



UNIVERSITY of WISCONSIN  
**GREEN BAY**

**University of Wisconsin Green Bay**  
**Didactic Program in Dietetics (DPD)**  
Student Handbook

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## **Welcome!**

Welcome to the Nutritional Sciences/Dietetics Program at the University of Wisconsin Green Bay! Our program is an ACEND-accredited program which provides students with a strong base of knowledge and skills in the nutrition sciences, preparing them to pursue a wide variety of exciting careers in the nutrition, food, and healthcare industries.

This handbook has been created in order to orient you to our program and to serve as a basic guide to understanding how to perform successfully as a student in the program. The information provided in the handbook will be discussed in more explicit detail in a number of your courses, and can also be discussed in one-on-one advising appointments. If you have any questions about the content of the handbook, please contact any one of the nutrition science advisors.

Again, welcome to the University of Wisconsin Green Bay Nutritional Sciences/Dietetics program! We look forward to providing you with a high quality and life-changing education to help you meet your educational, leadership, and career goals.

## Meet the Professors



### **Debra Pearson, Ph.D, RDN, DC**

Associate Professor

**Office**

LS 447

**Phone**

(920) 465-2280

**Email**

[pearsond@uwgb.edu](mailto:pearsond@uwgb.edu)

**Education:** Ph.D. University of California at Davis



### **Le (Leanne) Zhu, Ph.D, RDN**

Assistant Professor

**Office**

LS 450

**Phone**

(920) 465-2354

**Email**

[zhul@uwgb.edu](mailto:zhul@uwgb.edu)

**Education:** M.S. UW-Milwaukee, Ph.D. Cornell University



### **Sara Wagner, MS, RDN, CD**

Lecturer and Director of Didactic Program in Nutrition and Dietetics (DPD)

**Office**

LS 423

**Phone**

(920) 465-2332

**Email**

[wagnersa@uwgb.edu](mailto:wagnersa@uwgb.edu)

**Education:** MS University of Alabama



# What Can I Do With A Degree in Nutrition?

## Nutritional Science/Dietetics

The field of Nutritional Science/Dietetics focuses on the specific roles that food and nutrition have in human health and the prevention and treatment of disease throughout the lifespan. This includes studying nutrient metabolism at the molecular level, the social and psychological factors that influence dietary practices and disease risk in individuals and communities, and factors that influence the nutritional quality, quantity and availability of food.

Our Nutrition Science/Dietetics program is embedded within the Human Biology Department. This gives our students a solid, interdisciplinary foundation in the biological, physiological, developmental, and genetic aspects of human organisms with strong emphasis on the role of nutrients and food in human health and disease. To learn more about our Human Biology program please click on the "Career and Graduate Info" tab on the [Human Biology webpage](#).

The Nutritional Science/Dietetics program at the University of Wisconsin-Green Bay (UW-Green Bay) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Our program adheres to the knowledge, skills and competencies put forth by ACEND, which ensures the quality and continued improvement of nutrition and dietetics education programs.

Last Accreditation: 2011

Next Accreditation: 2022

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

120 S Riverside Plaza Suite 2000

Chicago, IL 60606

(312)899-0040 ext. 5400

[www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND)

Successful completion of our undergraduate Didactic Program in Dietetics will result in receipt of a [verification statement](#) and eligibility to apply to an accredited supervised practice program in pursuit of becoming a registered dietitian nutritionist (RDN). Dietitians who are employed in the state of Wisconsin are also eligible to become a Certified Dietitian (CD) under current state licensure.

## **Careers in Nutrition Science and Dietetics are Growing**

Careers in nutritional sciences are growing at a rate double that of other careers, and jobs in nutrition are expected to increase 11% between now and 2028. This is because of increasing recognition of the critical role that nutrition plays in the prevention and treatment of disease. Nutrition professionals work in hospitals, schools, and worksite wellness programs, leading the way to greater understanding of how the right foods and nutrition can improve our lives and our health.

## **What Kinds of Jobs are Available?**

Nutrition professionals are employed in a vast variety of careers in the following sectors:

Healthcare: nutrition education and care at clinics, hospitals, assisted living, and nursing homes

Wellness Programs: corporate and worksite wellness, and health coaching

Food Science: research and new product development

Quality Assurance: grocery and restaurant inspection, food safety testing, safe food planning and monitoring

Food Service Management: plan menus and oversee operations at school districts, hospitals, and long term care facilities

Government and Community Health: nutrition education as a part of public health, shaping of public health policy

Education and Research: teach and research nutrition science

### **Becoming a Registered Dietitian Nutritionist (RDN):**

A registered dietitian nutritionist is a recognized expert in food and nutrition. RDNs work in health care settings, such as hospitals, health clinics, long-term care facilities and private practice. In these settings RDNs provide medical nutrition therapy in the treatment and prevention of disease. In addition, many RDNs work at the local, state, federal or international level in community and public health agencies. RDNs also work in food and nutrition research in academic, or corporate settings. Other opportunities for employment include industry and food service.

Possible job titles that a RDN might hold include Registered Dietitian, Registered Dietitian Nutritionist, Clinical Dietitian, Foodservice Director, Sports Dietitian, Nutrition Educator, Researcher, Private Practice Registered Dietitian, Pediatric Dietitian, Renal Dietitian, or Diabetes Educator.



### How do I become a Registered Dietitian Nutritionist (RDN)?

There are multiple pathways to becoming a RDN. The pathway that our program offers involves completion of an accredited Didactic Program in Nutrition and Dietetics (DPD), (such as our dietetics program) from which you earn a minimum of a bachelor's degree. Successful completion of the DPD undergraduate program provides you with the verification statement needed to apply to an accredited supervised practice program. Following successful completion of a supervised practice program, you are then eligible to sit for the national examination for Registered Dietitian Nutritionist credentialing. Successful completion of the examination credentials you as a Registered Dietitian Nutritionist.

Students who have already completed a bachelor's degree from an accredited institution may apply directly to a Future Education Model graduate program with supervised practice. Pre-requisite coursework may be required. For more information, please talk to your advisor or see the [ACEND website](#).

There is more information about the internship process under the [Supervised Practice](#) section of this handbook. For additional information on becoming a Registered Dietitian and supervised practice see the [Academy of Nutrition and Dietetics website](#).

For several years, the numbers of students successfully completing accredited undergraduate Didactic Programs in Nutrition and Dietetics nationwide, and applying to Dietetic Internships has been outpacing the number of available internship positions. As a result, competition for internships is fierce. Here is [more information](#) about the current state of supply and demand for dietetic internships. Please work closely with your advisor and program director to discuss the ways in which you can become a competitive internship applicant.

**Important:** Effective January 1, 2024 the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited DPD Program at the University of Wisconsin Green Bay are eligible to apply to an ACEND-accredited supervised practice program. For more information about educational pathways to become an RDN, please visit [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend) and view the information for students and advancing education.

**Becoming a Nutrition and Dietetic Technician, Registered (NDTR):**

Many NDTRs work with RDNs in health care facilities assisting RDNs with providing medical nutrition therapy. NDTRs also work in food service, community and public health settings providing nutrition counseling. Possible job titles that a NDTR might hold include Dietetic Technician, Nutrition Educator, Dietary Aide, or Foodservice Manager.

**How do I become a Nutrition and Dietetic Technician, Registered (NDTR)?**

To become a Nutrition and Dietetic Technician, Registered (NDTR) you must first complete either,

1) An accredited Didactic Program in Nutrition and Dietetics (DPD) such as our dietetics program, from which you earn a minimum of a bachelor's degree and receive a verification statement.

-Or-

2) An accredited Dietetic Technician program earning at least an associate's degree.

You are then eligible to take the national Nutrition and Dietetic Technician, Registered exam. Successful completion of this exam credentials you as a Nutrition and Dietetic Technician, Registered.

For additional information on becoming a Nutrition and Dietetic Technician, Registered (NDTR), the NDTR exam and work opportunities to go to the [Academy of Nutrition and Dietetics website](#).

**Go on to Graduate School:**

Students with this degree also pursue graduate school in a wide variety of disciplines such as nutrition research in disease prevention/intervention, nutrient metabolism, nutrient-gene interactions, public health and policy, international nutrition, and epidemiology. [The American Society for Nutritional Science webpage](#) contains direct links to graduate programs in each state. You may then contact the programs that interest you. Many dietetic internship supervised practice programs are also combined with graduate coursework or the completion of a graduate degree. Talk to your advisor for more information.

**Employment Opportunities:**

Students with this bachelor's degree also go directly into the workforce in such areas as food service, the food industry/agribusiness, the healthcare field, government agencies, health coaching, worksite wellness, and public health.

The Society for Nutrition Education developed a handbook, "Untangling the Nutrition Web in Career Development", which is available at [www.nutritioncareers.com](http://www.nutritioncareers.com). An extensive chart in the book visually shows how skills and interests in nutrition can be paired with many other skills and interests to create very unique careers. You may also borrow this book from the UW-Green Bay DPD Director. The [Academy of Nutrition and Dietetics](http://www.academyofnutritionanddietetics.org) web site contains a great deal of information about career opportunities for professionals in the Nutrition Sciences/ Dietetics.



# **UWGB DPD Program**

## **Nutritional Science/Dietetics - Program Mission**

To provide high quality interdisciplinary courses and learning opportunities that focus on the biological, physiological and behavioral aspects of the human organism with an emphasis on the role that food and nutrition have in maintaining and improving health. This program integrates evidence-based scientific principles and critical thinking skills needed to prepare students for supervised practice leading to eligibility for the credentialing exam to become a registered dietitian nutritionist, graduate studies and employment in food and nutrition-related fields.

## **Program Goals**

DPD programs need to clearly articulate the broad goals of their undergraduate educational curriculum. As part of the accreditation process, every accredited DPD program is required to establish program goals and evaluate the progress of these goals on an on-going basis.

Following are the University of Wisconsin - Green Bay Didactic Program in Nutrition and Dietetics (DPD) Program Goals for which we create measurable outcomes to track progress on these goals.

1. To prepare graduates who will be qualified entry-level registered dietitian nutritionists
2. To prepare well qualified graduates who will be employed in education, food industry and business, food service systems, community agencies, government agencies and health care organizations.
3. To prepare graduates who will be committed to life-long learning and advanced educational opportunities.

## **Graduate Outcomes**

We track the following outcomes to help us ensure the quality and continued improvement of our program:

1. To prepare graduates who will be qualified entry-level registered dietitian nutritionists
  - a. At least 80% of program students complete the program/degree requirements within three years (150% of program length).
  - b. Sixty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
  - c. Fifty percent of program graduates are admitted to a supervised practice program within 12 months of graduation.
  - d. The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%

- e. Graduates will perform above the national mean score on the credentialing exam for dietitian nutritionists.
- f. Supervised practice directors who respond to surveys will indicate that UW-Green Bay DPD graduates are well prepared for supervised practice at a satisfactory level or above.
- g. Seventy five percent of program graduates who respond to surveys will indicate that the UW-Green Bay DPD program prepared them for supervised practice at a satisfactory level or above

2. To prepare well qualified graduates who will be employed in education, food industry and business, food service systems, community agencies, government agencies and health care organizations.

- a. Fifty percent of program graduates who respond to surveys and indicate seeking employment will be employed in food, nutrition and dietetic related professions within 6 months of being eligible.
- b. Eighty percent of employers who respond to surveys will evaluate program graduates as satisfactory or above on job performance.

3. To prepare graduates who will be committed to life-long learning and advanced educational opportunities.

- a. Eighty percent of graduates who respond to surveys and indicate application to graduate studies will be accepted.
- b. Fifty percent of graduates who respond to surveys will indicate a desire to obtain an advanced degree or practice certification.

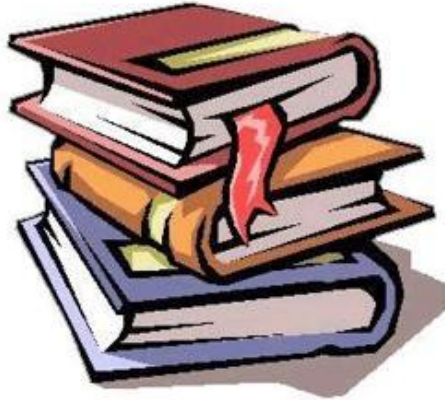
Our programs outcomes data is available upon request.

## **Admission Criteria for the Nutritional Science/Dietetics Program**

To be eligible for the Nutritional Sciences/Dietetics Program at UW-Green Bay, students must complete CHEM 211 and BIO 201 with a grade of C or higher in each course.

Once these requirements have been met, students may use the following form below to request their major declaration. [Declare my Major/Minor/Certificate](#)

All students at UW-Green Bay are encouraged to declare a major as early as possible; however the University requires all students to declare a major by the time they have earned 45 credits. Additionally all students are required to have a complete academic plan on file with the Registrar's Office by the time they have a total of 62 credits earned and in progress.



# **UWGB Policies and Procedures**

## **What are the DPD Basic Policies and Procedures, What Are My Rights and Responsibilities?**

In most cases basic program policies and procedures must comply with the University of Wisconsin-Green Bay's policies, the UW System policies and/or State and Federal laws and regulations. Listed below are brief descriptions and locations for our policies and procedures.

### **Student Privacy Policy and Student Equal Opportunity Policy**

Students' privacy is protected under the Family Education Rights and Privacy Act (FERPA); which is posted both on the University's Financial Aid and Student Employment web site:

<http://www.uwgb.edu/ferpa/>

UW-Green Bay's [Disability Services website](#) clearly states that no public or private institution may discriminate against a disability solely by reason of the disability based on Section 504 of the 1973 [Rehabilitation Act](#) and the [Americans with Disability Act](#). Furthermore the UW System posts a nondiscrimination policy as well as UW-Green Bay.

### **Protection of Student Rights and Due Process**

[The Dean of Students' Website](#) clearly defines Policies and Procedures that are intended to protect the rights of students as well as outline students' responsibilities.

These include but are not limited to the following:

- Complaints and Grievances
- Rights and Responsibilities
- Sexual Assault
- Legal Services Listing
- Extended Absences

### **Withdrawal and Refund of Tuition and Fees Policies**

The Nutritional Sciences/Dietetics program adheres to the withdrawal and refund of tuition and fees policies of UW-Green Bay as stated at the [Bursar's website](#).

### **Withdrawal Policy**

The following links detail the university's refund policy and the associated deadlines and fees.

- <https://www.uwgb.edu/bursar/refunds/general-refund-information/>
- <https://www.uwgb.edu/bursar/refunds/refund-and-drop-schedule/>



## Academic and Holiday Calendar

Nutritional Sciences/Dietetics program follows the scheduling and academic calendar, including vacation and holidays that UW-Green Bay has established as posted on the Registrar's website. The Registrar's website lists Registration, Academic and Final Exam schedules:

<http://www.uwgb.edu/registrar/index.asp>

## Access to Personal Files

Students have access to their personal files according to the policies and procedures detailed on the [Dean of Students Website](#).

## Procedures to File a Grievance or Make a Complaint

UW-Green Bay has established procedures that ensure a student's right to file a grievance or make a complaint, either an academic or non-academic grievance. The Dean of Students provides students with a procedure by which they are first directed to speak directly with their instructor but in the event that the student is not satisfied they may then direct their complaint to the chair of the department or the appropriate academic dean.

If a student feels in any way that he or she is being discriminated against, they should contact the Dean of Students directly. See our [Filing and Handling of Student Complaints Policy](#). More information can be found on the [Office of the Provost](#) website.

Our accreditation agency (ACEND) has established a process for reviewing complaints against programs to assure the quality and integrity of the educational programs that it accredits. Any individual (student, faculty, dietetics practitioner and/or member of the public) may submit a complaint against any accredited program to ACEND. More information can be found on the [ACEND website](#).

## Procedures for Obtaining Transfer Credit and Credit for Prior Learning

See our [Assessment of Prior Learning policy](#). Additionally, transfer credits are discussed in detail on the [UWGB Admissions Website](#).

Procedure:

1. Transfer students who are admitted to the University of Wisconsin-Green Bay will be provided with an official credit evaluation from the registrar's office following their admission.

2. Transfer information can be unofficially evaluated through a UW System Transfer Information System (TIS) Web site
3. Students who wish to enroll in the didactic program can meet with a program advisor in advance to unofficially review possible transfers however it will be necessary to await the official report to assure accuracy of transfer courses.
4. Once a student is officially admitted and in the event that a course does not transfer directly as an equivalent UW-Green Bay required course the following can occur:
  - The instructor can request a copy of the previous course syllabus to review and in the event the content is comparable, the department chair can submit a course substitution form in order to meet the program's requirements.
5. Credit for Prior Learning is an option offered to all UW–Green Bay students. If you have amassed extensive knowledge in a subject area due to on the job, field, or other educational experience, you may want to consider if you would be a candidate to apply for credit for prior learning in lieu of completing the classroom based course. The University no longer permits a program to waive a program requirement based solely on past experience.
  - The Office of Institutional Research and Assessment provides opportunities for students to obtain credit for prior learning through a number of options however credit can only be awarded for learning, not merely for experience. All credit awarded through Credit for Prior Learning (CPL) options must equate to a specific UWGB course or courses. Credit is not awarded as general elective credit. Credit cannot be awarded for a course that already appears on a student's transcript. Credit awarded through CPL does not count as credits in residence for the purposes of honors or degree program requirements.

## **Formal Assessment of Student Learning**

See our [formal assessment of student learning policy](#).

Procedure:

1. Each individual instructor is responsible for establishing the specific course requirements and provides students with a course syllabus in which the grading scale is outlined
2. Each student has access to their unofficial transcript through the campus student Information system (SIS) which enables students to monitor academic performance on an ongoing basis

3. Students in the DPD are encouraged to meet regularly with their course instructors and advisor to discuss any concerns regarding academic performance.
4. It is strongly recommended that students who desire to obtain the DPD verification statement retake required courses in which less than a C grade has been earned.

## **Procedures for Retention and Remediation**

The Nutritional Science/Dietetics program works closely with students to help them successfully complete the program requirements. [See our DPD retention and remediation policy.](#)

Procedure:

1. The program course requirements can successfully be completed within the desired 8 semesters as a full time student.
2. A student must complete 120 credits and be in good academic standing (cumulative resident grade point average of 2.0 or greater).
3. It is strongly recommended that students who desire to obtain the DPD verification statement in addition to the graduation diploma retake required courses in which less than a C grade has been earned.
4. A student may repeat most courses. The original course and grade will appear on the transcript; however the most recent grade will be used to calculate the grade point average.
5. Students who are having difficulty meeting the academic expectations are strongly encouraged to meet frequently with their advisors to adjust and modify their curriculum plan.
6. Copies of changes to the course advising plan are maintained in the student's program advising folder.

## **Procedures for Disciplinary Action and Termination of Student Status**

The following details the procedures for disciplinary action and termination of student status. See our [Disciplinary/Termination Procedures policy.](#)

Procedure: The University of Wisconsin - Green bay has defined very clear steps and procedures to deal with academic standing that does not meet minimum expectations of the University.

1. These procedures and guidelines are located in the Undergraduate Catalog
2. General Information: Academic Rules and Regulations

3. Good Academic standing is a cumulative resident GPA of 2.00 or greater
4. An Academic Warning notifies a student who at the end of any semester in which the semester GPA is less than 2.00
5. Following actions can then occur in terms of Academic Probation and Strict Probation
6. The catalog also outlines procedures for appeals and return to good standing

## **Other Academic Policies**

This link provides a number of other academic policies that the University of Wisconsin-Green Bay has in place.

<http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/>



# **Declaring a Major and Course Requirements**

## How to Declare Your Major

### 1) Apply for the Major

The online declaration form can be found on the Registrar's Office website:

<https://www.uwgb.edu/registrar/forms-petitions/declaration-forms/>

### 2) Check Your Student Information System (SIS)

Once your declaration of your Human Biology Major with an Emphasis in Nutritional Sciences and Dietetics has been accepted, you will be assigned an advisor on SIS. You will also notice that your "Advisement Report" under "My Academics" will now list your new major and all of the requirements that need to be completed. Check here when registering for classes to see what all you still need to complete.

## Grading System and GPA

UWGB uses the [Grading System](#) noted on the GBOSS website.

You can look at your overall GPA on your SIS account under "Unofficial Transcript". You can also find a breakdown of your nutrition GPA on your Advisement Report under "My Academics" through SIS.

## Required Coursework

A list of required courses can be found here: [Required Nutritional Sciences courses.](#)

## Nutritional Sciences and Exercise Science Double Emphasis

Some students choose a double emphasis in both Nutrition & Exercise Science. This can be done with the addition of 18 extra credits. The additional required courses are:

- PHYSICS 103 - Fundamentals of Physics I; 5 credits
- HUM BIOL 116- First Aid & Emergency Care Procedures (or current certification); 3 cr.
- HUM BIOL 210- Prevention & Treatment of Athletic Injuries; 3 cr.
- HUM BIOL 333- Principles of Sports Physiology; 3cr.
- HUM BIOL 351- Kinesiology; 4 cr.
- You must also select HUM BIOL 350- Exercise Physiology; 4 cr., rather than HUM BIOL 402, Human Physiology, 3 cr.

## Chemistry Minor

To add a **Chemistry Minor** on to your Human Biology- Nutritional Sciences and Dietetics degree, you only need to take one extra class, CHEM 311, Analytical Chemistry (4 cr). You must then complete a course substitution form to substitute Nutritional Biochemistry for Biochemistry in your minor requirements.

## Other Majors and Minors

Although it is not required for graduation, you may add a minor or second major if that is important to you and your career goals. Look at the list of **Majors and Minors** to see if there is an additional major or minor that might compliment your studies or be relevant to your career goals, then meet with an advisor from that department to see what classes you need. Common minors that pair well with nutrition are business, psychology, or Spanish.

## Transfer Students

If you transferred from another school, there are tools available to ease your transition process. Consider utilizing the following resources:

UW-System Transferology Program:

<https://www.transferology.com/state/wisconsin.htm>

Academic Advising Office:

<http://www.uwgb.edu/advising/>

Academic Advising Transfer Student FAQs:

<https://www.uwgb.edu/admissions/transfer/admitted/faqs/>

## International Students

If you are an international student, it may be helpful to talk with the Office of International Education.

Website: <https://www.uwgb.edu/international/international-students/>

Location: Cofrin Library, Room 108

Phone Number: 920-465-2190

## How to Register for Classes

### 1) Advising

- a. Sign up for an advising appointment **in advance of your registration date** with your assigned advisor. Your advisors are skilled in knowing what classes you need and they will help in assisting that you are on the right path to graduation.

- i. Once you are accepted into the Human Biology Major, you will be assigned an advisor.
    - ii. Your advisor's name and phone number will be listed on the main page of your Student Information System (SIS) account.
  - b. Before meeting with your advisor check your Academic Records to see what classes you still have left. This will be on SIS under "My Academics." Come to your advising appointment prepared, and with a tentative schedule and idea of what courses you would like to take, as well as your goals for a graduation date.
- 2) Determine Your Registration Date/Time\***
- a. On your SIS account, you will find a date and time that you are able to begin registering for classes under "Enrollment Dates" on the right-hand side of the homepage.
  - b. You will not be able to register until this date and time.
  - c. Once your registration opens, you can add/swap/drop courses until the last drop deadline for the semester.
- 3) Make Your Schedule\***
- a. You can find the class schedule on SIS
  - b. You can also find a schedule of the classes being offered here:  
<http://sis.uwgb.edu/schedule/>
- 4) Add Classes to Your "Shopping Cart"\***
- 5) Enroll in the Classes\***
- a. At the specific time and date your registration opens, you may enroll in the classes you added to your shopping cart.

\*Here is a detailed description with images to help you navigate through SIS to register for classes: <https://www.uwgb.edu/advising/registration/when-and-how-do-i-register/?viewmode=0>

### **Trying to register but have a hold on your account?**

Here is a list of holds and how to prevent and resolve them:

<http://www.uwgb.edu/gboss/registration/holds.asp>





# Resources for Students

## UWGB Student Support Services

UW-Green Bay provides a range of student support services to all students currently enrolled, including health services, counseling and testing services, and financial aid resources. See the listing below for detailed information about each resource.

### Bursar's Office:

Website: <http://www.uwgb.edu/bursar/>

Phone: 920-465-2224

Location: 1300 Student Services Building

You can stop by the Bursar's office to pay tuition and ask questions about payments. The website contains information regarding refunds, withdrawal policies, tax information, and tuition payment schedules.

### Career Services:

Website: <https://www.uwgb.edu/careers/>

Phone: 920-465-2163

Location: Student Services, Room 1600

Career Services is the place to go to for job searching advice. They offer many events through the semester such as mock interviews, Linked-In Photo Booths, and resume building workshops to help prepare you for future jobs. The Phoenix Recruitment Online website is the UWGB job board. You can search for jobs and internships here. Career Services also offers the [Career Closet](#) for those who need professional attire for job interviews or professional presentations.

### Dean of Students Office:

Website: <https://www.uwgb.edu/dean-of-students/>

Phone: 920-465-2152

Location: Student Services, Room 2000

The Dean of Students Office can help students work through many questions and concerns. Students often land in the Dean of Students Office when they are not clear about where to turn for help. The staff is focused on problem solving and can help when:

- Students become ill or have an emergency situation causing them to miss class for more than two class periods. Students have to eventually contact their professors, but Dean of Students staff can help students work through this process in a timely manner.
- Students feel like they are not getting answers to their questions. Staff can refer students to appropriate resources and help students connect with the appropriate university staff or faculty members.
- Students need a place to problem solve and work through complex issues with a professional staff member.
- Students feel mistreated and want to find out about their rights and due process.
- Students need a neutral person to mediate or work through issues they are facing on campus.

**Disability Services:**

Website: <https://www.uwgb.edu/disability-services/>

Phone: 920-465-2841

Location: Student Services Building, Room 1700

This office assists students with documented disabilities to make sure that everyone at UWGB gets a fair and equal education. Disability Services also offers notetaking services in which they have paid or volunteer students take notes in class and upload them onto a confidential website to assist people who would benefit from extra notes from class.

**Financial Aid Services:**

Website: <https://www.uwgb.edu/financial-aid/>

Phone: 920-465-2111

Location: Student Services, Room 1100

The Financial Aid staff can help you fill out and understand the Free Application for Federal Student Aid (FAFSA) forms, search for financial aid opportunities and scholarships, manage your financial aid, and help with other financial aid related questions.

**GBOSS- Green Bay One Stop Shop:**

Website: <http://www.uwgb.edu/gboss/>

Phone: 920-465-2111

Location: Student Services, Room 1100

GBOSS is the place to go for questions regarding admission, financial aid, and registration. If you are filling out paperwork for a TA position, an internship, or other registration paperwork, this is where it will be turned in. The website is full of FAQs, so check there if you have questions.

**Health Services and Counseling Services:**

Website: <http://www.uwgb.edu/counselinghealth/>

Phone: 920- 465-2380

Location: Student Services Building, Room 1400

Services include free one on one behavioral health services, free assessments from Registered Nurses, appointments with a Physician/Nurse Practitioner. These services are confidential and are either free or a small fee.

**Housing and Residence Life:**

Website: <http://www.uwgb.edu/housing/>

Phone: 920-465-2040

Location: Community Center

If you are in need of housing or have questions about your housing, contact the Community Center. UWGB offers apartment and dorm style housing with meal plans.

**Office of International Studies:**

Website: <http://www.uwgb.edu/international/>

Phone: 920-465-2190

Location: Cofrin Library, Room 108

If you are interested in studying abroad, participating in a student exchange, or are an international student, contact this office.

**Phoenix Cares:**

Website: <https://www.uwgb.edu/phoenix-cares/>

You are part of an inclusive and caring community as a member of the Phoenix family. Phoenix Cares is your place to go to share a concern about another student or if you need assistance yourself. In fact, please also feel free to give any feedback about UWGB that you think could help us better serve students. Each student matters at UWGB and we care about you. Your success is the goal of every member of the Phoenix family. This website also contains links to resources for students in crisis, and includes important information about the following topics:

- Academic support
- Crisis and Mental Health
- Financial Resources
- Food Resources
- Housing Options
- Sexual Assault and Personal Safety
- Social Support
- Wisconsin Support Services

**Public Safety**

Website: <http://www.uwgb.edu/publicsafety/>

Phone: 920- 465-2300

Location: Instructional Services Building, Room 1024

Public Safety deals with emergency and non-emergency situations. They have a Home Safe program to walk students anywhere on campus. They also help with lockouts, jumpstarts, parking issues, bike registration and more.

**Testing Services:**

Website: <http://www.uwgb.edu/oira/>

Phone: 920-465-2221

Location: Student Services, Room 1154

The Testing Services office can help you with Admission Testing and Exam Proctoring. If you are interested in taking a CLEP test, or taking placement tests, contact this office.

**Tutoring Services:**

Website: <http://www.uwgb.edu/tutoring/>

Phone: 920-465-2958

Location: Cofrin Library, Room 207 (The Learning Center)

Peer academic tutor/mentors offer one-on-one assistance in a variety of subjects. Live online tutoring is offered as well.

**Union Information Desk:**

Website: <https://www.uwgb.edu/union/information-center/overview/>

Phone: (920) 465-2400

Location: University Union

Here you can reserve rooms for clubs or school events, get your Student ID card, add/manage Pass Points, mail letters and packages, get tickets to events, and more.

**Writing Center:**

Websites: <https://www.uwgb.edu/writing-center/>

Phone: 920-465-2338

Location: Cofrin Library, Room 206

You can bring in any written class work from shorter essays to long papers for review in the Writing Center. The tutors are made up of English Composition professors as well as students.

**Resources for the Real World**

Transitioning out of college can be a challenge. Here are some resources to help better prepare you for job applications, interviews, dressing for the professional world, and more.

**Career Services Opportunities and Resources:****Resume Building:**

There are many resume writing tips and examples on this Career Services Website; you can also go to a resume writing workshop throughout the semester.

<https://www.uwgb.edu/careers/resumes/resumes/>

**Interviews:**

Here are some tips for interviewing and example questions to help you practice.

<https://www.uwgb.edu/careers/resumes/interview-guide/>

Career Services also offers many opportunities for Mock Interviews. In a mock interview, you are matched with a professional in a related field to your major who simulates an interview experience with you and provides you with valuable feedback.

Workshops:

Here is a list of the many workshops that Career Services offers; they are all free and very beneficial!

<https://www.uwgb.edu/careers/job-fairs-workshops/calendar-of-workshops,-fairs,-programs/>

## Scholarships Available

Human Biology Department:

Scholarships Available:

- Dr. Donel Sullivan Scholarship
- Herbert and Crystal Sandmire Scholarship
- Jeremy Green Family Scholarship

For more information visit the following website:

<https://www.uwgb.edu/human-biology/scholarships/human-biology-scholarships-for-continuing-students/>

Academy of Nutrition and Dietetics:

Many of the scholarships require that you are a Student Member of the Academy of Nutrition and Dietetics.

Website: <https://eatrightfoundation.org/why-it-matters/scholarships/>



# **Out of the Classroom Opportunities**

## Food Related Student Organizations at UWGB

### Dietetics Club

Our mission is to provide students pursuing dietetics or health and fitness related professions a competitive edge through community and campus involvement/volunteering, job experience, leadership opportunities and quality advising.

### SLO Food Alliance

Our mission is to educate the campus community about sustainable, locally grown and organic food. We also strive to encourage a sustainable food system on campus and throughout the community. In addition, it is our mission to maintain the University of Wisconsin-Green Bay campus garden.

### The Campus Kitchen at UWGB

The Campus Kitchen at UWGB (CKUWGB) is your local branch of the [Campus Kitchens Project](#). Our goal is to help reduce food waste in the community by turning edible food waste, destined for the trash, into something fit for the table. We then serve our meals for free in the community to low-income and hungry adults to reduce food insecurity.

Look on the “Big List of Student Orgs” for more club opportunities:

<https://www.uwgb.edu/student-organizations/student-org-directory/>



## Nutrition-Related Volunteer and Job Opportunities

Here is a list of some ideas for ways to find nutrition-related experience through volunteering or working. Note that this is not an all-inclusive list – there are many more additional opportunities in our community (or your home community) that you may want to pursue as well. Also, please note that being on the list does not indicate that this organization is currently hiring. You will need to check with an individual institution to see if opportunities are currently available.

Key:   \* = Medical Nutrition Therapy/Clinical    0 = Foodservice    + = Community Nutrition

### Titles

- Cook<sup>0</sup>
- Dietary Aide at a nursing home or hospital <sup>\*,0</sup>
- Foodservice worker <sup>0</sup>
- Health Coach<sup>\*,+</sup>
- Kitchen Assistant/Staff<sup>0</sup>
- Nutrition Educator<sup>\*,+</sup>

### Places in the Green Bay Area

- Assisted Living Homes(many in the Green Bay Area)\*
- Chartwells (UWGB Foodservice Provider)<sup>0</sup>
- Brown County Treatment Center<sup>0</sup>
- Eat Well Dinners at the Mauthe Center<sup>0,+</sup>
- Green Bay Botanical Gardens<sup>+</sup>
- Hospitals- Aurora BayCare Medical Center, Bellin Health, Prevea Health, St. Mary's Hospital, St. Vincent Hospital \*
- Wello<sup>+</sup>
- Paul's Pantry<sup>0,+</sup>
- Schreiber Foods<sup>0</sup>
- The Children's Museum of Green Bay<sup>+</sup>
- Nature's Way<sup>0,\*</sup>
- University of Wisconsin Madison Division of Extension FoodWise Brown County<sup>+</sup>

Look on the Handshake website for Jobs and Internships:

<https://uwgb.joinhandshake.com/login>

There are Many Volunteer Opportunities Listed on the Volunteer Center:

<http://www.volunteergb.org/>

**Check Your Emails:**

Many professors will send out emails throughout the year with different volunteer and job opportunities. Checking your email is a great way to find experience in the nutrition field.

**Certifications****Certified Lactation Counselor (CLC):**

A CLC works with mothers to provide them advice and counseling on breast feeding their children. If you are going into a community nutrition field, such as working for Women Infants and Children (WIC), this might be a useful certification.

Website: <https://www.alpp.org/certifications/certifications-clc>

**Residence Life Leadership Certification:**

Residence Life at UWGB offers this certification which will help develop leadership skills. It is open to any UWGB student, even if you live off campus.

Website: <http://www.uwgb.edu/housing/leadership-certificate/>

**ServSafe Certification:**

ServSafe is a program that teaches about food safety and sanitation. If you are interested in the foodservice aspect of nutrition, ServSafe will be helpful. There are a few different levels of the certification and it will help you be more marketable to a food service employer. This certification is offered through the NUT SCI 312 course.

Website: <https://www.servsafe.com/home>

**Continuing Education Courses**

You are able to take Continuing Education Courses for free or for a small fee online. These will help you gain knowledge in more specific areas and give you a chance to further your education out of the classroom.

Websites:

<http://ce.todaysdietitian.com/>

<https://www.eatrightpro.org/practice/professional-development/distance-learning/online-learning>

**Teacher Assistant Opportunities**

If you are interested in being a Teacher Assistant (TA) for any of your classes, ask your professors when registering for classes. These positions are reserved for upper level students who have already successfully completed the course. Many professors will allow you to help plan projects, bring in guest speakers, and hold review/study sessions. You can be a volunteer TA or do it for academic credit. This opportunity will help you build a stronger relationship with your professor as well as gain leadership experience.

## **Internship Opportunities**

You are able to do independent internships for credit. This can be an internship that you applied for or one created yourself. Having an internship will allow you to apply the knowledge that you learn in the classroom. Check with your advisor for internship opportunities and ideas.

## **Research Opportunities**

If you are interested in doing research, you can work with a professor to develop a plan and gain approval through the UWGB Institutional Review Board. Some professors are already working on research projects and may be open to working with students. You can gain academic credit for doing research.

## **Study Abroad**

UWGB offers study abroad or National Student Exchange opportunities for a semester, year, or short term courses. You can look online or stop in their office to discuss opportunities.

Website: <http://www.uwgb.edu/international/>

Location: Cofrin Library, Room 108

If you are looking for a study abroad opportunity that UWGB does not offer, you can look at other school's programs online and see if the credits will transfer.

## **Academy of Nutrition and Dietetics Membership**

The Academy of Nutrition and Dietetics offers Student Memberships. There are many benefits to holding a Student Membership including scholarships, financial aid, online tools, access to online peer discussions, and daily updates for nutrition related news.

Membership Website:

<http://www.eatrightpro.org/resources/membership/student-member-center>

## **Conferences**

There are many conferences that are nutrition related in Wisconsin, and many are close to Green Bay. Attending conferences will help you network and gain knowledge in a specific area. Check for emails from professors or look online for conferences.



# Professionalism 101

## **Making the Transition**

Transitioning from being a student to being a professional can be intimidating. Here are some tips for how to act in a professional world.

### **Be Early**

When going to an interview, work, or volunteer event plan to be early. You never know when you will get lost on your way, get stuck in traffic, or delayed for some reason. It is important that you are on time; and being a few minutes early to an interview shows your organizational skills.

### **Cell Phones**

It is important to always remember proper cell phone etiquette. You should not have your cell phone on loud in class, an interview, or at a professional event; silence it or turn it off. It is quite distracting for a cell phone to go off in the middle of an event. Also, you should not be texting or checking your e-mail/social media during class or at a professional event; this is distracting to those around you and disrespectful to the speaker.

### **Dress**

Dressing professionally is important for interviews, conferences, field trips, class project presentations, etc. Make sure you have a nice outfit that can be worn to professional events. There are resources on the [Career Services](#) website that explain proper dress code and there are links to places where you can find nice, used professional attire. You can also utilize the Career Services [Career Closet](#) as a benefit of being a UWGB student.

### **How to Address Professionals**

Make sure you always address professionals in the highest way possible, unless you are told otherwise. For example, address your professors as Dr.\_\_\_\_, and wait for permission to call them by any other form of their name. In e-mails or letters it is important to always address the professional by Mr./Ms.\_\_\_\_.

### **Plan Ahead**

It is always better to have a project or application done early and have extra time to proofread it, then to wait until the last minute and turn in sloppy work. Start working on this with school projects, make timelines and make an effort to review your project with your professor before turning it in.

**Social Media Presence**

Make sure that your social media accounts are professional. Future employers may look at these accounts and use that in determining who will receive a position. You should never complain about your place of work or have pictures of you obviously under the influence of drugs/alcohol or doing anything else inappropriate. Also, using proper grammar and spelling in posts and on your LinkedIn page is essential.

**Talk to Your Professors**

If you are struggling in a class or internship do not hesitate to talk with your professors or advisors. It is much better to get help in a class than to struggle through the semester and end up with a poor grade. Professors are available to help and going in for assistance can strengthen your relationship with your professors.

**Thank You Notes**

It is always appropriate and important to send a Thank You Note after an interview, job shadow, or other formal event where someone took their time to meet with you. If you are sending a hand written note, make sure you send it right after the event. It is also appropriate to send an e-mail, which then can be sent later that day or within 24 hours.



# **Supervised Practice (Dietetic Internships)**

## What is Supervised Practice (the Dietetic Internship)?

Think about supervised practice as hands-on schooling and the gateway to becoming a Registered Dietitian. During supervised practice, you will have different rotations in foodservice, clinical, and community settings where you will apply what you learned in your undergraduate program and advance your skills and knowledge in dietetics field even further. Some programs are tied in with a Master's program, and some are distance programs where you are required to find your own preceptors in the area which you want to reside. There are hundreds of programs throughout the United States, so you have many opportunities to find the program that best fits you. You may want to consider applying to 4-5 programs, in order to maximize your chances of selection.

## Why Apply for Supervised Practice?

Supervised practice is required before you can sit for the RDN exam. Being an RD or RDN will likely allow you to find more career opportunities in clinical, foodservice, and community settings. Oftentimes RDs have more jobs available to them, will be hired over a nutritionist for a job that does not require the credential, and find higher salaries.

## Part of the Supervised Practice Application

- GPA - Typically your DPD GPA and your overall GPA are evaluated. We recommend that students who are interested in being considered for supervised practice maintain a cumulative GPA of no less than 3.0. Typically, the higher your GPA, the more of a desirable internship candidate you may be. Students who've earned a cumulative UWGB GPA of 3.5 or higher may also be eligible for the [pre-select dietetic internship program through UW-Green Bay.](#)
- Experience – This includes jobs, volunteering, internships, clubs, etc. The most desirable type of experience is typically off-campus work in clinical, foodservice, and community sectors of the nutrition field. Programs are looking for candidates who have experience in the field of nutrition, and have developed important skills such as communication, leadership, and problem-solving through their volunteer and work experiences. It will benefit you to start gaining experience early, because the Internship positions are highly competitive.
- Letters of Recommendation - From professors, past employers, etc. Be sure to cultivate positive relationships with your work supervisors and professors, as these will be the individuals who will be writing your letters of recommendation.
- Personal Statement - This is where you can introduce yourself and discuss your skills and experience.



- Interview – Some internships will hold an interview (either in person or via phone) and use this in their decision process.

## Ways You Can Learn More about the Internship and Application

- Nutritional Science Seminar (NUT SCI 487) - This is a one credit required class that covers some information about the internship and how to apply. Students typically take this course the fall semester of their Senior Year.
- DICAS Classes- The DPD Director typically leads extracurricular DICAS classes to go over the basics of the application process and how to use the application website (DICAS)
- One-On-One Help - Your professors and advisors are excellent resources who are always willing to give you time to help with your application and achieving your career goals. It is never too early to meet with your advisor. The sooner you begin to discuss your career goals with them, the more likely that they will be able to assist you in achieving them!
- Internship Listings - The Academy has a list on their website of potential internships: <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>
- Individual Websites - You can find more information on the individual internship programs' websites. The websites will have information such as: number of students accepted, program's emphasis, general rotation schedule, tuition, if they offer graduate credits, and if it is linked with a graduate program, open house dates, etc.
- Applicant Guide to Supervised Practice - This is an up-to-date master list of all of the internships offered for the upcoming school year. The UW-Green Bay DPD Program purchases this program yearly and you will have access to a copy of this once it is published each year.

For several years, the numbers of students successfully completing accredited undergraduate Didactic Programs in Nutrition and Dietetics nationwide, and applying to Supervised Practice Programs has been outpacing the number of available positions. As a result, competition for supervised practice is fierce. Here is [more information](#) about the current state of supply and demand for these positions. Please work closely with your advisor and program director to discuss the ways in which you can become a competitive applicant.

**Important:** Effective January 1, 2024 the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-

accredited DPD Program at the University of Wisconsin Green Bay are eligible to apply to an ACEND-accredited supervised practice program. For more information about educational pathways to become an RDN, please visit [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend) and view the information for students and advancing education.



# Graduation

## What are the Requirements for Graduation and DPD Program Completion?

To earn a Bachelor's of Science Degree in Human Biology with a Nutritional Science/Dietetics Emphasis, students must fulfill UW-Green Bay's requirements. [Here is more information about the university's graduation requirements.](#)

The University of Wisconsin - Green Bay requires that students complete 120 credits which includes meeting the University's General Education requirements (link to GE requirements <http://catalog.uwgb.edu/undergraduate/planning/general-education/>) and be in good academic standing (GPA of 2.00 or greater) in order to graduate.

1. Students are recognized at commencement for honors if they meet the following requirements.
  - a. GPA meets the standards for honors
    - i. Cum Laude 3.5-3.749
    - ii. Magna Cum Laude 3.75-3.849
    - iii. Summa Cum Laude 3.85 or higher OR GPA of 3.75-3.849 and eligible for completion of honors in the major
  - b. Graded credits in residence; including those in progress total a minimum of 48 credits. AAS candidates are not eligible for graduation honors.

## What is a DPD Verification Statement and Why Do I Need One?

The DPD verification statement is required for a student who plans to apply for a position in an accredited supervised practice program or to apply to take the DTR exam. A student wishing to become a registered dietitian nutritionist must successfully complete supervised practice and take the subsequent exam. Following are the requirements for obtaining the verification statement:

1. For students enrolled in the DPD, the requirements for receipt of a Verification Statement in addition to the degree diploma are as follows:
  - Earned grade of a C or better in all required DPD courses
2. Therefore it is possible to complete all of the required DPD courses, graduate with a degree in Human Biology and emphasis in Nutritional Science/Dietetics and NOT earn the Verification Statement at that time
3. Students are advised throughout the program of the academic requirements and encouraged to retake a class while still enrolled at the University as a degree-seeking student.

4. It is possible to return to the University after receiving the initial degree and repeat the necessary courses; meeting the C or better requirement and receive the Verification Statement at a later time.

## **How Do I Obtain a DPD Verification Statement?**

All students who successfully complete the DPD program requirements and meet the eligibility requirements of a Verification Statement should take the following steps to ensure that they receive a DPD Verification Statement in a timely manner.

Procedure:

1. Within approximately two weeks following degree conferral (January and May) the Program Director accesses each student record on SIS to verify that the student has
  - Met the requirements for graduation
  - Met the academic requirements for the Verification statement as defined in Policy 3.6.2.6
2. The Program Director also maintains a record of those students who participate in commencement in May annually but do not officially obtain their degree until completion of summer courses.
  - The August graduates do not receive their verification statements until approximately two weeks after those courses have been completed
3. Original Verification statements are mailed to each student in the amount recommended.