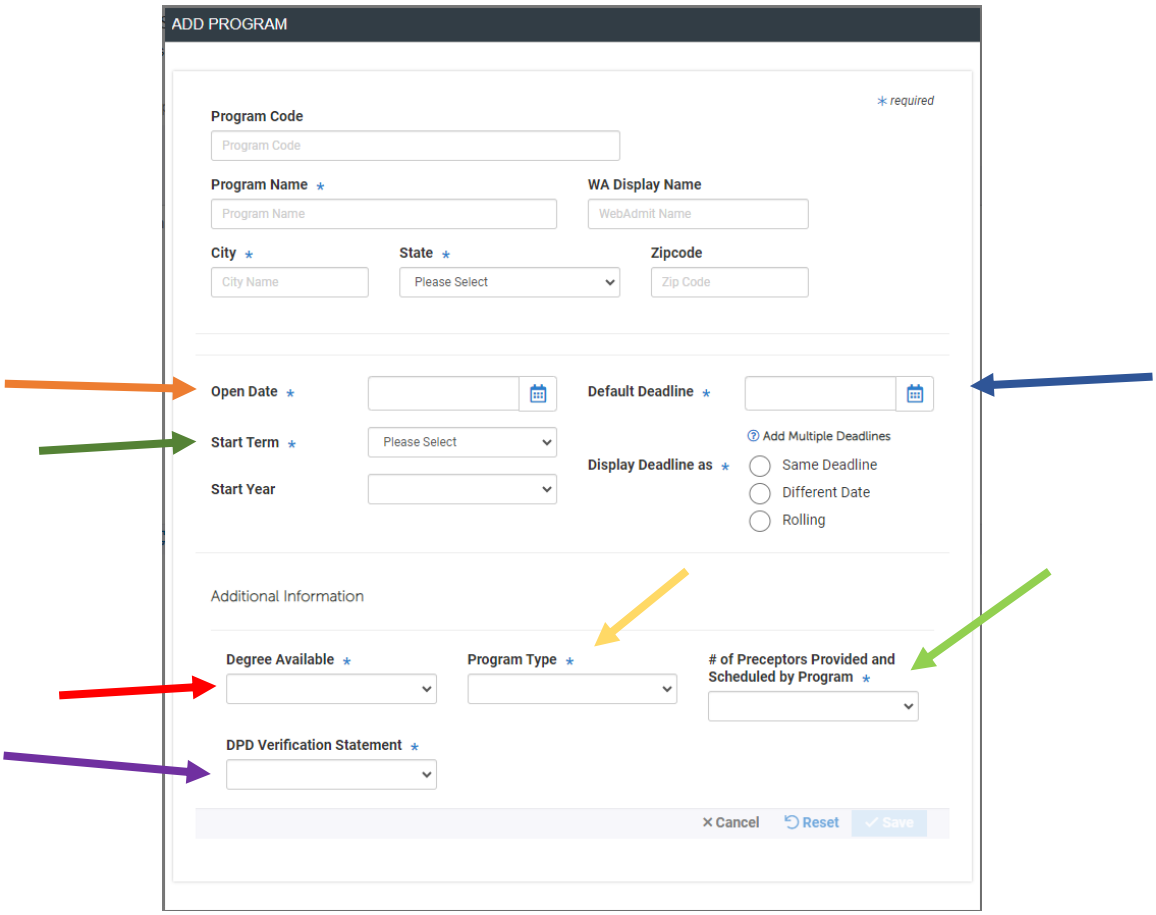
DICAS Program Configuration Quick Start Guide

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.

If you have configured an application for your program in previous cycles, you can use the same application and modify it or you can start a new configuration.

To copy an existing program, from the Organization Details page, click Copy Program, then select the program you wish to copy. The word "-copy" will be present in the title. To add a new program application, you must "Add Program" – see screen shot below. The content you add in this section will automatically populate on the Applicant facing Program Homepage in DICAS.



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.
- **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.

- **# of Preceptors Provided and Scheduled by Program:** Use dropdown to select All, Most, Few or None to reflect how many sites and preceptors are both provided and scheduled for the student. For example, if the program provides all preceptors and sites for their students, the program should select All in the drop down. If the program requires students to identify all their own preceptors and sites, the program should select None in the drop down.

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.

#1

Home

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

#2

- 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

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#3

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

#4

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

#5

Contact Information:

For more information about the program, contact the Program Director Sally Ceres at sceres@ceresuniversity.edu or 888-444-4444.

Program Details

#6

Start Year: **2025**	Start Term: **Spring**	Program Type: **Coordinated Program in Dietetics (CP)**
Degree Available: **Bachelor's and/or Masters**	DPD Verification Statement: **Required**	Deadline: **2024-07-31**

#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.