021. (This is a non-refundable special fee that includes $21 for DIP</td>
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<td>Liability Insurance.)</td>
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<tr>
<td>Prior to May 31, 2021</td>
<td>Balance for Fall and Spring tuition due at registration. This fee includes</td>
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<td>fee for 15 Credit hours as well as Health Insurance Fee to the University.</td>
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<td>Estimated Tuition for 2020-2021 is ($7,617 – In State) and ($20,302 – Out</td>
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<td>of State.)</td>
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*The $500.00 Deposit is the total amount required for the 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 intern’s position after acceptance should be mailed to:

Dr. Kimberly Powell  
Director, Dietetic Internship Program  
1801 Fayetteville Street  PO Box 19615  
Durham, NC 27707

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](http://www.nccu.edu)) for any changes.
Please complete the application below and mail with $50.00 fee. Make Check to: NCCU-Dietetic Internship.

<table>
<thead>
<tr>
<th>Date (DD/MM/YYYY)</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Street</td>
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<tr>
<td>City, State, Zip Code</td>
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<tr>
<td>Telephone Number (including Area Code)</td>
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<tr>
<td>Birth Date</td>
<td>____mo._____day______year</td>
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<tr>
<td>Didactic Program Attended</td>
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<tr>
<td>Social Security Number</td>
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| GPA’s | Cumulative________Professional/Dietetics______  
| | Sciences_________MS degree____________ |
| Graduate program if Applicable |   |
| Taken GRE* Exam (Yes/No) Year taken_____  
| *GRE is not required but please share if you have a score. |   |
| 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 (Yes/No) and content is understood (Yes/No/unsure) |   |

**Mail the Supplemental Application and $50.00 Fee, postmarked by February 15, 2021 to the following address:**

Kimberly Powell, 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: kpowell34@nccu.edu  
phone: (919) 530-6359
CHECK LIST FOR DIETETIC INTERNSHIP APPLICATION

INSTRUCTIONS: Please check off each item as completed. Submit this checklist with your application.
Name_________________________________________ Date____________________________________

1. Completed and electronically submitted Application form to DICAS ______

2. Completed and submitted Supplement Application Materials to NCCU ______

3. Non-refundable Supplemental Application DIP $ 50.00 Fee ______

4. Completed and electronically submit ranked choices to D & D Digital System with the $55.00 fee ______

5. Completed online the Graduate School Application Form ______
   (Please submit after acceptance into the Program. Apply by May 1, 2021)

6. Submitted Three Recommendations/References via DICAS ______

7. Official Transcripts from all post-secondary institutions to DICS with month, day, and year of earned degree. ______

8. Submitted to DICAS, the Verification/Intent to Graduate Statement with Month, day, and year of earned degree ______

9. Submitted GRE scores with Supplemental Application ______
   (GRE Requirement waived due to COVID, but include if you have it)

10. This application Check List ______

For Office Use:
Application packet post-marked__________________________Received

GPA: Overall __________________________________________

Professional __________________________________________

DPD Sciences _________________________________________

Other: ________________________________________________

GRE ________________________________________________