

STEP-BY-STEP DICAS TUTORIAL SPRING 2020 MATCH CYCLE

CSULB DPD
Fall 2019, NUTR 498A

Important Information

- ✓ Use the same email address for all applications (DICAS and D&D Digital)
- ✓ Request the [DPD Program Information](#) immediately when application opens
- ✓ Order all your transcripts in December (as soon as grades have posted) – current students
- ✓ Request your references early
- ✓ ALL important deadlines can be found on the [DPD website section called DICAS Resources](#)



Dietetic Internship Centralized Application Services

R Blaine [DICAS ID: 20192256667] [LOGOUT](#)

MY TOOLS

- MY APPLICATION
- MY PROFILE
 - Account Information
 - Change Password
 - Change Secret Question
- VIEW APPLICATION (UNFORMATTED)
- MY MESSAGES
 - New Mail [1]
 - 1 saved messages

HELP

- Contact Us
- Instructions

Please check each internship's website for any other additional materials they may require:

- Link to Program Directory

APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

- Contact Information >
- Personal Information >
- Background Information >

Match Information >

Educational Information

- DPD Course List Form >
- Colleges Attended >
- Session & Coursework >
- Tests >

DPD Program Information

- DPD Contact Information >

Required Information

- Awards, Experience & Volunteer Activities >
- Personal Statement >
- Resume >
- References >
- Application Certification >

Program Designations >

[E-SUBMIT](#)

STATUS

- GPA Calculations
- Transcripts **Read: 0 Transcript Not Read: 0 Transcript**
- Designations **Complete: 0 Designation Not complete: 0 Designation**
- References **Complete: 0 Reference Incomplete: 0 Reference**
- Payments **Read: 0 Designation Not Read: 0 Designation**
- DPD **Not Submitted**

NEW! You can now follow the status of your DICAS application on your smartphone:

DICAS Mobile portal



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APPLICATION CHECKLIST
What you need to enter into the system (Tests are optional)



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STATUS:
Keep track of transcripts, internships, references, and payments



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Start with basic information (contact, personal, etc)

Dietetic Internship Centralized Application Services

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- NEW! You have a new DICAS application

DICAS Mobile portal



E-SUBMIT

Once you've registered with D&D Digital (computer matching service) – you will add your registration info here

DPD CONTACT
INFORMATION
(DR. BLAINE VERIFYING
YOUR APPLICATION)

ENTERING EDUCATIONAL INFORMATION

Dietetic Internship Centralized Application Services

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Dietetic Internship Centralized Application Services

DPD Course List

Directions to DPD Program Director: Complete this form listing the program requirements for the catalog year on which the applicant's degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant's degree is evaluated.

Directions to the Applicant: Obtain this completed form from your DPD Program Director. This completed form MUST be uploaded to the "DPD Course List Form" section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

DPD Program Institution:	California State University, Long Beach
DPD Director Name:	Dr. Rachel Blaine, DSc, MPH, RD
Catalog Year for Applicant:	2014-2015
Website for Course Catalog:	http://web.csulb.edu/colleges/chhs/departments/fcs/programs/NutritionDietetics.htm

DPD Professional Courses	DPD Science Courses
SOC 335: Social Psychology	BIOL 207: Human Physiology
NUTR 132: Introductory Nutrition	CHEM 111A: General Chemistry
NUTR 331: Nutrition through the Life Cycle	CHEM 227: Fundamentals of Organic Chemistry
NUTR 336: Social & Cultural Aspects of Food & Health	CHEM 448: Fundamentals of Biological Chemistry
NUTR 436: Advanced Nutrition	CHEM 449: Nutritional Biochemistry Laboratory
NUTR 436L: Evaluation of Nutritional Status	MICRO 200: General Microbiology for Health Professionals
NUTR 438A: Medical Nutrition Therapy I	
NUTR 438B: Medical Nutrition Therapy II	
BIOL 360: Biostatistics OR	
EDP 419: Educational Statistics OR	

You must upload the DPD Course List based on your Catalog Year (aka "Plan" in myCSULB)

See your unofficial transcript to confirm

Forms found on the DPD Website:
<http://web.csulb.edu/colleges/chhs/departments/fcs/programs/DPDDI/CASCourseLists.htm>

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- Link to Program Directory

Rachel Hopeful [DICAS ID: 20162253855] LOGOUT

Application > **DPD Course List Form** INSTRUCTIONS FOR THIS SECTION

Upload the DPD Course List Form here. This form is obtained from your DPD Director and used to enter your completed coursework as either DPD Professional or DPD Science courses into the Sessions and Coursework section of the application.

The accepted file formats are MSWord (.doc, docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). **Do not password protect your files.**

Note: If you are having problems uploading your form please make sure you are using one of the following browsers.

- Internet Explorer 9.0 and above
- Safari 5.1 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

The size limit for the file upload is 1MB.

Course List Form Name	Date	View	Delete
Course List Form.pdf	11-29-2016		

DPD Course List Form Q&A

- What if I had a class substitute for one on the Course List form? Should I try to edit the Course List form?
 - *No! Do not edit the course list form. Just upload the form exactly as it appears*
- Will the director be confused if I substituted classes from another school?
 - *No. They expect that students may transfer and take another class elsewhere from time to time. This form is mostly used as a reference for them if they ever needed to audit your grades/transcript to verify that you included the correct courses in your DPD Professional and DPD Science GPAs*



Dietetic Internship Centralized Application Services

R Blaine [DICAS ID: 20192268667] LOGOUT

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- Personal Information > ■
- Background Information > ■
- Match Information > ■

Educational Information

- DPD Course List Form > ■
- Colleges Attended > ■**
- Session & Coursework > ■
- Tests > ■

DPD Program Information

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Required Information


- Awards, Experience & Volunteer Activities > ■
- Personal Statement > ■
- Resume > ■
- References > ■
- Application Certification > ■
- Program Designations > ■

← SUBMIT

STATUS

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- Transcripts Read: 0 Tra
Not Read: 0
- Designations Complete: 0
Not complete
Designation
- References Complete: 0
Incomplete:
- Payments Read: 0 Des
Not Read: 0
- DPD Not Submitte

NEW! You can now follow the s
DICAS application on your smart
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- Add all universities that you attended where you took any coursework (even non-DPD Course List courses)
- You must report all colleges and submit transcripts for all institutions. (yes, even where you took just 1 class)

Rachel Hopeful [DICAS ID: 20162253855] | [LOGOUT](#)

Application > College(s) Attended

[INSTRUCTIONS FOR THIS SECTION](#)

Please provide information about the institutions you have attended or plan to attend.

Overall Cumulative GPAs are now required. Please confirm that you have entered in the GPA that appears on your official transcript for all colleges. This section will not be completed until you have done so.

Send your current transcript, even if the most recent semester grades are not listed. You can submit an updated transcript that contains your added semester grades at a later date. Your updated transcript will be available to your designated DI programs as soon as it posts to your account.

[+ ADD NEW ENTRY](#)

TRANSCRIPT FORM	TYPE OF COLLEGE	COLLEGE ATTENDED	ACTION
	DPD College	CALIFORNIA STATE UNIVERSITY - LONG BEACH <i>February 2010 - July 2017</i>	
	Other College	MOORPARK COLLEGE <i>February 2011 - September 2015</i>	

Colleges Attended

Please check each internship's website for any other additional materials they may require:

[Link to Program Directory](#)

Application > College(s) Attended

[INSTRUCTIONS FOR THIS SECTION](#)

Required Information

You must list a DPD college in order to submit your DICAS application

[VIEW LIST](#)

College Type: DPD College
College type is locked when there are attached sessions.

College Information

College Name: CALIFORNIA STATE UNIVERSITY - LONG BEACH

If "NOT LISTED US/CANADIAN INSTITUTION or FOREIGN INSTITUTION", Enter School Name:

Indicate whether undergraduate or graduate programs:

Undergraduate
 Graduate

Attendance Date From: February 2010
(Month) (Year)

Attendance Date To: July 2017
(Month) (Year)

Degree Information

Degree: BS - Bachelor of Science
(If Applicable)

If "Other", please specify:

Major for the Degree: Dietetics & Food Admin

Degree Status: Degree Planned
 Degree Awarded

Date Degree Earned or Anticipated (Month): May
(Month)

Date Degree Earned or Anticipated (Year): 2017
(Year)

Second Major or Minor for Degree: N/A
Please enter "N/A" if not applicable

- CSULB is a "DPD College", while community colleges are not and would be "Other College."
- If you got an Associate's Degree, you would put "Other" and list it "Associate of Arts, etc" under degree
- If you just took classes, degree would be "None"

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Application > College(s) Attended

- Required Information [INSTRUCTIONS FOR THIS SECTION](#)

You must list a DPD college in order to submit your DICAS application

[VIEW LIST](#)

College Type

College Type: ■ Other College

College type is locked when there are attached sessions.

College Information

College Name: MOORPARK COLLEGE

If "NOT LISTED US/CANADIAN INSTITUTION or FOREIGN INSTITUTION", Enter School Name:

Indicate whether undergraduate or graduate program: ■

Undergraduate
 Graduate

Attendance Date From: ■ February 2011

(Month) (Year)

Attendance Date To: ■ September 2015

(Month) (Year)

Degree Information

Degree: ■ None

(If Applicable)

If 'Other', please specify:

Major for the Degree:

Degree Status:

Degree Planned
 Degree Awarded

Date Degree Earned or Anticipated (Month):

(Month)

GETTING TRANSCRIPT ORDER FORMS

Option #1: Use DICAS ID (for participating schools)

- When ordering e-transcripts through the provided online service DICAS recommends ([Website is here](#)), students can select DICAS as an Application Service.
- Since all of DICAS's information is included, students don't have to complete and attach the Transcript Request Form.

Option #1: Select Using your DICAS ID

Option #2: Transcript order form with request

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Please provide information about the institutions you have attended or plan to attend.

Overall Cumulative GPAs are now required. Please confirm that you have entered in the GPA that appears on your official transcript for all colleges. This section will not be completed until you have done so.

Send your current transcript, even if the most recent semester grades are not listed. You can submit an updated transcript that contains your added semester grades at a later date. Your updated transcript will be available to your designated email address as it posts to your account.

ADD NEW ENTRY

TRANSCRIPT FORM	TYPE OF COLLEGE	COLLEGE ATTENDED
February 2010 - July 2011		
Other College	MOORPARK COLLEGE	February 2011 - September 2015

Click here to open a .pdf that you will print or send to your Registrar's office

Transcript Request Form
Dietetic Internship Centralized Application Service (DICAS)

Applicant Instructions

Applicant: Hopeful, Rachel E. 20162253855
Name DICAS ID #

Submit your completed DICAS Transcript Request Form to the Registrar of any U.S. institution that you have attended. It is important to use this form so DICAS can properly match your official transcript to your DICAS application. The Registrar should attach this form to your official transcript and mail both items directly to DICAS.

NOTE: The Registrar's office may charge you a fee for this service.

Applicant's Signature: _____ Date: _____

Institution Details

Institution: CALIFORNIA STATE UNIVERSITY - LONG BEACH

Former Name used while enrolled at the institution: _____
Former Name (Last, First, Middle)

Name of Institution: _____
Campus attended: _____

Former Name of Institution (if Applicable): _____

Dates of attendance (MM/DD/YYYY): FROM: _____ TO: _____

Diploma/Degree earned (if applicable): _____

Date earned (MM/DD/YYYY): _____

Instructions to the Registrar

Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

DICAS - Transcript Department
P.O. Box #9118
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official" by DICAS:

- An official seal and/or legible signature included on the transcript.
- Must be mailed directly to DICAS from the Registrar's Office.
- Cannot be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, correct information for the student identified above.

Be sure to include this form with your transcript order forms for all institutions

For CSULB, email the attachment to es-registration@csulb.edu the same day you submit your on-line transcript request. Be sure to include your name, campus ID and birthdate in the email with the attachment.

ENTERING COURSEWORK

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Only enter courses (or equivalent) that are listed on the DPD Course List

E-SUBMIT

Application > Coursework

MOORPARK COLLEGE
February 2011 - September 2015

2015 Fall Semester (Senior)							
COURSE	SUBJECT	CREDITS	ACTUAL GRADE	DICAS GRADE	NUMERIC GRADE	ACTION	
Social Psychology - SOC 335	DPD Professional Courses	3.00	D	D	1.0	U	X

2016 Spring Semester (Junior)							
COURSE	SUBJECT	CREDITS	ACTUAL GRADE	DICAS GRADE	NUMERIC GRADE	ACTION	
Social Psychology - SOC 335	DPD Professional Courses	3.00	A	A	4.0	U	X

CALIFORNIA STATE UNIVERSITY - LONG BEACH (DPD College)
February 2010 - July 2017

2016 Spring Semester (Senior)							
COURSE	SUBJECT	CREDITS	ACTUAL GRADE	DICAS GRADE	NUMERIC GRADE	ACTION	
EVALUATION OF NUTR STATUS - NUTR 436L	DPD Professional Courses	2.00	C	C	2.0	U	X

Add new "SESSION", which is a semester completed at an institution. You will add specific DPD courses within each session

Winter and Summer are still considered "semester" terms

Application > Coursework

MOORPARK COLLEGE 2016 Spring Semester Junior Completed

Course: Social Psychology

Course Prefix and Number: SOC 335

If this course was repeated at the same institution, was this an attempt other than the final attempt? No, this course was either not a repeated course, or was the final attempt of a repeated course. Yes, this course was repeated at this institution, and this was not the final attempt.

Type: Lecture Only

Number of Credit Hours: 3.00

Grade Type: Letter Numeric

Transcript Grade: A

DICAS Grade: A

Numeric Value of DICAS Grade: 4.0

DPD Classification: DPD Professional Courses

Special Classification: Not Applicable

[CANCEL](#) [SAVE](#)

Fill in course information directly from your official transcript

ONLY DPD Course List Coursework

Application > Coursework

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VIEW LIST

COLLEGE	YEAR	TERM	ACADEMIC STATUS	SESSION STATUS
MOORPARK COLLEGE	2016	Spring Semester	Junior	Completed

Course

Course Title: Social Psychology
Enter the course title EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT (e.g. General Chemistry I)

Course Prefix and Number: SOC 335
Enter data EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT (e.g. CHEM 101)

If this course was repeated at the same institution, was this an attempt other than the final attempt?

 No, this course was either not a repeated course, or was the final attempt of a repeated course

 Yes, this course was repeated at this institution, and this was not the final attempt

Type: Lecture Only
If the course lab and lecture are listed separately on your transcript, you must list them separately on your application

Number of Credit Hours: 4.0

Grade Type: Letter Numeric

Transcript Grade: A
EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT. For grades other than whole letter grades please refer to the conversion on the reverse of your transcript.

DICAS Grade: A
CONVERT the grade on your transcript to the correct standardized letter grade if your program uses numeric rather than alpha grades. Refer to the "Instructions For This Section" to determine the equivalent letter grade. If a non-graded course (e.g., Pass/Fail), select "None".

Numeric Value of DICAS Grade: 4.0

DPD Classification: DPD Professional Courses
Select a DPD Classification that best describes the course content.

Special Classification: Not Applicable

CANCEL SAVE

Common "Special Classifications" include "Not Applicable", "Incomplete", and "Advanced Placement"

Application > Coursework

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Enter number of credits exactly as it appears on your transcript

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Transcript Grade: A
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Numeric Value of DICAS Grade: 4.0

DPD Classification: DPD Professional Courses
Select a DPD Classification that best describes the course content.

Special Classification: Not Applicable

CANCEL SAVE

You will need to add all current (including spring) classes and designate them as in progress if you don't have grades for them

Reminder: Don't edit your DPD Course List

- If you took other classes that count for those listed at other institutions, simply enter those instead

Courses You've Retaken

VIEW LIST

Session				
COLLEGE	YEAR	TERM	ACADEMIC STATUS	SESSION STATUS
MOORPARK COLLEGE	2016	Spring Semester	Junior	Completed

Course

Course Title: ■
Enter the course title EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT (e.g. General Chemistry I)

Course Prefix and Number: ■
Enter data EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT (e.g. CHEM 101)

If this course was repeated at the same institution, was this an attempt other than the final attempt? ■

No, this course was either not a repeated course, or was the final attempt of a repeated course
 Yes, this course was repeated at this institution, and this was not the final attempt

For classes that were retaken at the same school:

- The lower/failing grade class you answer "Yes" to the question
- The final grade of that class you answer "No" to the question

If you retook the same class at a different school answer "No" to the question since you did not repeat at the same institution – DICAS will average the GPA

When in doubt,
contact DICAS
customer
service!!

Application > Coursework

Rachel Hopeful [DICAS ID: 20162253855] | LOGOUT

INSTRUCTIONS FOR THIS SECTION

Please provide information about the courses you have taken.
Please list all required DPD coursework in this section.

ADD NEW SESSION

[Click here to Preview GPA Calculation](#)

Completed Academic Courses

MOORPARK COLLEGE
February 2011 - September 2015

2015 Fall Semester (Senior)							
COURSE	SUBJECT	CREDITS	ACTUAL GRADE	DICAS GRADE	NUMERIC GRADE	ACTION	
Social Psychology - SOC 335	DPD Professional Courses	3.00	D	D	1.0		

2016 Spring Semester (Junior)

COURSE	SUBJECT	CREDITS	ACTUAL GRADE	DICAS GRADE	NUMERIC GRADE	ACTION	
Social Psychology - SOC 335	DPD Professional Courses	3.00	A	A	4.0		

CALIFORNIA STATE UNIVERSITY - LONG BEACH (DPD College)
February 2010 - July 2017

2016 Spring Semester (Senior)							
COURSE	SUBJECT	CREDITS	ACTUAL GRADE	DICAS GRADE	NUMERIC GRADE	ACTION	
EVALUATION OF NUTR STATUS - NUTR 436L	DPD Professional Courses	2.00	C	C	2.0		

See DICAS GPA calculations as you enter your grades

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Status >GPA

GPA's In This Section Are Based On Courses Entered In The DPD Coursework Section

Category	DPD Science			DPD Professional			Total		
	Credits	Quality Points	GPA	Credits	Quality Points	GPA	Credits	Quality Points	GPA
Freshman	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00
Sophomore	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00
Junior	0.0	0.0	0.00	3.0	12.0	4.00	3.0	12.0	4.00
Senior	0.0	0.0	0.00	2.0	4.0	2.00	2.0	4.0	2.00
Total	0.0	0.0	0.00	5.0	16.0	3.20	5.0	16.0	3.20
Post Baccalaureate	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00
Cum. Undergrad	0.0	0.0	0.00	5.0	16.0	3.20	5.0	16.0	3.20
Graduate	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00
Overall	0.0	0.0	0.00	5.0	16.0	3.20	5.0	16.0	3.20

GPA's In This Section Are Based On Courses Entered In The DPD Coursework Section

College Code	School Name	Credit	QP	GPA
001139	CALIFORNIA STATE UNIVERSITY - LONG BEACH	2.0	4.0	2.00
007115	MOORPARK COLLEGE	3.0	12.0	4.00

[PRINT](#)

GPA's In This Section Were Entered On The Colleges Attended Section

Cumulative Undergraduate GPA	Overall Cumulative GPA
MOORPARK COLLEGE	3.00

As you add courses, DICAS will continue to calculate and adjust your DPD Science, Professional and Total GPA

ADDITIONAL INFORMATION

Copy and paste in plain text.

Application > Awards, Experience & Volunteer Activities

No Experience Accrued

Complete this section regardless of what has already been represented on your resume. Provide information about your Awards, Experiences, and Volunteer Activities, including:

- Honors and Awards
- Sports and Extracurricular Activities = Participation in clubs or organizations within university or community
- Certifications
- Paid experience = Paid work experience not associated with academic coursework
- Volunteer experience = Non-paid experience not associated with academic coursework
- Experience for academic credit = Experience associated with academic coursework (either paid or unpaid)
- Professional Memberships
- Professional Conferences, Symposiums and Workshops

ADD NEW ENTRY

Honors and Awards
Sports and Extracurricular Activities
Certifications
Work
Volunteer Experience
Experience for Academic credit
Professional Memberships
Professional Conferences, Symposiums and Workshops

Click on the Volunteer Activities category and click on Add New Entry

- You will manually enter information about all experiences you've had
- Honors and Awards: Include scholarships, honor roll, etc
 - Sports & Extracurricular Activities: Student groups
 - Certifications: CPR, DTR, HACCP, etc
 - Work and Volunteer: Anything nutrition-related

Rachel Hopeful [DICAS ID: 20162253855] | LOGOUT

Application > Awards, Experience & Volunteer Activities INSTRUCTIONS FOR THIS SECTION

Provide information about your Awards, Experiences, and Volunteer Activities, including:

- Honors and Awards
- Sports and Extracurricular Activities
- Certifications
- Work and Volunteer Experience

[ADD NEW ENTRY](#)

Honors and Awards			
ORGANIZATION/AWARD NAME	DESCRIPTION OF AWARD	DATE RECEIVED	ACTION
Student of the Month	I received this award from my department.	April 2012	U X

Work and Volunteer Experience			
EMPLOYER NAME	POSITION	DATE	ACTION
Meals on Wheels	Volunteer Coordinator	June 2016 - Present	U X

MY TOOLS

- MY APPLICATION
- MY PROFILE
 - Account Information
 - Change Password
 - Change Secret Question
- VIEW APPLICATION (UNFORMATTED)
- MY MESSAGES
 - New Mail [1]
 - 1 saved messages

HELP

- Contact Us
- Instructions

Please check each internship's website for any other additional materials they may require:

- Link to Program Directory



Dietetic Internship Centralized Application Services

R Blaine [DICAS ID: 20192256667] | LOGOUT

Application > Honors and Awards INSTRUCTIONS FOR THIS SECTION

List each honor or award only once. For instance, if you were on the "dean's list" for more than one term, list that distinction only once, then use the Description of Award or Honor to specify the terms when you received that honor.

■ - Required Information INSTRUCTIONS FOR THIS SECTION

[VIEW LIST](#)

Honors and Awards

Organization or Award Name : ■

Description of Award or Honor : ■

Please limit your answers to 500 characters including blank spaces and carriage returns.

Character Count: 156

Date Received or Awarded: Month ■

Date Received or Awarded: Year ■

[X CANCEL](#) [SAVE](#)

MY TOOLS

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- MY MESSAGES
 - New Mail [1]
 - 1 saved messages

HELP

- Contact Us
- Instructions

Please check each internship's website for any other additional materials they may require:

- Link to Program Directory

UNFORMATTED

MY MESSAGES
 - New Mail [1]
 - 1 saved messages

HELP
 Contact Us
 Instructions

Please check each internship's website for any other additional materials they may require:
 Link to Program Directory

Employer:
 Position Title:
 Key Responsibilities:
Please limit your answers to 1500 characters including blank spaces and carriage returns.
 Character Count: 144

Supervisor's First Name:
 Supervisor's Last Name:
 Supervisor's Title:
 Supervisor's Phone:
 Supervisor's Email:
 Start Date: Month:
 Start Date: Year:
 End Date: Month:
If this activity is still on-going, please leave this BLANK.
 End Date: Year:
If this activity is still on-going, please leave this BLANK.

Number of Weeks:
 Hours Per Week:
 Total Hours at This Experience:

Position Type: Paid
 Volunteer
 Received Academic credit
(Check all that apply)

For Volunteer and Work Experience you must report the:

weeks
 hours per week
 total hours



Dietetic Internship Centralized Application Services

MY TOOLS

MY APPLICATION

MY PROFILE
 Account Information
 Change Password
 Change Secret Question

VIEW APPLICATION (UNFORMATTED)

MY MESSAGES
 - New Mail [1]
 - 1 saved messages

HELP
 Contact Us
 Instructions

Please check each internship's website for any other additional materials they may require:
 Link to Program Directory

R Blaine [DICAS ID: 20192256667] LOGOUT

APPLICATION CHECKLIST
 - Incomplete - Complete - Required

Application Information
 Contact Information Personal Information Background Information Match Information

Educational Information
 DPD Course List Form Colleges Attended Session & Coursework Tests

DPD Program Information
 DPD Contact Information

Required Information
 Awards, Experience & Volunteer Activities
 Personal Statement
 Resume
 References
 Application Certification
 Program Designations

STATUS

GPA Calculations

Transcripts Read: 0 Transcript Not Recd: 0 Transcript

Designations Complete: 0 Designation Not complete: 0 Designation

References Complete: 0 Reference Incomplete: 0 Reference

Payments Read: 0 Designation Not Recd: 0 Designation

DPD Not Submitted

NEW! You can now follow the status of your DICAS application on your smartphone:
 DICAS Mobile portal

E-SUBMIT

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Please make sure to save this section before leaving this page.

Application > Personal Statement

INSTRUCTIONS FOR THIS SECTION

The content of your personal statement must be your original writing, which is solely authored by you. Plagiarism of any kind is not acceptable. In 1000 words or less, please address the following items in your personal statement. You may prefer to develop your personal statement responses in a separate document (for ease of editing) and then paste the completed personal statement in the spaces provided below.

VIEW LIST

Personal Statement

Personal Statement Title :

Please address the following items in the personal statement: ■

- Why do you want to enter the dietetics profession?
- Discuss experiences that have helped to prepare you for your career.
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?
- What other information do you consider important for the selection decision?

(max 8000 characters)

- You can enter and save multiple personal statements
- Give the title based on the program “San Jose State Personal Statement”
- Copy/paste directly into the form
- Be sure you’re using the program, not just DICAS

Rachel Hopeful [DICAS ID: 20162253855] | LOGOUT

Application > Personal Statements


INSTRUCTIONS FOR THIS SECTION

If you are ready to write and/or submit your personal statement, click on the add new entry button below.
Note: it is important to read the instructions for this page.

ADD NEW ENTRY

PERSONAL STATEMENT TITLE	ACTION
San Jose Statement	<input type="button" value="edit"/> <input type="button" value="delete"/>
UCLA Statement	<input type="button" value="edit"/> <input type="button" value="delete"/>

Edit or delete statements as needed

R Blaine [DICAS ID: 20192256667] |  LOGOUT

Application > **Resume**

[INSTRUCTIONS FOR THIS SECTION](#)

The accepted file formats are MSWord (.doc, docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). **Do not password protect your files.**

Note: If you are having problems uploading your Resume please make sure you are using one of the following browsers.

- Internet Explorer 9.0 and above
- Safari 5.1 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

The size limit for the file upload is 250KB.

Upload Resume

No file chosen

- You will only upload one general resume to DICAS
- Make sure it's in a PDF (NOT a Word doc – even though it's allowed)

REFERENCES (AKA “LETTERS” OF REC)



Dietetic Internship Centralized Application Services

R Blaine [DICAS ID: 20192250667] LOGOUT

MY TOOLS

MY APPLICATION

MY PROFILE

- Account Information
- Change Password
- Change Secret Question

VIEW APPLICATION (UNFORMATTED)

MY MESSAGES

- New Mail [1]
- 1 saved messages

HELP

- Contact Us
- Instructions

Please check each internship's website for any other additional materials they may require:

- Link to Program Directory

APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

- Contact Information >
- Personal Information >
- Background Information >
- Match Information >

Educational Information

- DPD Course List Form >
- Colleges Attended >
- Session & Coursework >
- Tests >

DPD Program Information

- DPD Contact Information >

Required Information

- Awards, Experience & Volunteer Activities >
- Personal Statement >
- Resume >
- References >**
- Application Certification >
- Program Designations >

E-SUBMIT

STATUS

- GPA Calculations
- Transcripts Read: 0 Transcript Not Read: 0 Transcript
- Designations Complete: 0 Designation Not complete: 0 Designation
- References Complete: 0 Reference Incomplete: 0 Reference
- Payments Read: 0 Designation Not Read: 0 Designation
- DPD Not Submitted

NEW! You can now follow the status of your DICAS application on your smartphone:

DICAS Mobile portal

- You may request as many references as you desire
- Most programs require a minimum of 3
- A maximum of 4 can be attached per internship you designate

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Please make sure to save this section before leaving this page.

Application > References

- Required Information INSTRUCTIONS FOR THIS SECTION

VIEW LIST

Please provide the requested information for an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking "SAVE" will immediately generate an e-mail request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

I hereby give DICAS permission to contact the reference below via email notification. If my reference does not submit online reference form to DICAS in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated Internship Programs are received by the deadline.

I hereby give permission to the internship program to which I am applying to contact the Reference either to verify the information I provided and/or for further clarification of the information I provided, if necessary.

Reference's Title (Dr., Mr., Ms., etc):

Reference's First Name:

Reference's Last Name:

Reference's Middle Name or Initial:

Reference's Email Address:

Confirm Email Address:

Reference's Phone Number:

Please enter complete phone number including area code or country code.

- Make sure you have your reference's email and phone
- As soon as you hit "Save", DICAS will immediately email your reference so they can start the online form.
- **DO NOT** do this until they have agreed to be a reference for you and you have sent them your DI Info Sheet/resume or anything else they have requested

Dietetic Internship Centralized Application Services

R Blaine [DICAS ID: 20192256667] | LOGOUT

MY TOOLS

MY APPLICATION

MY PROFILE
→ Account Information
→ Change Password
→ Change Secret Question

VIEW APPLICATION (UNFORMATTED)

MY MESSAGES
- New Mail [1]
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HELP

→ Contact Us

→ Instructions

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APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

Contact Information >

Personal Information >

Background Information >

Match Information >

Educational Information

DPD Course List Form >

Colleges Attended >

Session & Coursework >

Tests >

DPD Program Information

DPD Contact Information >

Required Information

Awards, Experience & Volunteer Activities >

Personal Statement >

Resume >

References >

Application Certification >

Program Designations >

E-SUBMIT

STATUS

→ GPA Calculations

→ Transcripts Recd: 0 Transcript
Not Recd: 0 Transcript

→ Designations Complete: 0 Designation
Not complete: 0 Designation


→ References Complete: 0 Reference
Incomplete: 0 Reference

→ Payments Recd: 0 Designation
Not Recd: 0 Designation

→ DPD Not Submitted

NEW! You can now follow the status of your DICAS application on your smartphone:

DICAS Mobile portal



KEEP TRACK OF REFERENCES HERE

Don't be shy to send:

"Hello Dr. B,
Thank you again for agreeing to be a reference for me. I'm just sending a courtesy reminder that I'm hoping to receive your online reference on DICAS by next Friday at 11am. Thank you again!"

Resource Reminder

On BeachBoard → Content → Helpful Handouts → Getting Good References

- Summary sheet template to give to references
- Tips for Writing a DICAS References from a DPD Director (can give to employers or people who may be new to DICAS)
- There will be a new option to attach a letter, but is not required

APPLICATION CERTIFICATION



MY TOOLS

- MY APPLICATION**
- MY PROFILE**
 - Account Information
 - Change Password
 - Change Secret Question
- VIEW APPLICATION (UNFORMATTED)**
- MY MESSAGES**
 - New Mail [1]
 - 1 saved messages

HELP

- Contact Us
- Instructions

Please check each internship's website for any other additional materials they may require:

- [Link to Program Directory](#)

APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

- Contact Information > ■
- Personal Information > ■
- Background Information > ■
- Match Information > ■

Educational Information

- DPD Course List Form > ■
- Colleges Attended > ■
- Session & Coursework > ■
- Tests > ■

DPD Program Information

- DPD Contact Information > ■

Required Information

- Awards, Experience & Volunteer Activities > ■
- Personal Statement > ■
- Resume > ■
- References > ■
- Application Certification > ■
- Program Designations > ■

[E-SUBMIT](#)

STATUS

- GPA Calculations
- Transcripts Read: 0 Transcript
Net Recd: 0 Transcript
- Designations Complete: 0 Designation
Not complete: 0 Designation
- References Complete: 0 Reference
Incomplete: 0 Reference
- Payments Read: 0 Designation
Net Recd: 0 Designation
- DPD Not Submitted

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DICAS Mobile portal

R Blaine [DICAS ID: 20192256667] [LOGOUT](#)

Application > **Application Certification**

■ - Required Information INSTRUCTIONS FOR THIS SECTION

Applicant's Certification

I certify that all the information and statements I have provided in this application are correct and complete. I certify that, as required, I have read all application instructions, identified all sources of information related to my college attendance and credits, and noted all actions by a university or other institution. I certify that the personal statement(s) submitted with this application is/are my original works. I further certify that all any information submitted on my behalf, including letters of recommendation, is authentic. I have read and understand all notices contained in the application and the DICAS web page informing me of my obligation to provide true and complete answers to all questions. ■

I understand that withholding pertinent information or giving false information on this application will be cause for denial of admission to a internship site participating in DICAS, withdrawal of any offer of admission, cancellation of registration, expulsion from such school after I have been admitted, or revocation of my degree. I understand that I have an ongoing obligation to inform the Admissions Office of any changed circumstances within 30 days of my first notice of such events. ■

I have read and understand the DICAS Application Deadline Policy and the DICAS Refund Policy. I understand that DICAS is acting as an agent of the institutions to which I have applied and does not participate in the admission decisions. ■

I give my permission to officials at all institutions that I have attended to release information requested by any internship site to which I have applied. I understand that my application and materials submitted with my application become the property of the dietetics supervised practice program, or any other health professions association to which I have applied. I allow the release of my application materials to persons within the internship sites to which I have applied. ■

I understand that all information furnished in conjunction with this application will be treated confidentially and will be disclosed only to officials having a legitimate educational interest. ■

I realize that the institution reserves the right to withdraw an offer of admission if I fail to maintain satisfactory scholastic standing for work in progress or if final records fail to show completion of courses and/or degrees required for admission. ■

Applicant's Electronic Signature

Name: ■

Date: ■

Read all the disclaimers
and sign

BE HONEST – the
consequences of a white
lie on an application or
resume could be huge

PROGRAM
DESIGNATIONS



Dietetic Internship Centralized Application Services

R Blaine [DICAS ID: 20192256667] | LOGOUT

MY TOOLS

- MY APPLICATION
- MY PROFILE
 - Account Information
 - Change Password
 - Change Secret Question
- VIEW APPLICATION (UNFORMATTED)
- MY MESSAGES
 - New Mail [1]
 - 1 saved messages
- HELP
 - Contact Us
 - Instructions

Please check each internship's website for any other additional materials they may require:

- Link to Program Directory

APPLICATION CHECKLIST

- Incomplete - Complete - Required

Applicant Information

- Contact Information >
- Personal Information >
- Background Information >
- Match Information >

Educational Information

- DPD Course List Form >
- Colleges Attended >
- Session & Coursework >
- Tests >

DPD Program Information

- DPD Contact Information >

Required Information

- Awards, Experience & Volunteer Activities >
- Personal Statement >
- Resume >
- References >
- Application Certification >
- Program Designations >**


E-SUBMIT

STATUS

- GPA Calculations
- Transcripts Recd: 0 Transcript
Not Recd: 0 Transcript
- Designations Complete: 0 Designation
Not complete: 0 Designation
- References Complete: 0 Reference
Incomplete: 0 Reference
- Payments Recd: 0 Designation
Not Recd: 0 Designation
- DPD Not Submitted

NEW! You can now follow the status of your DICAS application on your smartphone:

DICAS Mobile portal



This is where you will indicate which programs you're applying to

Application Services

Application > Internship Program

ADD NEW ENTRY

In this section, you will designate the sites to which you will apply for an internship (i.e. personal statements and supplements).

Click on "Add New Entry" to select the sites to which you will apply. Once an application has been e-submitted to a site, you will be able to modify your Reference selection.

To preview a PDF version of your application, you will need to complete the Contact, Personal, and Background Information sections.

PLEASE BE ADVISED THAT THE APPLICATIONS LISTED ARE SUBJECT TO CHANGE WITHOUT NOTICE.

NOTE: The current designations list is subject to change without notice.

Please delete any selected designation that is no longer applicable.

There is no information to display. Click on Update.

DICAS - Google Chrome

https://portal.dicas.org/applicants19_spring/index.cgi?rm=new_designations

Application > Internship Program Designations

Select a state and click Search for a list of programs. Select the sites and tracks that you want to apply to and assign appropriate "Personal Statement" to each site. After you click submit, follow the above procedures to select additional programs. After you have selected your programs, click close and you will see a summary list of your program designations.

State: California SEARCH

Site Name	City	Apply
California Polytechnic State University San Luis Obispo Please create a Personal Statement		
Dietetic Internship	San Luis Obispo	<input checked="" type="checkbox"/>
California State Polytechnic University Please create a Personal Statement		
Dietetic Internship	Pomona	<input type="checkbox"/>
California State University Please create a Personal Statement		
Dietetic Internship	Fresno	<input type="checkbox"/>
California State University Please create a Personal Statement		
Dietetic Internship	Long Beach	<input type="checkbox"/>

Add programs from the list of internships and attach relevant materials and references

Application > Internship Program Designations

R Blaine [DICAS ID: 20192256667] | LOGOUT

FEE SCHEDULE | INSTRUCTIONS FOR THIS SECTION

ADD NEW ENTRY

In this section, you will designate the sites to which you are applying, and will specify the materials that will be attached to each application (i.e. personal statements and supplemental materials).

Click on "Add New Entry" to select the sites to which you would like to apply. If you are unsure of the procedures for completing this section, please click on "Instructions For This Section."

Once an application has been e-submitted to a site, you will not be able to make any changes to that specific application, with the exception of modifying your Reference selection.

To preview a PDF version of your application, you must first select an internship program from the Program Designations list, as well as complete the Contact, Personal, and Background Information sections on your Application Checklist.

PLEASE BE ADVISED THAT THE APPLICATION FEE IS NOT REFUNDABLE.

NOTE: The current designations list is subject to change due to internship site membership affiliation. This list will be updated regularly.

Please delete any selected designation that is no longer a member/accepting applications.

Pending Designations

California Polytechnic State University San Luis Obispo			
Add/Edit Personal Statement		Add/Edit References	
Site/Trac	City	State/Province	Supplemental
Dietetic Internship	San Luis Obispo	CA	+
Designations			1
Fees			\$45

View/download your entire application (helpful to show to a friend/family/peer) and check for spelling issues, etc. Make sure to save a copy for your records

MY TOOLS

- MY APPLICATION
- MY PROFILE
 - Account Information
 - Change Password
 - Change Secret Question
- VIEW APPLICATION (UNFORMATTED)
- MY MESSAGES
 - New Mail [1]
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- HELP
 - Contact Us
 - Instructions

Please check each internship's website for any other additional materials they may require.

- Link to Program Directory

Rachel Hopeful [DICAS ID: 20162253855] | LOGOUT

Application > Supplemental

VIEW LIST

The accepted file formats are MSWord (.doc, .docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). Do not password protect your files.

Please be sure that the appropriate extension (e.g., ".doc", ".pdf") is at the end of the file name you select. The size limit for the file upload is 5 Mb.

Note: If you are having problems uploading your Resume please make sure you are using one of the following browsers.

- Internet Explorer 9.0 and above
- Safari 5.1 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

Upload Supplemental

Browse... No file selected. Upload File

Some programs have "Supplemental Materials" – meaning things not already on DICAS (e.g. preceptor list)

You can attach them here

APPLICATION CHECKLIST
 - Incomplete - Complete - Required

Applicant Information
 Contact Information >

Background Information
 Background Information >

Match Information
 Match Information >

Educational Information
 DPD Course List Form >
 Colleges Attended >
 Session & Coursework >
 Tests >

DPD Program Information
 DPD Contact Information >

Additional Information
 Awards, Experience & Volunteer Activities >
 Personal Statement >
 Resume >
 References >
 Application Certification >

Program Designations
 Program Designations >

E-SUBMIT

NEW! You can now follow the status of your DICAS application on your smartphone.
 DICAS Mobile portal

Instructions

- Video
- Personal Statement
- Resume
- References
- Application Certification
- Program Designations
- Fee Schedule
- General Instructions
- Transcripts
- Match Information
- DPD Course List Form
- Applicant and Educational Information

Applicant and Educational Information

- Contact Information
- Personal Information
- Background Information
- Colleges Attended
- Coursework
- DPD Contact Information
- Awards, Experience & Volunteer Activities
- Tests

SIGN UP FOR D&D DIGITAL (COMPUTERIZED MATCH COMPANY)

Website: www.dnndigital.com

- Designate and rank your internship sites, pay fees (Opens **December 1, 2019**)
 - *Register and rank all internship sites before the application deadline (9:59 PM PST, Feb 15, 2020)*
 - You must submit an application on DICAS to each ranked DI program
 - **No additional internships can be added to the list after this deadline**
- Pay processing fee \$50
- After interview process you may change rankings until the deadline (March 20, 2020)

IMPORTANT:
MAKE SURE YOU
RELEASE YOUR NAME
(say "YES")
Lets DI Directors and
DPD know who still
needs to get matched

GETTING QUESTIONS ANSWERED

- DICAS (excellent customer service)
 - dicasinfo@dicas.org
 - 617-612-2855 (6am-2pm PST)
 - *Best time to call is ~12pm PST*
- D&D Digital
 - [D&D Digital Q&A Page](#)
 - dnd@sigler.com