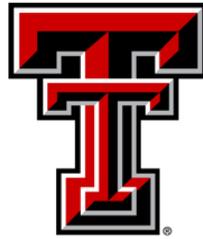


# **Didactic Program in Dietetics (DPD)**

## **Student Handbook 2016-17**



TEXAS TECH UNIVERSITY  
*College of Human Sciences*<sup>™</sup>

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# Texas Tech University Didactic Program in Dietetics

## 1. Description of the Program

The Didactic Program in Dietetics (DPD) at Texas Tech University (TTU) is accredited by The Academy of Nutrition & Dietetics (AND) and the Accreditation Council for Education in Nutrition & Dietetics (ACEND). The DPD is designed to offer students a foundation of knowledge and skills for entry into the profession of dietetics or related field. Upon successful completion of the program requirements, students earn a Bachelor of Science in Nutritional Sciences with a concentration in Dietetics. In order to become a registered dietitian nutritionist (RDN), graduates must complete an accredited dietetic internship (such as the post-baccalaureate internship offered at Texas Tech) which includes a minimum of 1200 hours of supervised practice to gain the competencies needed to be an entry level dietitian. After successful completion of both an undergraduate and a supervised practice program, the student is eligible to take the dietetic registration examination. Upon passing the exam, the student then becomes an RDN.



Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext 5400. [Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND).

For more information about the TTU DPD, go to [https://www.depts.ttu.edu/hs/ns/docs/DPD\\_Requirements.pdf](https://www.depts.ttu.edu/hs/ns/docs/DPD_Requirements.pdf)

## 2. Mission and Goals

### Mission of Texas Tech University

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.

### Mission of the College of Human Sciences

The College of Human Sciences provides multidisciplinary education, research, and service focused on individuals, families, and their environments for the purpose of improving and enhancing the human condition.

### Mission of the Department of Nutrition, Hospitality and Retailing

The Mission of the Department of Nutrition, Hospitality, and Retailing is to provide quality education, research, and service focused on the knowledge and skills intrinsic in the disciplines of Nutritional Science, Hospitality Management, and Retail Management.

### Mission of Nutritional Sciences

The mission of the Nutritional Sciences program is to prepare individuals who will make a contribution to food and nutrition related professions, and to society as a whole through quality education, research, and service.

### Mission of Didactic Program in Dietetics

The mission of the DPD Program is to prepare graduates for careers in dietetics and related fields by offering foundation knowledge and skills through quality education, for the purpose of improving and enhancing the human condition.

## DPD Program Goals

**Goal 1: To prepare students with a broad-based education to successfully complete a dietetic internship or pursue a career in a food, nutrition or related field.**

### Objectives

1. Over a five year period, at least 60% of the qualified graduates will apply for dietetic internships within 12 months of graduation
2. Over a five year period, at least 80% of the graduates applying for dietetic internships will be accepted into a dietetic internship within 12 months of graduation.
3. Over a five year period, at least 80% of the DPD graduates who take the Registration Exam for Dietitian will pass it in the first attempt.
4. When surveyed, 80% of the responding internship directors agree that TTU graduates were *able to perform the responsibilities of the internship program*
5. At least 80% of the alumni that complete a dietetic internship agree that the program prepared them well for a dietetic internship
6. At least 50% of the alumni who do not enter an internship will pursue *post-graduate education or secure employment in the food, nutrition or related field*, within a year of program completion

**Goal 2: The program will attract and *retain high quality students***

### Objectives

1. At least 80% of students accepted into the DPD program will *complete the program* within three (3) years of acceptance (150% of the usual time expected to complete the program after acceptance)
2. Over a five year period, at least 80% of the DPD graduates who take the Registration Exam for Dietitian will pass it in the first attempt.
3. When surveyed, 80% of responding internship directors rate DPD graduates as *good or excellent* on demonstrated knowledge and skills and competencies
4. When surveyed, 80% of the responding internship directors agree that TTU graduates were *able to perform the responsibilities of the internship program*
5. When surveyed, 80% of responding internship directors states they would *accept another Texas Tech graduate* into their dietetic internship

**\*\*\*Outcomes of Program Objectives are available upon request**

## 3. Overview of the Degrees

The TTU program offers students four options within the Bachelor of Science in Nutrition degree:

1) Nutritional Sciences and Dietetics; 2) Pre-Professional; 3) Health and Wellness; or 4) Teaching Certificate. Choosing an option will depend on the student's future professional or career goals.

The focus of this Handbook is the Nutritional Sciences and Dietetics option. Only those students following the Nutritional Sciences and Dietetics option are part of the DPD program which was introduced above. The remaining three options are in place for those whose future goals do NOT include becoming a registered dietitian nutritionist. The following sections will provide an overview of each the four degree options.

### A. Bachelor of Science: Nutritional Sciences and Dietetics Option

The Nutritional Sciences and Dietetics option should be selected by students who plan to complete an accredited dietetic internship and become a Registered Dietitian Nutritionist. The degree requires a strong

science background supported with courses in chemistry, biochemistry, human anatomy and physiology, and food microbiology/sanitation and safety. As a student in dietetics, food preparation, science of nutrition, food service systems management, nutrition in the life cycle, medical nutrition therapy, community nutrition, nutrition counseling, and experimental methods in food preparation will be studied. Students also learn simple research techniques and education strategies by conducting individual projects and analyzing diets using computer programs.

Our program emphasizes the role of food and nutrition in the health and well being of people. The specialization prepares competent professionals for a variety of roles in food and nutritional sciences and dietetics, including those who do not complete an internship. Employment options include positions with hospitals, community and government agencies; day care centers, schools, wellness clinics; Women, Infants and Children (WIC) program; the armed services; Cooperative Extensions; food service operations; health promotion organizations; pharmaceutical, business and industry, and nutrition related areas. For more information about careers in dietetics, download the RDN Fact Sheet at: <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143>. For additional information on occupational outlook and opportunities for dietitians and nutritionists visit: <http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>.

Students may declare Nutritional Sciences and Dietetics as their major in the freshman year. Please go to following link to view the current year's degree planning form and recommended sequence of courses: [https://www.depts.ttu.edu/hs/current\\_students/degreeplans/NSCD.pdf](https://www.depts.ttu.edu/hs/current_students/degreeplans/NSCD.pdf)

If you are following a previous year's degree plan please use the following link: <https://www.depts.ttu.edu/hs/ns/undergraduate/index.php>

It is important to follow the course sequence to ensure that prerequisites are met and that courses are taken in the most expedient and intended sequence to maximize your learning and mastery of the material.

**Criminal Background check** will be conducted at the beginning of NS 4130-Field Work. Any student who has been convicted of a felony will not be allowed to complete this required course.

#### **Liability Waiver for Courses with Practicums.**

For courses that include practicum's that require travel to sites off campus the student is required to sign a Student/Participant Release and Indemnity Agreement.

The following is a link to the Student Release form. <http://www.depts.ttu.edu/opmanual/OP79.13B.pdf>. This form releases Texas Tech University from any liability during travel or during at the facility per OP 79.13: <http://www.depts.ttu.edu/opmanual/OP79.13.pdf>

**B. Official entrance into the Nutritional Sciences and Dietetics program** is granted based on the following criteria which can also be found at:

[https://www.depts.ttu.edu/hs/ns/docs/DPD\\_Requirements.pdf](https://www.depts.ttu.edu/hs/ns/docs/DPD_Requirements.pdf)

## **Texas Tech University Didactic Program in Dietetics (DPD) Acceptance Requirements**

**Nutritional Science DPD program plan, starting with the school year of 2012-2013, the following will be required for entrance into the DPD program. These criteria apply to incoming freshmen, transfer students, and students who have changed their major to NS-Dietetics.**

**1. Average of 3.0 GPA or better** in the following courses:

A. NS 1201-Intro to Dietetics

- B. NS 1410-Science of Nutrition for Majors/Minors
- C. NS 2310-Principles of Food Preparation

2. Grade of **C or better** in the following courses:

- A. CHEM 1307 & CHEM 1107- Principles of Chemistry I & Experimental Principles of Chemistry I
- B. CHEM 1308 & CHEM 1108 - Principles of Chemistry II & Experimental Principles of Chemistry II
- C. CHEM 2303 & CHEM 2103 –Introductory Organic Chemistry & Experimental Introductory Organic Chemistry
- D. ZOOL 2404- Human Anatomy & Physiology II

3. **3.0 overall GPA** after the following courses **AND** after at least 60 total hours have been taken:

- A. NS 1201-Intro to Dietetics
- B. NS 1410-Science of Nutrition for Majors/Minors
- C. NS 2310-Principles of Food Preparation
- D. CHEM 1307 & CHEM 1107- Principles of Chemistry I & Experimental Principles of Chemistry I
- E. CHEM 1308 & CHEM 1108 - Principles of Chemistry II & Experimental Principles of Chemistry II
- F. CHEM 2303 & CHEM 2103 –Introductory Organic Chemistry & Experimental Introductory Organic Chemistry
- G. ZOOL 2404-Human Anatomy & Physiology II

4. Brief essay (250 words or less) stating why you want to be in the dietetics program at TTU and why you want to work in the nutrition/dietetics field.

5. Complete an online DPD application during the last semester you completing all of the course requirements above. Click on this link to complete your application:

[https://ttuhumansciences.qualtrics.com/jfe/form/SV\\_b8jq8TmqcZt9EAB](https://ttuhumansciences.qualtrics.com/jfe/form/SV_b8jq8TmqcZt9EAB)

6. For information regarding your NS major visit this website: <http://www.depts.ttu.edu/hs/ns/undergraduate/>

### **C. Bachelor of Science in Nutrition: Pre-Professional Option**

This degree requires a strong science background supported with courses in chemistry, biochemistry, human anatomy and physiology, and food microbiology/sanitation and safety. As a student in dietetics, you will study food preparation, science of nutrition, nutrition in the life cycle, medical nutrition therapy, community nutrition, and experimental methods in food preparation. Depending on your post graduate plans, your degree plan may vary to ensure you have completed all courses required for entrance into your chosen post-graduate program. Please visit with the academic advisor for details.

This option offers an academic path for individuals interested in medicine, optometry, pharmacy, dental, physical therapy, physician assistant and other allied health options. A copy of the current year's degree plan is available at: [http://www.depts.ttu.edu/hs/advising/files/degree\\_plans/DEGREE\\_PLAN\\_NS\\_PPHC.pdf](http://www.depts.ttu.edu/hs/advising/files/degree_plans/DEGREE_PLAN_NS_PPHC.pdf)

### **D. Bachelor of Science in Nutrition: Health and Wellness Option**

This degree track is designed for those students interested in combining their love for nutrition and physical activity. As a student in nutrition, you will study food preparation, science of nutrition, nutrition in the life cycle, sports nutrition, nutrition education, nutrition and chronic disease, community nutrition, emerging issues in nutrition and experimental methods in food preparation. The degree includes a minor in Exercise, Sports Science, which includes courses in human anatomy and physiology, gender issues in sports, exercise physiology, exercise and sports psychology, management in exercise and health promotion and applied exercise physiology.

Employment opportunities from this degree are more diverse. Potential jobs would be in corporate wellness, sales-Pharmaceuticals and nutritional formulas, gym management, personal trainer, AgriLife Extension Service, government programs (ex: Women, Infant, and Children), and various food companies.

Food Company. A copy of this year's degree plan is available at:

<http://www.depts.ttu.edu/hs/ns/undergraduate/index.php>

## E. Bachelor of Science in Nutrition: Secondary Teacher Certification in Hospitality, Nutrition & Food Science (8th-12th Grade) Option

This option offers a career path for those interested in teaching nutrition at the junior high school and high school levels. Students complete a broad base of nutrition courses along with those that lead to teacher certification. Graduates will be eligible for a Specialized Certificate in Hospitality, Nutrition, and Food Science. A copy of this degree plan is available on our website at:

<http://www.depts.ttu.edu/hs/ns/undergraduate/index.php>

### F. Transfer of Credit:

To apply course work from another academic Institution:

- Refer to Texas Common Course numbers for course equivalences in the Undergraduate Catalog.
- You must have an official transcript sent to the TTU registrar's office (Transfer Evaluation Office, room 110 of West Hall).
- Currently enrolled students must receive approval from an advisor to take courses off campus.
- A maximum of 66 semester credit hours may be applied towards the degree requirement from a two-year college.

**Students declaring Nutritional Science or Nutrition** as a degree plan AND transfer a nutrition course into Texas Tech they must have all nutrition course materials reviewed by the DPD Director and the COHS advising staff.

The following courses will substitute for required DPD courses:

- Microbiology for FDSC 3303-Food Sanitation
- Accounting for RHIM 3322-Cost Control II
- Public Speaking for CFAS 2300 for Communications, Civility & Ethics
- Management for RHIM 3341-Hospitality Management

The NS program grants credit from transfer students based on the Texas Tech University Transfer Evaluation Office. A student may be granted credit for a course where the student earned a C or better. The university website assists students and faculty to determine how transfer courses will transfer into Tech, but only includes lower level courses, such as English, chemistry, history and other basic courses.

[http://www.depts.ttu.edu/registrar/private/transfer/.](http://www.depts.ttu.edu/registrar/private/transfer/)

If a student has completed a basic nutrition course and wishes to transfer that course into Texas Tech it will only be accepted with the following provisions:

- They earned a C or better in the course they are transferring into Texas Tech
- They pass the NS 1410 exemption exam with a 70 or better

All other courses are evaluated by the DPD Director by reviewing the actual course syllabus. The student *will* be required to pass the final exam for a course that they are seeking transfer credit in order for those courses to be accepted. Depending on the course the DPD Director may consult with the faculty member who teaches the course for further review before accepting the transfer course. Each transfer students' transcript is evaluated on a case by case situation.

**For international students** they must first have their transcript evaluated by one of the independent foreign degree evaluation agencies approved by ACEND.

[http://www.eatrightacend.org/ACEND/content.aspx?id=6442485499.](http://www.eatrightacend.org/ACEND/content.aspx?id=6442485499)

The DPD Director will then determine which courses the student must complete in order to receive a Verification Statement. The following courses are not approved to be transferred in by international students, and must be taken at Texas Tech University

NS 2310-Principles of Food Preparation	NS 3310-Intro to Medical Nutrition Therapy
NS 3411-Dietetic Counseling Strategies	NS 3470-Institutional Food Systems
NS 4201-Professional Issues in Dietetics	NS 4220-Medical Terminology
NS 4330-Community Nutrition	NS 4340-Medical Nutrition Therapy I
NS 4341-Medical Nutrition Therapy II	NS 4350-Emerging Issues in Food Science and Nutrition
NS 2380-Cultural Aspects of Food	

These courses must be taken either at Texas Tech University or an American college/university:

- POLS 2302-American Public Policy
- CFAS 2300 Communication, Civility & Ethics

**All other courses are reviewed by the same process as other transfer students.**

#### 4. Verification Statement

Verification Statement of Completion

- This is a document which verifies that a student has completed the DPD requirements to apply for a dietetic internship program OR to apply to take the national exam for Dietetic Technicians, Registered (DTR), and is signed by the Director of the DPD program.
- **Students must complete DPD courses with a grade of “C” or above to receive a verification statement.**

Students may graduate with a degree in Nutritional Science and Dietetics with **ONE “D”, but will NOT receive a Verification Statement.** Contact the COHS advising office and the DPD Director for guidance.

Graduates with a Verification Statement may apply to an ACEND accredited internship (such as the post-baccalaureate internship offered at Texas Tech). The internship program includes a minimum of 1200 hours of supervised practice to gain competencies needed to become an entry-level dietitian.

After the dietetic internship, graduates qualify to take the national examination administered by the Commission on Dietetic Registration (CDR) to become a Registered Dietitian Nutritionist. Successful completion of the dietetic internship and the registration exam meets the requirements to be a Registered Dietitian Nutritionist. Additionally, the majority of states require RDNs to be licensed in their state of practice. A full listing of state licensing agencies and their contact information can be found at <http://www.cdrnet.org/state-licensure-agency-list>

#### 5. Grievance Procedures

The Student Resolution Center at Texas Tech University provides informal, neutral, and confidential dispute resolution services <http://www.depts.ttu.edu/studentresolutioncenter/>. The center is found in the Student Union building (East Basement room 024) 806-742-7233. The center staff assists people with interpersonal misunderstandings or disputes as well as those with concerns about academic or administrative issues. The Resolution Center attempts to help individuals resolve their concerns fairly and, if possible, informally. Grievance procedures are described in the DPD Student Handbook and Code of Conduct (found at <http://www.depts.ttu.edu/hs/ns/undergraduate/TTUDPDHandbook20152016.pdf>) and questions may be directed to the Ombudsman 024 East basement Student Union, (806) 742-7233. Further information may be found at: <http://www.depts.ttu.edu/studentresolutioncenter/>.

For matters specific to the Nutritional Science Dietetics program students are encouraged to try and resolve the problem within the Texas Tech University system. The issue should be addressed with the DPD Director, faculty member involved, and/or department chairperson initially. If the issue is determined to be an issue for ACEND and **ONLY after all other options with the Texas Tech University program are exhausted** may students submit complaints directly to ACEND. ACEND may be contacted via their website at <http://www.eatrightacend.org/ACEND/> or (800) 877-1600, or write:

Accreditation Council for Education in Nutrition & Dietetics  
The Academy of Nutrition & Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
e-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)

## 6. Application to Dietetic Internships (DI)

The following is a guideline for students who graduate from Texas Tech University's DPD program with a Bachelor of Science in Nutritional Sciences degree. Typically the next step after graduation and upon receiving a verification statement is completion of an ACEND accredited internship.

1. All students graduating from Texas Tech University are required to take a transition course. These courses are designed to transition students from college life to their career. Nutritional Sciences and Dietetics degree plan requires students to take NS 4201-Professional Issues in Dietetics to specifically meet the needs of students applying to dietetic internships. **A minimum of a 3.0 GPA is required to register for this course**, and it is taken the last fall semester before graduation.
2. There are two starting dates for Dietetic Internship Programs. One in the fall and another in the spring. Applications are due in mid February for internship programs beginning in the fall. For programs beginning the first of the calendar year, applications are due mid September.
3. A complete list of all the accredited internship programs is available from <http://www.eatright.org/students/education/accreditedprograms.aspx>.
4. Internships applications are online at <http://portal.dicas.org>.
5. Most Dietetic Internship (DI) Programs select applicants for appointments through a national computer matching process. This process occurs twice a year, in the Spring (appointments are made in April) and in the Fall (appointments are made in November). The majority of DI programs participate in the April or November match, but some participate in both. You must register for the match via an online registration at: <http://www.dnndigital.com/ada/index.php>. For more information on the internship selection and matching process please visit: <http://www.dnndigital.com> or call 515-292-0490, or e-mail <https://www.dnndigital.com/>.
6. For further information about the internship application process at TTU and matching program please visit with the DPD director, Human Sciences Building, room 281-Q.
7. You are responsible for requesting a "**Declaration of Intent to Complete**" from the director of the DPD program to be included with your internship application if all required courses have not been completed by that time. This form identifies courses that are in progress or will be taken to complete your DPD requirements. This request must be done online at <http://portal.dicas.org>. If you have completed all course requirements at the time of your internship application, you will be given a "**Verification Statement**" indicating this upon graduation.
8. You will need to request references from faculty members and work supervisors to include as part of your application. Three letters of recommendation are required for all DI application. This is also done online at <http://portal.dicas.org>.
9. Become familiar with all the requirements for the internship of your interest. For example: Internships associated with an academic institution may require taking the GRE and a graduate program application.
10. The majority of students who are accepted into an internship have a GPA of 3.4 or better. In order to improve your chances of being accepted into a dietetic internship you must have good grades.

## 7. Student and Professional Organizations

During your time at Texas Tech University, you will have several opportunities to become involved with nutrition related organizations on campus as well as on the local, state, and national levels. Membership in these organizations provides an opportunity to gain experience and network within the nutrition and dietetics fields.

### **Student Academy of Nutrition & Dietetic (SAND)**

SAND is a service oriented pre-professional organization for Nutritional Sciences students. Some information included on this website:

- Membership Information
- Scholarships
- Volunteer Activities
- Upcoming Events
- Contact Information
- Pathways to An Internship

Website: <https://orgsync.com/31551/chapter>

A Facebook page is also maintained by the SAND group:

<https://www.facebook.com/groups/148624075276842/>

### **Texas Academy of Nutrition and Dietetics-North Region**

Texas Academy of Nutrition and Dietetics-North Region, formerly known as the Lubbock Academy of Nutrition and Dietetics, is an organization for dietetic professionals in Lubbock, TX. Dietetic students are encouraged to join and attend the monthly meetings to obtain professional resources, updates on trends, and network with local dietitians. Meetings are announced via email to SAND members or you can find the dates of meetings and other information at their website: <http://www.eatrighttexas.org/>

### **Texas Academy of Nutrition & Dietetics (TAND)**

TAND is an organization of dietetics professionals and students in Texas whose main goal is to promote optimal nutrition. Student membership in the Academy of Nutrition & Dietetics and residency in Texas automatically enures your membership in TAND. Some information included on this website:

- Membership Information
- Scholarships
- Meeting Information
- Scholastic Program Information
- Employment Opportunities
- Nutrition Resources
- Contact Information

Website: <http://www.eatrighttexas.org/>

### **The Academy of Nutrition & Dietetics (AND)**

AND promotes optimal nutrition and is the largest organization of Food and Nutrition professionals. Some information included on this website:

- Career Information
- Membership Information
- Scholarships
- Journal of The Academy of Nutrition & Dietetics
- Nutrition Information
- Scholastic Program Information
- Educational Resources
- Pathway To Becoming A Registered Dietitian
- Undergraduate and Internship Programs

Website: [www.eatright.org](http://www.eatright.org)

## **8. Academic Advising Services – College of Human Sciences**

The COHS advising staff is responsible for assisting students from orientation to graduation. Students should visit [http://www.depts.ttu.edu/hs/current\\_students/advising.php](http://www.depts.ttu.edu/hs/current_students/advising.php)

to obtain information on updates prior to advance registration periods. Schedule of Classes, registration adding and dropping classes, payment of fees, and individual degree can be found at MyTech on Raiderlink. Students needing additional assistance may visit with an advisor on a first come, first served basis or by appointment.

### **Office of Academic Advising Services**

Human Sciences, Room 159. Phone: 742-1180

Office hours: Monday – Thursday 8:00am-6:00pm, Friday 8:00am-12:00pm and 1:00-5:00pm

For additional information or to schedule appoints email the advising office at: [hs.advising@ttu.edu](mailto:hs.advising@ttu.edu)

### **Specific Degree Requirements**

All Human Science degree plans can be viewed online at:

[http://www.depts.ttu.edu/hs/current\\_students/degree-plans.php](http://www.depts.ttu.edu/hs/current_students/degree-plans.php)

## **9. General University Policies and Procedures**

University life can sometimes be frustrating and overwhelming. Many times these feelings result from a lack of knowledge about how the university operates and not knowing where to go to get information. Helpful information may be obtained from [http://www.depts.ttu.edu/hs/current\\_students/advising.php](http://www.depts.ttu.edu/hs/current_students/advising.php) or in person from **Academic Advising Services, HS Room 159**.

### **e-Raider**

Every student registered at TTU will be assigned an eRaider login. Your eRaider account is your TTU electronic identification. Your eRaider is a single username and password that is required to access many resources at TTU.

Your eRaider account allows you to access your TechMail (e-mail), access the Internet, access RaiderLink for registration and information, enroll in computing shortcourses, take advantage of online training, create a personal website, download free software, and much more.

If you cannot remember your eRaider logon and password, please call 806-742-HELP, IT Help Central.

### **Texas Tech University Undergraduate Catalog**

This is possibly the most valuable book you will have during your entire college career and it's free!

Whenever you have questions concerning the university, your degree plan, rules and regulations, you should refer to the catalog that *corresponds with the year that you began your current course of study in a particular major*. The following information appears in the Texas Tech University Undergraduate Catalog and can be viewed online at:

<http://www.depts.ttu.edu/officialpublications/catalog/index.php>

Typically the online version is the most up to date.

### **Registration Process**

Each semester a period of registration is held in which the process of enrollment for the next semester is carried out. This is a very important event which occurs in November for the spring semester and in April for the summer and fall semesters. In order to participate and ensure a smooth advance registration, there are some steps that you need to take. To determine when you are eligible to register you will go to raiderlink. For help with registration and advising FAQs go to this link:

[http://www.depts.ttu.edu/officialpublications/catalog/\\_registration.php](http://www.depts.ttu.edu/officialpublications/catalog/_registration.php)

Most students do not need to see an advisor every semester. You can schedule an appointment with your advisor online. Go to this website: [http://www.depts.ttu.edu/hs/current\\_students/advising.php](http://www.depts.ttu.edu/hs/current_students/advising.php) or go to [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) under MyTech tab and go to Advising tools and click on **Schedule an Advising Appointment**.

Students should follow their **Degree Plan**. Your **DEGREE PLAN** has Guidelines for Registration. Mark off the courses that will be completed by the end of this semester, and build your schedule using the courses remaining. The bolded courses are scheduling priority and must be taken in sequence. You can use the Schedule Builder link on the left side of the Advising home page [http://www.depts.ttu.edu/hs/current\\_students/advising.php](http://www.depts.ttu.edu/hs/current_students/advising.php) This link will direct you to enter your eRaider account Information and take you to a Visual Schedule Builder. Enter your desired course information and the Visual Schedule Builder will refer to the TTU open class list and prepare a schedule for you!

### Course Hour Status

12 hours = fulltime load (often the minimum requirement to qualify for financial aid)

15 hours = Average load

20 hours = Overload (must have advisor approval)

### Registration

Check **Raiderlink MyTech for Students** ([www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu)) under MyTech (for Students) click on Look Up Classes, under the Registration heading.

### When Can I Register?

Registration is based on current classification which is based on your current **earned hours** not including hours enrolled.

Freshman classification = 0-29 hours

Sophomore classification = 30-59 hours

Junior classification = 60-89 hours

Senior classification = 90 or more hours

### Where to Register

All registration is done online. Students may register on any computer with internet access such as Human Sciences Computer Center in room 306, the ATLC in the basement of the library, or at home.

### Open Classes

Prior to registering, you should check to make sure the classes are open (*via the web for students*). Be sure and choose alternate sections or classes in case they are closed.

### Holds

Students should check Registration Status via the Student Account under MyTech (for students) via [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) for holds that may prevent you from registering. Consult the appropriate office to have the hold released (i.e. COHS *Academic Advisor, room 159*). **A registration hold** will be placed on your record during your first semester at TTU or if you are a new student to the College of Human Sciences. If you are not enrolled in HUSC 1100, you will need to see an advisor to have the hold cleared. As you **near graduation a registration hold** will be placed on your registration again. Schedule an appointment with your academic advisor early to be able to register. Appointments are available. **Don't wait until the last minute.** Go to this website: [http://www.depts.ttu.edu/hs/current\\_students/advising.php](http://www.depts.ttu.edu/hs/current_students/advising.php) to schedule an appointment with your advisor.

### Tuition and Payment Process

Tuition and Fees Estimated Grids can be found on the following link:

<http://www.depts.ttu.edu/studentbusinessservices/feeInfo/tuitiongrids.php>

Tuition and fees for the 2016-17 school year, based on 15 hour course load, were as follows (not including books, estimated listed are per semester):

- Texas residents and bordering counties \$5,340.50
- Bordering states \$ 5,790.50
- Non-resident \$11,460.50

100% of tuition (or 50% with a promissory note) is due before classes begin or **your classes will be**

**cancelled!** If you add/drop courses after paying, be sure to check your balance in case additional fees are charged. **If there is a balance, your classes will be cancelled.**

## Billing Procedures

- Please refer to the Texas Tech 2014 Paying the Bill Checklist. This list helps to make sure you have completed every step necessary to pay your tuition:  
<http://www.depts.ttu.edu/AdminFinance/FormRepository/SBS/payingBill/Fall%202014%20Checklist%20TTU.pdf>
- **You will NOT receive a bill in the mail.** Billings will be sent via email to all preregistered students one month prior to the due date. E-bills will be sent to a student's TTU email address. Thus, it is even more imperative than before that students use/check their TTU email address.
- These bills will go to students email **ONLY** and not to their parents, students will need to be more proactive in ensuring that tuition and fees are paid by deadlines stipulated in order to avoid cancellation of their schedules. ***There is no paper bill sent to you.***
- Students registering after preregistration or those making changes to their billing after the initial billing will receive weekly e-bill updates to their established email address or addresses.
- Students are billed based on their location of residence and location of classes. Students must verify their location or e-mail address each term when registering and may request a location change anytime at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) Again, go to MyTech and look under **Manage My Finances**. Under **Student Business Services** you may click on eBill to make a payment.

**Student Business Services** is located in room 301 West Hall, 806-742-3272.

<http://www.depts.ttu.edu/studentbusinessservices/>

Student billing is processed by email through e-bill. No paper bills are sent. E-Bill supports Microsoft Internet Explorer 6.0, Netscape 7.x, and Firefox 1.x; other browsers may not function as anticipated.

- E-Bill statement for each term will be sent to student's TTU issued email and to other authorized users only. Students may also view their balance through their Raiderlink MyTECH account under **Manage My Finances**. Under **Student Business Services**
- Every student is still responsible for paying his/her account on time even if e-bill statement has not been received.
- During the term incidental fees (such as parking, meal plans, library fines, etc ) may be added to a student's account. Students are responsible for paying these incidental fees as they are incurred.
- E-Bill statements are updated monthly and are generally due by the 1st of the following month, unless otherwise specified.
- Accounts not paid timely will receive the following:
  - \$10 late fee for balances \$100 or less and not on a pay plan
  - \$25.00 late fee for balances equal to \$100 or more and not on a payment plans.
  - \$25 late fee for failure to make a payment plan installment payment by the due date.
- Registration and Transcript holds will be applied if accounts not paid in full when due. This will result in the student not being able to register for future terms.

## Student Financial Aid

The Office of Student Financial Aid provides financial assistance to students to pursue higher education.

Contact Information: <http://www.financialaid.ttu.edu/> Texas Tech University  
310 West Hall Office of Student Financial Aid  
Phone: (806) 742-3681 P.O. Box 45011  
Fax: (806) 742-0880 Lubbock, TX 79409-5011  
Hours: 8:00-am-4:00pm

## Withdrawal Policy

- **First-year freshmen entering Texas Tech in the fall of 2004 and thereafter** will be allowed to withdraw from only *four* classes during their college career. You may drop a course prior to the 45th class day of a long semester or the 15th class day of a summer term.

- **Transfer students entering in the fall of 2004 and thereafter** will be allowed only three withdrawals.
- Courses dropped during the period of ADD/DROP are not included, and does not count as a withdrawal.
- Regardless of a student's grade status at the time a course is dropped, only a W will appear on the student's records.
- When a student who entered Texas Tech in the fall of 2004 or thereafter has used all allotted Ws, the student must complete every course taken and receive a grade.
- Grades of "I" (incomplete) will become F's after one calendar year.
- Last day to drop a course. The 45<sup>th</sup> class day is the last day to drop a course. The grade WF is hereby eliminated.
- An NP is given if the student has not paid certain fees by the end of the semester. If the student subsequently pays the fees, Student Business Services will notify the registrar, who will then record the academic grade earned.

### **Optional: Graduate On Time (GOT) Contract**

The GOT contract is a partnership between students and the university. Students who complete their degree in the recommended amount of time with no more than 3 attempted hours beyond what is required will receive a \$1,000 tuition rebate. For more information visit: <http://www.depts.ttu.edu/graduateontime/>.

### **Refunds**

1. Students must visit <http://www.raiderlink.ttu.edu> and select the MyTech tab to establish direct deposit information to elect refunds via ACH. Students must also have an active address in the TTU system for refunds to be processed. It is the student's responsibility to maintain a correct active address with TTU to ensure receipt of payments from TTU. For step by step instructions please visit this website: <http://www.depts.ttu.edu/studentbusinessservices/refund/refund.php>
2. Students should enter their bank routing and account numbers in My Direct Deposit available at <http://www.raiderlink.ttu.edu> in order to expedite refund availability. Students who do not provide ACH information or whose information is invalid will receive a paper check mailed to the address on file. For security purposes, all checks will be mailed. No checks will be distributed in person. Please go to **ASK RAIDER RED** on the Student Business Services site for any further questions or concerns.
3. All refunds for payments made by a credit card will go back as credits to the same card. (Except for financial aid).
4. Refunds will be processed multiple times a week during the beginning of the semester for those who have enrolled in My Direct Deposit. Paper checks will only be processed once weekly.
5. Students who drop or withdraw a class, but are still enrolled in other courses will be refunded 100% up through the 12<sup>th</sup> day of class. After that time there will be NO REFUND.
6. Students who withdraw from the University will be refunded on the following schedule:

#### **Fall or Spring Semesters:**

- 1<sup>st</sup> class day through 12<sup>th</sup> class day – 100% of tuition will be refunded for dropping a course
- After the 12<sup>th</sup> class day – none of the tuition will be refunded
- When a student withdraws from the university, they must pay the following percentages of the total tuition due:
  - Before 1<sup>st</sup> class day – None
  - 1<sup>st</sup> five class days – 20%
  - 2<sup>nd</sup> five class days – 30%
  - 3<sup>rd</sup> five class days – 50%
  - 4<sup>th</sup> five class days – 75%
  - 21<sup>st</sup> class day and after – 100%

#### **Summer Terms:**

- 1<sup>st</sup> class day through 4<sup>th</sup> class day – 100% of tuition will be refunded
- After the 4<sup>th</sup> class day – none of the tuition will be refunded

**Withdrawal from the university:** student must pay the following percentages of the total tuition due:

- 1<sup>st</sup> class day through 4<sup>th</sup> class day – 100% of tuition will be refunded
- After the 4<sup>th</sup> class day – none of the tuition will be refunded
- - Before 1<sup>st</sup> class day – None
  - 1<sup>st</sup> five class days – 20%
  - 2<sup>nd</sup> five class days – 30%
  - 3<sup>rd</sup> five class days – 50%
  - 4<sup>th</sup> five class days – 75%
  - 21<sup>st</sup> class day and after – 100%

### Grade Replacement

After a course has been retaken, students may apply to the Registrar (West Hall 103) to file a petition for a grade replacement. **NOTE:** This does not happen automatically. You have to request the grade replacement in person.

- A grade replacement can only occur if a student earned a “D” or an “F”.
- No student may take a course for the third time without incurring a substantial fee.

### Grades

A grade is assigned for all courses in which a student is enrolled during every semester and summer term. Grades of + or – may be given for all grades, but your GPA will only be calculated with the letter grade. For example, a student earning a “B” in a course receives 3 points per course hour AND a student earning a “B+” or “B-” will also receive 3 points per course hour.

### How to Figure Your GPA

A = 4 pts per hour	3 Hr class = 12	
B = 3 pts per hour	3 Hr class = 9	
C = 2 pts per hour	3 Hr class = 6	
D = 1 pt per hour	3 Hr class = 3	
F = 0 pt per hour	3 Hr class = 0	
Total	15	30

Divide total points by total hours = 2.00 GPA

### Disciplinary/Termination Procedures-Undergraduate Academic Status Policy

- Students must maintain a minimum adjusted GPA of 2.00 in order to stay in “Good Standing.”
- **A student whose adjusted GPA falls below 2.00 will be placed on “Scholastic Probation.”** Freshmen will be required to enroll in XL 0201 in the following semester.
- A student who is presently **on scholastic probation whose current GPA is 2.00 or higher but whose adjusted cumulative GPA is below 2.00 will be placed on “Continued Scholastic Probation.”**
- A student who is presently **on scholastic probation who has a current and Adjusted Cumulative GPA below 2.00 will be placed on “Scholastic Suspension.”**
- Undergraduate Academic Status Policy details can be found in the University Catalog at <http://www.depts.ttu.edu/officialpublications/catalog/index.php>

### Graduation

Graduation is attained by fulfilling the requirements for a bachelor’s degree using an acceptable catalog edition. The student is responsible for fulfilling all catalog requirements. **At least one year prior to a student’s graduation semester, a Statement of Intention to Graduate form must be filed.** Substitutions and minor forms must be filed prior to or at the same time as the Statement of intention to graduate. After submission of the form, Academic Advising Services will audit the student’s degree plan and mail the student a Progress Report for Graduating Seniors, which is a copy of the courses that are lacking. Thereafter, you are to plan schedules according to remaining degree requirements. The Progress Report for Graduating Seniors will be reviewed prior to the last semester and students will be notified of any discrepancies, which may prevent graduation. Any change of the graduation date must be communicated to the office of Academic Advising Services. Additional requirements for graduation include the following:

- At least 25% of a student's degree plan must be taken at Texas Tech. The last 30 hours are to be taken in residence at Texas Tech unless permission has been granted by the Dean. This includes correspondence and off-campus courses.
- A minimum adjusted cumulative GPA of 2.00 for all courses, is required.

For more specific information, see the university catalog or online at:

<http://www.depts.ttu.edu/officialpublications/catalog/index.php>

### **Graduation with Honors**

Students graduating with designated cumulative grade-point averages are eligible to graduate with honors. To graduate with honors, at least one-half of the degree credit must be completed at Texas Tech and the one-half must include the senior year. Only grades earned at Texas Tech are counted, and only the cumulative GPA (not adjusted) is used to calculate honors. The three honor levels are as follows:

- 3.9 and above: Summa Cum Laude
- 3.7 to 3.89: Magna Cum Laude
- 3.5 to 3.69: Cum Laude

### **University Calendar**

The Texas Tech University Calendar is updated yearly and can be found in the university catalog and on the official publications website: <http://www.depts.ttu.edu/officialpublications/calendar/index.php>. The 2013-2014 academic calendar is at the end of this Student Handbook.

## **10. Other Policies and Procedures**

The policies and procedures that follow have been developed by Texas Tech University and reflect the commitment of the University and the program to protect the rights of the students.

### **Equal Opportunity Policy**

“Texas Tech University is open to all persons eligible for admission as students regardless of race, color, religion, sex, age, national origin or disability. All students admitted to the university are treated without discrimination in regard to their participation in university educational programs or activities. The university does not discriminate on the basis of sex or disability in its educational programs.”

The above information appears in the Texas Tech University Undergraduate Catalog and can be viewed online at: <http://www.depts.ttu.edu/officialpublications/>.

### **Protection of Privacy of Information Access to Personal Files**

#### **Family Educational Right and Privacy Act (FERPA)**

#### **Title 20, Chapter 31, Subchapter III, Part 4, Section 1232g; a.k.a. “Buckley Amendment”**

FERPA is a Federal law that protects students, giving them the right to:

- Inspect and review education records
- Request the amendment of education records
- Consent to the disclosure of personally identifiable information in a student's education record
- Obtain a copy of the school's Student Records policy
- You may file a FERPA complaint with the **U.S. Department of Education** at <http://www.ed.gov/index.jhtml> or Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 2020-4605.

If you would like someone other than yourself to have access to your academic information, please complete the FERPA form. Complete the FERPA form **only** if you are giving someone permission to access your

academic information. This form may be obtained at:  
<http://www.depts.ttu.edu/registrar/FERPA/FERPAWaiverForm.pdf>. More information regarding FERPA can be found on TTU's website at [http://www.depts.ttu.edu/registrar/Academic\\_Information.php](http://www.depts.ttu.edu/registrar/Academic_Information.php).

Directory information cannot be released without written consent of the student, but students can request that this information **not** be released. To do this, the student must:

- Contact the **Registrar's Office** for release of information for the printed campus directory, according to the Student Affairs Handbook, Section IV.
- Go to **MYTech** at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) then edit your **Personal Information** during the first twelve class days of any semester, or the first four class days of any summer term. (Restricted information remains so until revoked by the student.)
- The website for release of information for the **on-line campus directory**: <http://info.ttu.edu/>.

### **Students Personal File**

COHS Advising Office maintains a confidential file of each student that contains your visits with the advisors, acceptance record into the DPD Program and other pertinent information regarding your degree plan. You may request to see this file and must make a request in the Office of Advising in COSH 159.

### **Academic Integrity:**

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own, any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. This policy applies to exams, quizzes, and all written assignments.

- **Cheating:** Dishonesty on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating.
- ♦ **Plagiarism:** Offering the work of another as one's own, without proper acknowledgement, is plagiarism; therefore any student who fails to give credit for quotations or has essentially identical expression of material taken from books, journals, encyclopedias, magazines, and other reference works, or from the themes, or other writings of a fellow student, is guilty of plagiarism.
- ♦ **Questions with grading:** It is the responsibility of the student to retain all graded assignments and return the original assignment with the instructor's grade and comments before any adjustment will be made in regard to the assignment score, grade, or credit etc. A photo copy is not acceptable.

## **11. Student Support Services**

The Division of Student Affairs supports and enhances the learning experience of students and the university community through quality activities, facilities, programs and services.

The links below will take you to important sites such as: the *Student Handbook and Code of Conduct* (where important policies and procedures are described and available student support services are offered.)

<http://www.depts.ttu.edu/dos/handbook/> .

### **College of Human Science Technology Services**

Provides high quality technical support for students within the College of Human Science. Maintains a computer lab for students to complete and print assignments. Located in room 306 Human Science. Open Monday-Friday. <http://www.depts.ttu.edu/hs/technologyservices/>

### **Student Disability Services**

Texas Tech University has one of the most comprehensive departments for students with disabilities in the state, where the Student Disability Services (SDS) staff provides a variety of accommodations and services

for individuals with disabilities. Accommodations will be made in response to the specific disability. Located 335 West Hall, 806-742-2405. <http://www.depts.ttu.edu/sds/>

### **TECHniques Center**

The TECHniques Center is a fee-for-service program of [Student Disability Services](#). The only tutoring program of its kind in Texas, the TECHniques Center provides supplemental academic support services to meet the needs of, and to promote the retention of, undergraduate students with documented evidence of Learning Disabilities and Attention Deficit/Hyperactivity Disorders. The TECHniques Center supports students in maintaining their focus, accomplishing their educational goals, and making education accessible to those who learn differently. Located in 242 West Hall, 806-742-2011 <http://www.depts.ttu.edu/techniques/> or email: [techniques.center@ttu.edu](mailto:techniques.center@ttu.edu).

### **Academic Testing Services**

Academic Testing Services will provide quality services that are integral to recruitment, admission, retention, graduation and post graduation testing needs of Texas Tech students and the larger community by:

- Offering a diverse range of testing options that provide access and opportunity to meet national, state, and institutional requirements.
- Offering flexible and extended testing opportunities that enhance patrons' abilities to meet institutional deadlines.
- Offering academic testing options that provide students with time saving alternatives that shorten the path to graduation

Located in 214 West Hall, 806-742-3671, <http://www.depts.ttu.edu/testing/>

### **Student Insurance**

All undergraduate students enrolled in 6 or more hours are eligible for a supplemental student health insurance plan.

Further information from the Texas Tech University Undergraduate Catalog can be viewed online at: <http://www.depts.ttu.edu/officialpublications/>.

### **Support Operations for Academic Retention (SOAR)/Learning Center**

The Learning Center offers a wide variety of services designed to increase students' academic effectiveness as well as enabling them to get the most out of their education. Supplemental Instruction (SI) targets historically difficult entry-level academic courses and offers students regularly scheduled, modified forms of discussion sessions conducted by SI leaders. Both of these services are located in room 80 in Holden Hall.. <http://www.depts.ttu.edu/passcntr/PLC/>

### **University Writing Center**

The University Writing Center offers undergraduates, graduate students, faculty and staff 30-minute, one-on-one tutorials on any type of writing, including resumes, personal statements, research papers, and articles for publication. We believe that writing serves as one of the primary means for learning and communicating and that every good writer needs a good reader.

The University Writing Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m. To schedule an appointment, either drop by onsite or call us at (806) 742-2476. We are located in room 175 of the ENGL/PHIL building. (<http://english.ttu.edu/uwc01/>).

The Self-Help Learning Lab (205 of West Hall, 742-3664) (<http://www.depts.ttu.edu/passcntr/PLC/shll.php>) includes audio and video tape, books and computer software in a variety of areas; study skills, reading, algebra, calculus, trigonometry, statistics, differential equations chemistry, foreign language,. The lab also has test preparation guides to the following tests: TASP, GRE, LSAT, SMAT, MCAT, TOEFL, GED, DAT, PCAT, NTE, and SAT.

## **Student Health Services**

The Student Wellness Center is a primary care clinic staffed with licensed physicians, nurses, nurse practitioners, and support staff who provide care for illnesses and injuries, as well as mental health issues. Students that are enrolled for 4 or more semester hours will pay a medical services fee that entitles them to clinic and pharmacy services. Services include primary health care clinic, sports medicine clinic, dermatology clinic, allergy clinic, mental health referrals, nutrition counseling, confidential HIV testing/counseling, and comprehensive alcohol, tobacco and other drug prevention, intervention and education. Lab tests and x-rays ordered by Student Health Services providers and performed at Student Health are also covered by the medical service fee. Pharmacy services (743-2636) are conveniently located in the same building. The pharmacy can fill most physician prescriptions, including those written by an outside physician or transferred from another pharmacy. Over-the-counter medications are also available. Pharmacy purchases may be charged to major credit card, Tech Express, and prescription insurance cards. For more information, go to: <http://www.depts.ttu.edu/studenthealth/>. Located at 1003 North Flint Avenue (North end of campus; Main Street and Flint Avenue). Hours: Monday-Friday 8:00am-5:30pm (806) 743-2848

## **Student Counseling Services**

“Professional services to address both social adjustment and personal concerns affecting students’ life and academic performance, including career and academic major decisions.” Counseling is conducted on an individual or group basis, and several Student Counseling Center programs address specific issues: the Relationship Enhancement Center provides couples and family counseling for Tech Students; Career Exploration Workshops assist students in choosing majors and career.” For more information, go to: <http://www.depts.ttu.edu/scc/>

Located on the second floor of the Student Wellness Center, room 201. No appointment is needed, but you may make an appointment at 806-742-3674.

## **University Career Center**

A service offered to student to advise them on resumes, interviews, proper professional etiquette and many other services to help the student transition from college life to a career. Many companies come to the Career Center to set up interviews for potential hires. Students can schedule mock interviews including a Skype or telephone interview with feedback to improve the student’s interview skills. Located in the Wiggins Complex. 806-742-2210 <http://www.depts.ttu.edu/careercenter/>

## **Texas Tech Library System**

TTU Libraries provide a full complement of library resources and services to library users. TTU Libraries’ provides traditional in-person instructional sessions, one-on-one sessions with faculty or students. The TTU Libraries’ offers general information in an online format available from the library website allowing the information to be available 24/ 7 and easily accessible by distance students. Some topics include how to do a literature review, EndNote Web (citation style management tool), and basic research.

All faculty and students have access to materials owned by other institutions through ILLiad their individualized interlibrary loan account. Books borrowed via Interlibrary Loan are delivered by the TTU Libraries to academic offices, and articles are scanned and sent directly to the patron through their Illiad account. All library materials are conveniently available to students on campus and those at a distance. The TTU Libraries delivers full service to distance students, including delivery of library and interlibrary loan materials. The TTU Library maintains access to several major providers of abstracts and full-text journal articles (e.g., EBSCO, Web of Knowledge, and ScienceDirect). Located just west of the Student Union building at Boston and 18<sup>th</sup> Street. <http://library.ttu.edu/> 806-742-2265

In addition, students have access to the medical library at the health science center where they will have access to eJournals and eBooks of medical and allied health fields. <http://www.ttuhscc.edu/libraries/>

## **Student Recreation Center**

The Robert H. Ewalt Student Recreation Center is one of the largest campus recreation facilities in the United States. It offers students, faculty, and staff of Texas Tech University an outstanding opportunity to participate in almost any indoor recreational activity imaginable. There are 242,000 square feet of activity space in the

Recreation Center and eight courts multipurpose flooring to accommodate basketball, volleyball and badminton.

Other facilities include a 6,530 square foot free weight room; a circuit training room with select weight equipment; two cardiovascular equipment areas and an Entertainment Exercise Studio with over 120 pieces of cardiovascular equipment total; speed bag room; aerobics/dance studios; large mat room; 12 handball/racquetball courts; elevated 1/8 of mile jogging track; carpeted locker rooms with shower facilities and saunas; and a squash court. Located on the lower level is an Equipment Issue window. The Rec Sports offices, classroom space, and a vending/lounge area with T.V. are housed on the upper level. Located outside the north entrance is the Outdoor Pursuits Center (OPC). The OPC offers students a variety of outdoor activities. Hours 6:00am-midnight (M-F) and 8:00am-10:00pm (Sat), Noon-midnight (Sun)  
<http://www.depts.ttu.edu/recsports/about/>



**COLLEGE OF HUMAN SCIENCES - ACADEMIC ADVISING SERVICES**

**2016-2017 GUIDELINES FOR REGISTRATION; NSCD**

Bachelor of Science in Nutritional Sciences and Dietetics

Office: HS 159

Tel: 806-742-1180

Web: <http://www.depts.ttu.edu/hs/advising/>

FIRST YEAR						
FALL SEMESTER = 14 HOURS			SPRING SEMESTER = 16 HOURS			
(1)	HUSC	1100	Intro to Human Sciences	(3)	^ ENGL 1302	Advanced College Rhetoric
	or IS	1100	Freshman Transition	(3)	^ MATH 2300	Statistical Methods
(3)	ENGL	1301	Essentials of College Rhetoric	(2)	NS 1201 [S]	Introduction to Dietetics
(3)	* MATH			(4)	NS 1410	Science of Nutrition (MAJORS sections)
(3)	HIST	2300	US History to 1877	(4)	^# CHEM 1308/1108	Principles of Chemistry II & Lab
(4)	^# CHEM	1307/1107	Principles of Chemistry & Lab			

SECOND YEAR						
FALL SEMESTER = 16 HOURS			SPRING SEMESTER = 16 HOURS			
(3)	HIST	2301	US History from 1877	(3)	ENGL 2311	Introduction to Technical Writing
(3)	^ RHIM	3322	Hospitality Industry Accounting and Financial Control	(3)	FDSC 3303	Food Sanitation
(3)	POLS	1301	American Govt. Organization	(3)	POLS 2302	American Public Policy
(3)	NS	2310	Principles of Food Preparation	(4)	** ZOOL 2404	Human Anatomy and Physiology II
(4)	^# CHEM	2303/2103	[F] Intro to Organic Chemistry & Lab	(3)	* Oral Communication (CFAS 2300 or COMS 2358)	

THIRD YEAR						
FALL SEMESTER = 15 HOURS			SPRING SEMESTER = 15 HOURS			
(3)	^ NS	3302	Survey of Biochemistry	(4)	^ NS 3411 [S]	Dietetic Counseling Strategies
(3)	^ RHIM	3390	Purchasing in Hospitality Industry	(3)	^ Guided Elective: NS 3325, ADRS 4329, or FCSE 3303	
(3)	^ NS	3340	Nutrition in the Life Cycle	(2)	NS 4220	Medical Terminology
(3)	^ RHIM	4341	Hospitality Management		^ NS 4320	Nutritional Biochemistry
(3)	^ NS	3310	Intro to Medical Nutritional Therapy	(3)	* NS 2380	Cultural Aspects of Foods

FOURTH YEAR						
FALL SEMESTER = 16 HOURS			SPRING SEMESTER = 12 HOURS			
(3)	^ NS	4340	Medical Nutritional Therapy I	(3)	^ RHIM 4360	Experimental Foods
(4)	^# NS	4330/4130	Community Nutrition & Fieldwork	(3)	^ NS 4341	Medical Nutritional Therapy II
(2)	^ NS	4201 [F]	Professional Issues in Dietetics	(3)	^ NS 4350	Emerging Issues in Food Sci & Nutrition
(4)	^ NS	3470 [F]	Institutional Food Systems	(3)	* Language, Philosophy & Culture Elective (suggest MCOM 2330 Media Literacy)	
(3)	* Creative Arts Elective (suggest MCOM 2301-Visual Storytelling)					

The above are suggested guidelines for registration. Courses in BOLD are scheduling priorities and must be taken in sequence. Students who prefer a lighter load each semester may take courses offered during the summer sessions. Refer to the website [raiderlink.ttu.edu](http://raiderlink.ttu.edu) student for updates on course offerings. This plan assumes that the student is exempt from any additional foreign language requirement for the University Core.

NSCD is a six semester sequenced curriculum. Courses must be taken in sequence as indicated by the pre-requisites and semester offered. Acceptance into the Didactic Program in Dietetics (DPD) at the junior level is based on overall 3.0 GPA, 3.0 GPA in NS courses, and 2.0 GPA in CHEM & ZOOL courses. For more information check <http://www.depts.ttu.edu/hs/ns/undergraduate/bsnsd.php>

**LEGEND**

- \* Refer to Univ. Core Curriculum Req. for course selection
- # Concurrent enrollment is required
- \*\* it is highly recommended that students enroll in the the inclass (not the online) section of ZOOL 2404
- ^ Pre-requisites or restrictions apply
- [S] Offered Spring semester only
- [F] Offered Fall semester only

**NOTES**

## 2016-2017 Academic Calendar

	FALL 2016	SPRING 2017	SUMMER I 2017	SUMMER II 2017
Residence Halls Open for Occupancy	Aug. 21	Jan. 15	June 4	July 9
Last Day to Register or Withdraw Without Financial Penalty	Aug. 26	Jan. 18	June 5	July 10
<b>Classes Begin</b>	<b>Aug. 29</b>	<b>Jan. 19</b>	<b>June 6</b>	<b>July 11</b>
Last Day to Declare Pass/Fail Intentions	Oct. 31	March 29	June 26	July 31
Advance Registration Begins	Nov. 3	April 6		
Open Registration Begins	Nov. 22	April 26		
No Exams Except Makeup or Scheduled Lab Exams	Dec. 2–8	May 4–May 10		
Last Day of Classes	Dec. 7	May 9	July 6	Aug. 9
Individual Study Day	Dec. 8	May 10		
Final Examinations	Dec. 9–14	May 11–16	July 7–8	Aug. 10–11
<b>Semester/Term Ends</b>	<b>Dec. 14</b>	<b>May 16</b>	<b>July 8</b>	<b>Aug. 11</b>
Residence Halls Close (with exceptions*)	Dec. 15	May 17	July 8	Aug. 12
Commencement†	Dec. 16–17	May 19–20		Aug. 12
<b>PAYMENTS AND REFUNDS*</b>				
95% Payment of Mandatory Tuition and Fees or Enrollment in a Payment Plan Due	Aug. 22	Jan. 12	May 30	July 5
Last Day to Drop a Course and Have Charges Removed (students who drop to zero hours are considered to be a withdrawal)	Sept. 14	Feb. 3	June 9	July 14
Last Day to Withdraw and Receive Partial Financial Credit	Sept. 26	Feb. 15	June 13	a
<b>ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)</b>				
Last Day to Add a Course	Sept. 1	Jan. 24	June 7	July 12
Last Day to Drop a Course Without Academic Penalty	Sept. 14	Feb. 3	June 9	July 14
Last Day to Drop a Course With Academic Penalty (counts against drop limit)	Oct. 31	March 29	June 26	July 31
Last Day to Transfer Between Colleges	Nov. 22	April 2+	June 26	July 31
Last Day to Withdraw from the University	Dec. 2	May 4	July 3	Aug. 7
<b>DEADLINES RELATED TO GRADUATION</b>				
Last Day for Undergraduate Degree Candidates to Remove I and PR Grades	Nov. 30	May 5	July 3	Aug. 7
Graduate School—Last Day to File Statement of Intent to Graduate	Sept. 23	Feb. 10	June 9	
Graduate School—Last Day to Submit Defense Notification	Sept. 30	Feb. 22	June 9	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 24	March 22	June 12	
Graduate School—Master's Non-Thesis Comps; Last Day to Defend Thesis/Dissertation	Oct. 21	March 31	June 26	
Graduate School—Comprehensive Exam Reports Due	Nov. 21	April 26		July 14
Graduate School—Last Day to Submit Final PDF of Thesis/Dissertation, Oral Defense and Thesis-Dissertation Approval Form	Nov. 4	April 7		July 10
Graduate School—Last Day to Pay Thesis/Dissertation Fee	Nov. 21	April 26		July 14
Graduate School—Last Day to Post Recital Program	Nov. 4	April 7		July 14
Graduate School—Last Day to Remove Grades of I, PR or CR	Nov. 21	April 14		July 14
Graduate School—Last Day to Submit Interdisciplinary Portfolio Reports	Nov. 21	April 26		July 14
<b>HOLIDAYS AND VACATION DAYS</b>				
Labor Day Holiday	Sept. 5			
Thanksgiving Vacation	Nov. 23–27			
Spring Vacation		March 11–19		
No Classes		April 17		
Independence Day			July 4	
<b>INTERSESSION</b>				
Fall Intercession	August 15–28			
Winter Intercession	Dec. 15–23, Jan. 2–11			
May Intercession			May 17–June 1	
<b>FACULTY-RELATED INFORMATION</b>				
Faculty on Duty	Aug. 24	Jan. 17	June 5	July 10
Mid-Semester Grades Due Via Raiderlink (5 p.m.)	Oct. 24	March 22		
Raiderlink Available for Grading	Dec. 5	May 8	July 5	Aug. 8
Grades Due for Graduating Students Via Raiderlink (noon)	Dec. 15	May 17		
Final Grades Due Via Raiderlink (noon)	Dec. 19	May 22	July 10	Aug. 14

\* See detailed chronological calendar at [www.depts.ttu.edu/officialpublications/calendar/index.php](http://www.depts.ttu.edu/officialpublications/calendar/index.php) for explanation of exceptions.

† Schedule of commencement ceremonies can be found at [www.depts.ttu.edu/provost/commencement/index.php](http://www.depts.ttu.edu/provost/commencement/index.php).

‡ See [www.depts.ttu.edu/studentbusinessservices](http://www.depts.ttu.edu/studentbusinessservices) or catalog Finance section for details of payment arrangements, dates, and refunds.