

## DICAS 3.0 Program Configuration Quick Start Guide

This document is a quick start guide to help programs configure their program application in the new DICAS. Programs are able to configure their program as they choose and do not need to include all of this information. This is simply a guide to help with basic set up. Detailed training will be provided to all programs in the future.

**The first step in your program's configuration is to "Add Program" – see screen shot below. The content you add in this section will automatically populate on the Applicant facing Program Homepage in DICAS 3.0.**

The screenshot shows the 'ADD PROGRAM' configuration form. The form is titled 'ADD PROGRAM' and contains several sections of input fields. The 'Program Code' field is marked as required. The 'Program Name' and 'WA Display Name' fields are also marked as required. The 'City', 'State', and 'Zipcode' fields are also marked as required. The 'Open Date' and 'Default Deadline' fields are marked as required and have calendar icons. The 'Start Term' and 'Start Year' fields are dropdown menus. The 'Display Deadline as' field has radio button options for 'Same Deadline', 'Different Date', and 'Rolling'. The 'Additional Information' section includes 'Degree Available', 'Program Type', 'Match Date', and 'DPD Verification Statement' dropdown menus. At the bottom, there are 'Cancel', 'Reset', and 'Save' buttons. Colored arrows point to specific fields: an orange arrow to 'Open Date', a blue arrow to 'Default Deadline', a green arrow to 'Start Term', a red arrow to 'Degree Available', a purple arrow to 'DPD Verification Statement', a yellow arrow to 'Program Type', and a green arrow to 'Match Date'.

When completing your configuration, you will self-identity program attributes. The tips below will help you to identify which attributes fit your program's description and complete this section.

- **Open Date** - This is the date you want to open your application.
- **Default Deadline** - This is the last possible deadline date for accepting applications in the typical application cycle.  
**Note:** DI programs must accept applications no later than the established deadlines for the computer match in the first round - February 15<sup>th</sup> in the spring cycle and September 25<sup>th</sup> in the fall cycle. Other programs will follow deadlines set by your program based on your organization's needs.
- **Start Term** – This is when your program will start.

- **Degree Available:** This section covers if the program has a degree **available**. This can be a degree offered within their same institution or available through a university occurring at the same time. None is an option if no degree is available. Mark the best fit from the drop down, *for example, if you are a stand-alone DI program that has agreements with a university to provide a graduate degree to your interns, you will mark "Master's degree" under Degree Available.*
- **Program Type:** Note which program type you are from the dropdown.
  - Dietetic Internship (DI)
  - Coordinated Program in Dietetics (CP)
  - Future Education Model Graduate Program (GP)
  - Individualized Supervised Practice Pathway (ISPP)
- **DPD Verification Statement:** This is where you will note if your program requires a DPD verification statement for entry into the program. You can use the following drop-down options:
  - Required – applicants must have a Verification Statement/Declaration of Intent to apply to your program.
  - Accepted, But Not Required – applicants are not required to have a Verification Statement/Declaration of Intent, but the program will accept it.
  - Varies by Program Option – in the program's description, list when a Verification Statement/Declaration of Intent is required and when one is not required.
  - Not Applicable – a Verification Statement/Declaration of Intent is not required to apply to your program.
- **Match Date:** For Dietetic Internships, use dropdown to select Spring or Fall or both to reflect which matching cycle in which you participate. If you are not a DI program, you can mark this as NA.

**You can go back and make changes to this branding section at any time in the configuration process.**

The next section is a guide to build your program configuration for the Applicant facing Program Homepage.  
 Below is a screen shot of our sample program Ceres University set up in DICAS 3.0.



The Master of Public Health Dietetic Internship Program at Ceres University offers:

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- Preparation for community public health RDNs
- Firsthand experience working in public health settings
- Service Projects to provide more hands-on experience
- International experiences available

For complete information on the program, please visit our website at: [www.ceresuniversity.org](http://www.ceresuniversity.org)

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**Admission Requirements:**

- A minimum of a Baccalaureate degree from an U.S. regionally accredited university or college or foreign equivalent as determined by a recognized credentialing agency.
- Verification statement from a ACEND-approved Didactic Program in Dietetics within 3 years of application
- Relevant work and volunteer experience in food service or nutrition related field
- Minimum GPA of 3.0

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**Application Requirements:**

In addition to the required documentation in DICAS, please provide the following additional documentation with your application:

- Statement of purpose and objectives (personal statement)
- Two (2) letters of recommendation
- Verification Statement or Declaration of Intent

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**Contact Information:**

For more information about the program, contact the Program Director Sally Ceres at [sceres@ceresuniversity.edu](mailto:sceres@ceresuniversity.edu) or 888-444-4444.

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**Program Details**

Start Year: 2022	Start Term: Fall	Program Type: Dietetic Internship (DI)
Degree Available: Master's	Match Date: Spring	DPD Verification Statement: Required
Deadline: September 15, 2022		

### **#1: Branding Logo**

- *Images must be in .jpeg, .tiff, or .png format and no larger than 250kb.*
- *File names cannot contain spaces or special characters.*
- *Your overall image size should be 900 px by 270 px, but consider the following:*
  - *A banner with your program information will cover a bottom portion of your image.*
  - *You can choose to display your school's name in the headline text if it is not already part of your image.*

### **#2: Program Description**

*Insert program description here. This should be concise and less than 200 words. Use of bullet points and short sentences to attract applicants' attention is advisable. End the description with a link to your program's website for more information.*

### **#3: Admission Requirements**

*Include information about admission requirements here. Include items such as:*

- *Degree requirements*
- *Minimum GPA*
- *Pre-requisites needed*
- *DPD Verification Statement Needed*
- *Exam Score Requirements etc.*

### **#4: Application Requirements**

*Include application requirements of the program in this section. Include any additional requirements applicants are required to submit other than the DICAS Application. This section could include a link to your program application fee payment process.*

### **#5: Contact Information**

*Insert your program's contact information including name of contact person, phone number and email address. This should be the main contact should the applicant have any questions*

### **#6: Program Details**

*Your program details come from the initial questions under "Add Program" that was completed at the first step. These details will automatically show at the bottom of your screen.*