



## HOW TO GET STARTED! STEP BY STEP INSTRUCTIONS

**STEP 1:** Review the demo course for taking an online course at [www.bartonline.org](http://www.bartonline.org) to determine if online courses are a fit for you. This is located under the “courses and program” tab.

**STEP 2:** Submit an [admissions application](#).

**STEP 3:** Request an official high school transcript/GED transcript and other college transcripts be sent to Barton Community College Enrollment Services, 245 NE 30<sup>th</sup> Road, Great Bend, KS 67530.

**STEP 4:** If applicable, apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions contact financial aid at [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu).

**STEP 5:** Enroll in courses at [www.bartonline.org](http://www.bartonline.org).

**STEP 6:** Print the dietary manager program handbook and field experience forms. Read the program handbook and complete all field experience forms including the program handbook signature page and submit to the email or fax number posted in the back of the handbook.

**STEP 7:** Complete a Preceptor Endorsement Form for all preceptors. The preceptor signature is required on each preceptor form. This form is located in the program handbook.

### **SPECIAL NOTES:**

- If a Registered Dietitian (RD) is not available for the full 50 hours of field experience, a Certified Dietary Manager (CDM) or Dietetic Technician, Registered (DTR) can be substituted for 33 of the 50 hours. A CDM can precept field experiences in Sanitation and Management of Food Services and Human Resource Management. **A CDM may not precept field experiences in nutrition; a RD must precept 17 hours of nutrition field experience.**
- **A student’s enrollment will not be finalized until the Preceptor’s Endorsement Form (RD and/or CDM) is complete. The forms must be completed and submitted on or before the first day of class.**
- Preceptors usually are found in the facility that endorses the student. In this case, the facility is normally responsible for paying the preceptor for these services. However, occasionally the student will have to locate their own preceptor. In this case, the responsibility to pay the preceptor may become the responsibility of the student. **Barton Community College does not and will not pay for preceptor services.**

**STEP 8:** Setup your Barton email account and PAWS account at this link [Barton Email](#) or from [www.bartonline.org](http://www.bartonline.org) using the MyBarton link in the upper right corner.

\*\*Forms should be faxed to Jozet Littrell at fax number 620-786-7476 or email to [littrellj@bartonccc.edu](mailto:littrellj@bartonccc.edu).