

Santa Rosa Junior College

Dietary Manager Program

Student Handbook



ANFP[®] | Association of
Nutrition & Foodservice
Professionals
Approved Training Program

Table of Contents

Welcome Program Contact Information/Accreditation	3
Program Description and Information	
Program Student Learning Outcomes.....	4
Required Program Courses and Proposed Sequence for the Major	4
Supervised Field Experience: Goals, Requirements and Responsibilities	5
Supervised Field Experience: Pre-Placement Clearance	6
Supervised Field Experience: Expectations and Information.....	7
Guidelines for Handling Training-Related Injury/Exposure to Hazardous Substances.....	9
Workers Compensation Information for Dietetic Program Students.....	10
Program Communication Channels	11
Program Estimated Expenses	13
Dietary Manager Credentialing Process	
Certifying Board for Dietary Managers Testing and Credentialing Process	14
General SRJC Student Information	15
Application Information.....	15
Assessment – English and Math Placement Tests	15
Counseling	16
Financial Aid Contact Information	16
Class Registration Information	16
Disability Resources	17
Adult Re-Entry Services	17
Student Health Services Information.....	19
SRJC Academic Integrity Statement	19
Sexual Harassment Information	18
SRJC Student Standards of Conduct – Guidelines and Due Process	19
SRJC Student Grievance Procedures	21
Professional Resources	22

WELCOME and Program Contact Information

Welcome to the Santa Rosa Junior College Dietary Manager Program. This handbook was developed to provide information about SRJC in general and the Dietary Manger Major Program in particular. We appreciate all ideas about materials that should be included, and encourage you to make suggestions for improvement. The information in this handbook is effective for the current academic year.

Contact Information:

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Dietary Service Supervisor Program Coordinator
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Dietetic Technology Program Coordinator
(707) 521-6921 jtarver@santarosa.edu

Website: <https://dietarymanager.santarosa.edu/>

ACCREDITATION/APPROVAL

Dietary Manager:

The Dietary Manager/Dietetic Service Supervisor Program is approved by the State of California Department of Public Health (CDPH), Licensing and Certification Program.

The Dietary Manager Program is also approved by the national Association of Nutrition & Foodservice Professionals (ANFP). All students who successfully complete all classes qualify to be a DSS and will be recommended to the ANFP to sit for the national Certified Dietary Manager Credentialing Exam. The exam is administered by the credentialing agency for ANFP, the Certifying Board for Dietary Managers. Currently, a student must complete 16 units at Merritt College to obtain the DSS/DM Certificate.

Association of Nutrition and Foodservice Professionals website:

<https://www.anfponline.org/>

Certifying Board for Dietary Manager website:

<https://www.cbdmonline.org/>

STUDENT LEARNING OUTCOMES

Dietary Manager (DM)/ Dietetic Service Supervisor (DSS)

Graduating students will:

1. Take and pass the Certified Dietary Manager (CDM) Credentialing Exam and continue your education in nutrition and foodservice through continuing education credits.
2. Communicate with staff and clients in a professional and culturally sensitive manner.
3. Display effective dietary management skills.
4. Provide and maintain the highest level of personal ethical behavior.
5. Utilize up-to-date, evidence-based practices in the field of dietary management.
6. Use leadership skills to motivate employees to work as a team in an efficient and effective manner that meets or exceeds client expectations
7. Meet workforce demands for the CDM.

REQUIRED PROGRAM COURSES AND RECOMMENDED SEQUENCE

Semester	Course Number and Course Title	Units	Offered
Semester 1	FDNT 10: Elementary Nutrition	3	FSX
	DIET or FDNT 70: Introduction to Nutrition, Dietetics and Food Service	1	FS F
	DIET 50: Sanitation and Safety	2	F
	DIET 55: Food Production Management	3	
Semester 2	DIET 176/176L: Applied Diet Therapy (50 SFE hours)	4	S
	DIET 52: Management Training Techniques	2	S
Semester 3	WEOC 99i: Work Experience Intern (100 SFE hours)	1	FSX
Total	Total units	16	

F= Fall; S= Spring; X= Summer

All courses must be completed within the last five years and must be passed with a letter grade of “C” or higher. Progression in the program requires successful completion of all courses and prerequisites.

SUPERVISED FIELD EXPERIENCE (SFE): Goals, Requirements and Responsibilities

PURPOSE: Field experience is a valuable means for applying course material to work situations outside the classroom. Through observations and “hands on” experiences, students will become more competent in the area studied and be able to share various means of dietary management used in the field. Supervised Field Experience is for the educational benefit of the DM student only, and is not intended to meet the labor needs of the facility nor substitute for or replace the work of employees. (Fair Labor Standards Act)

GOALS:

1. To reinforce knowledge of the health care and non-health care nutrition and dietetics environments and the functioning of these services within the health care system and other agencies.
2. To provide opportunities for application of knowledge and skills and development of competencies expected of entry level Dietary Manager with a variety of clients in a variety of settings, including foodservice management, clinical nutrition, and health promotion in the community.
3. To introduce students to additional knowledge and skills as practiced by those currently employed in the fields of Nutrition and Dietetics.

STUDENT RESPONSIBILITIES:

1. General: As a Santa Rosa Junior College student enrolled in our Dietary Manager Program, you reflect and will influence the ongoing relationship between your field sites and our college, program and students. In addition, your work performance influences your long-term employment potential! Therefore, your professional conduct at all field sites is expected; your questions to help ensure that each field experience meets its intended objectives are welcomed; and your constructive, professional feedback to your field preceptor, instructor and/or the program coordinator are appreciated.

2. Pre-placement clearances: Students are required to abide by the policies of the clinical facility and dietary department while at the field site. When in doubt, ask your field preceptor about any specific policies or interpretations of policy.

PHYSICAL EXAM:

A physical examination is required for all students before they begin their Supervised Field Experience rotations.

IMMUNIZATIONS:

Immunization requirements for health care workers, including students, are different than immunization requirements for the general population. These requirements are set by the program/clinical facilities where students provide patient care. Pregnant students need to see their health care provider for guidelines for immunizations when pregnant. For more in depth explanations, please refer to: <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>.

1. Tdap within the past ten years. Once one Tdap booster is given, subsequent boosters may be Td.

2. Rubella immunization x 2 or positive Rubella serology titer *

3. Rubeola immunization x2 or positive Rubeola serology titer *

4. Mumps immunization x2 or positive Mumps serology titer * (* Combined MMR vaccine immunization)

5. Varicella immunization (two if given as an adult) or positive Varicella serology titer

6. Hepatitis B Series

a. Hepatitis B 1st vaccine (1st month)

b. Hepatitis B 2nd vaccine (2nd month) (required for entry to clinical settings)

c. Hepatitis B 3rd vaccine (6th month)

d. Hepatitis B surface antibody serology (anti-HBs) test 1-2 months after last Hep B immunization. If not immune, contact health care provider to have another series of three immunizations. No additional testing is required after the second series of three immunizations.

7. PPD (Tuberculosis skin test) - annual requirement PPD for health professionals is a two-step booster process for the first PPD, then an annual one step process is required thereafter as long as you stay current with annual skin testing. The PPD test is given and then read in 48-72 hours. If the first one is negative, the PPD skin test is repeated the following week but no more than 4 weeks later. You must receive the two tuberculin skin tests within a month's time frame to be considered Page 6 of 6 an actual two-step process. Do not have the MMR immunizations immediately before this test.

8. If positive PPD, complete the Tuberculosis Clearance Form which is available in the SRJC Health Science office. Must complete a chest x-ray (within one year of admission). Bring a copy of a recent chest x-ray report to Health Science office for student file.

9. Annual flu (seasonal and H1N1) vaccination is now required by area hospitals based on California Health recommendations. Verification of immunization may be

difficult to come by if the vaccination is received at flu clinics in the community setting however, it is required. Each student is to avail themselves of the vaccine at the SRJC Student Health Center, health care provider, or community flu clinics. We will require student's documentation to verify completion of this requirement every fall. The annual flu vaccines usually are released by the CDC by September each year. You will need to have the current vaccine annually. Not for Dental Hospital employees are allowed to decline the flu vaccinations with a signed declination statement. Students however are not employees and clinical settings may decline a student if not fully immunized. Some facilities allow students to wear a mask in lieu of the annual flu vaccine.

Students who are unable to complete their clinical rotations will not meet course objectives and will fail the course. Specific requirements are kept and monitored by Castle Branch.

3. Identification: You are required to carry/wear a SRJC identification card with your photograph on all Supervised Field Experience rotations.

www.santarosa.edu/for_students/student_resources/cybear/

4. Transportation: Students are required to furnish transportation to and from the field experience facility. Some SFE may require student to commute outside of Santa Rosa, including up to 100 miles, one way.

5. Liability: Santa Rosa Junior College agrees to provide coverage by Workmen's Compensation and professional liability insurance while students are training at the assigned Clinical Agency.

6. Attendance: Students will sign a Memo of Understanding for the required number of hours of SFE for a course at the beginning of the term (semester) of enrollment. Late arrivals and/or early departures from the assigned site could adversely affect your course grade, your ability to complete the DM program requirements, and SRJC's long-term relationship with the facility.

a) You are expected to be in your facility on time and to stay for the assigned/agreed upon time.

b) If you must be absent for an excusable reason, call the facility as soon as possible prior to your scheduled time and let your preceptor or other designated contact know of your expected absence.

c) Report any change of schedule to the program coordinator as soon as possible.

d) Keep an accurate record of actual time spent in the field and at home with assignments. Preceptor will sign off on the time record throughout the rotation and at the conclusion of the rotation.

7. Dress: Dress code for field experiences will depend on the assigned site. Abide by the facility's standards regarding colors of clothing, street clothes vs. uniforms, etc. As is standard in food service, students must wear closed-toed, non-skid soled shoes, and must have a hair net or other hair restraint as required by the facility. No dangling jewelry or other accessories of this type may be worn.

8.Objectives: It is your responsibility to complete all of the objectives for the field experience. Report any problems at least two weeks prior to the completion of your rotation.

9.Reports: You will be required to complete a “Clinical Notebook” documenting work for each rotation, In addition, forms for each scheduled assignment must be completed and signed by the field site preceptor (RD or designee at the field site). Documentation of competency achievement, including work samples and self-assessment, must be kept in your student portfolio until the Program Coordinator verifies completion of all program requirements.

10.Learn and enjoy!!

ADDITIONAL INFORMATION FOR PRECEPTORS AND STUDENTS:

1.The first session should include, or be used exclusively, as a general orientation to the facility. At this time, all students beginning their rotation at the facility can be present at one time for more efficient use of preceptor (or employee designated by him or her) time.

2.Please allow the students **ACTUAL, PRACTICAL, HANDS-ON EXPERIENCE** as much as possible, as time and experience/competence of each student permits.

3.Clean, appropriate attire and hairnet when working in foodservice are requirements for each student. Students will check with each facility preceptor for additional specific instructions.

4. Students and preceptors will review their prepared lists of objectives BEFORE each field experience. Each will know what is to be accomplished during each session. If there is a conflict of interest, the preceptor's choice will take precedence. At the completion of each student rotation, preceptor will complete and sign “Dietetic Technician Competency Evaluation” form and meet with student to review the completed form.

5.Students will bring objective workbook and all finalized written work to the facility each meeting time. All written work must be neat, organized, and readable. Use ink or type/word processing. Completed work from Supervised Field Experiences will make up part of the student portfolio, reviewed at the time of the exit interview for the program for verification purposes.

SUPERVISED FIELD EXPERIENCE (SFE): Student Competency Evaluations

1. Written course objectives will be provided to both students and preceptors for each course. Student strengths and areas for improvement will be periodically identified to provide each student the opportunity for further development or improvement during the field experience courses. These evaluations are intended to help ensure that students are maintaining a complete portfolio documenting program progress and are prepared for entry-level work by the conclusion of the DM program.
2. At appropriate times in each rotation, usually midway, individual conferences will be held with students to discuss progress towards objectives. The course instructor will conduct student evaluations with input from field experience preceptors, student self-evaluation, and instructor evaluation.
3. A final evaluation will be written and signed by both instructor and student and placed in the student's file. An evaluation conference with each student for the purpose of discussing the supervised field experience evaluation will be conducted.
4. If the student fails to meet with the instructor for the evaluation conference, a copy of the evaluation will go in the student's file noting that student did not meet with the instructor.

Guidelines for Handling Training-Related Injury/Exposure to Hazardous Substances

Students injured on campus will report to the Health Services office in the Race Building. When an injury or the condition of the student does not allow this, call Health Services (527-4445) and/or 911 if appropriate.

All clinical injuries must be handled through **Kaiser Occupational Health** or Emergency room. Student and instructor at the clinical site may administer first aid before accessing the Kaiser Occupational Health Center.

During hours other than weekdays between 8 am and 5 pm, injuries and exposures will be treated at the Kaiser Medical Center Emergency Room. In the event of a life-threatening emergency or blood and/or body fluid exposure, the student will be seen on site in the clinical agency's emergency room, if available.

In all instances of injury or exposure, the instructor is to be notified immediately even if not on site.

WORKERS' COMPENSATION INFORMATION FOR DIETARY MANAGER STUDENTS:

Contact for WC Claims: Susan Muskar, Human Resources Analyst 707-524-1624

1. **Notify HR immediately when a student is injured.** The following students are covered by SRJC's Worker's Compensation Insurance:
 - Students enrolled in health occupation programs or internship programs while performing their occupational or internship duties in the community (i.e., students/interns working on patients at an off-site facility); and
 - Student employees that are paid by SRJC

2. **Ask if student needs medical attention.** If injury is an emergency, call 527-1000 for District Police or 911, if offsite. If the injury is an exposure, or another type of injury, the student should access treatment from Kaiser (student does not need to be a Kaiser member for occupational injuries). Call for an appointment if the injury occurs during normal business hours. If the injury occurs outside of normal business hours the student should go to the closest Kaiser ER.

If the injury is a **Blood or Bodily Fluid Exposure**, send the student and the source patient to Kaiser for testing, immediately. If the incident occurs outside of the Kaiser Occupational Health area (Santa Rosa, Rohnert Park, Petaluma or San Rafael), please send the student to the nearest medical facility for testing.

<p>Santa Rosa: Kaiser Occupational Health Dept. Medical Office Building 5 3975 Old Redwood Highway, Suite 152 Santa Rosa, CA 95403 (707) 566-5555 (M-F 8:30am - 5:00pm) (707) 393-4800 (ER 24 hours)</p>	<p>Petaluma: Kaiser Occupational Health Dept. 3900 Lakeville Hwy. Petaluma, CA 94954 (707) 765-3800 (M-F 8:30am - 5:00pm) (707) 765-3960 (Tu and Th 5:00pm - 7:30pm)</p>
<p>San Rafael: Kaiser Occupational Health Dept. Medical Office Building 1 99 Monticello Road San Rafael, CA 94903 (415) 444-2900 (M-F 8:30am - 5:00pm) (415) 444-2400 (ER 24 hrs)</p>	<p>Rohnert Park: Kaiser Occupational Health Dept. 5900 State Farm Drive Rohnert Park, CA 94928 (707) 206-3091 (M-F 8:30am - 5:00pm)</p>

3. If the student seeks medical treatment, **send the student to Human Resources to complete additional paperwork ASAP.** This paperwork must be completed and returned to our

insurance carrier, Keenan & Associates, **within 24 hrs of notice of the injury**. If the student goes home, Human Resources must be notified so that the forms can be mailed to the student.

Forms Required for Student Injuries: Please complete and return these forms immediately:

1. When a student is injured, which includes first aid, complete:
 - **SRJC Incident Report** – return to Health Services, copy to Human Resources.
2. ** If the student requires medical treatment or has a blood or bodily fluid exposure, complete:
 - **SRJC Incident Report** – return to Health Services, copy to Human Resources
 - **Supervisor’s Report of Injury** – fax to Human Resources (527-4967)
 - **Training/Work-Related Injury/Exposure Treatment Authorization** - fax to Human Resources (527-4967)
3. If the student is exposed to a blood or bodily fluid with a contaminated instrument (sharps), complete:
 - **SRJC Incident Report** – return to Health Services, copy to Human Resources
 - **Supervisor’s Report of Injury** - fax to Human Resources (527-4967)
 - **Training/Work-Related Injury/Exposure Treatment Authorization** - fax to Human Resources (527-4967)

PROGRAM COMMUNICATION CHANNELS

Communication is essential to the education process. There are several avenues through which students and faculty may formally or informally share information. Students may discuss their problems and concerns with their instructors in the program. In addition, the Program Coordinator is available to meet with students. Students are invited to attend faculty meetings (scheduled approximately once a month) and Advisory Committee meetings (scheduled once in the fall and once in the spring semester). The college counselors and staff are also available to students by appointment.

When a student has a concern or problem involving course work in the program, peers, supervised field experience agency and/or staff, the first level of communication is to the instructor in the course. If resolution is not reached at that level, the student may make an appointment with the Program Coordinator and/or the Health Sciences Department Chair to further discuss the issue. If the issue remains unresolved, the student may utilize the College Grievance Procedure described in this handbook, and also available in the College Catalog, on the SJRC website (www.santarosa.edu).

Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint about the DM program to the following:

Address

Association of Nutrition & Foodservice Professionals
PO Box 3610
St. Charles, IL 60174

Contact Information

Tel: 800.323.1908 or 630.587.6336
Fax: 630.587.6308
E-mail: info@ANFPonline.org

Hours

Monday - Friday
8:00 a.m. - 5:00 p.m. CT

ANFP will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. For information about the procedures used in the investigation of a complaint against an accredited or approved program, consult the ANFP website:

<https://www.anfponline.org/about-anfp/anfp-staff>

DIETARY MANAGER PROGRAM ESTIMATED EXPENSES for CALIFORNIA RESIDENTS

All students are required by state regulations to pay an enrollment fee. Details about exemptions, waivers, deferments, and grants related to fees are available in the Financial Aid Office at the Santa Rosa Campus: (707) 527-4471.

Non-Resident and International Student Tuition

A California resident is one who has established legal residence for one year and one day prior to the first day of instruction. Non-Resident Students, including International Students are required by the state to pay a non-resident fee (currently \$176.00 per unit) in addition to the Capital Outlay fee (currently \$28 per unit), in addition to the enrollment fee. Please refer to the fee schedule in the Schedule of Classes for current enrollment and tuition fees. www.santarosa.edu/app/fees-payments-deadlines/fees-schedule/index.shtml
Note: AB540, Exemption from Non-Resident Tuition for certain eligible California high school graduates, became effective Jan 1, 2002. Please refer to B 540 California Non-Resident tuition Exemption for more details.

First Semester – recommended sequence of Courses

Tuition –9 units (\$46/unit)	\$ 414.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Textbooks (required only, approximate for new books)	\$ 450.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00

Second Semester – recommended sequence of courses

Tuition – 6 units (\$46/unit)	\$ 276.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Course Fee (DIET 176 SFE screening)	\$ 125.00
Textbooks (required only, approximate for new books)	\$ 300.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00

Third Semester – recommended sequence of courses

Tuition – 1 units (\$46/unit)	\$ 46.00
SRJC Health Fee and Student Representation Fee	\$ 20.00
Miscellaneous learning supplies (i.e. paper, pencils, scantron, binders, etc.)	\$ 25.00

Additional Expenses

Associated Student Membership (optional) per semester	\$ 15.00
Student transportation fee	\$ 16.00
Student center fee	\$ 16.00
Photo ID (required for use of campus labs and libraries and for SFE identification)	\$ 5.00
Parking fees – (SRJC: \$60 per Semester or \$4.00/day)	\$ 180.00
Graduation Expenses (recommended - approximate)	\$ 50.00

Total Estimated Costs of the program **\$ 2028.00**

Post Graduation Fees and Other Related Expenses

Certified Dietary Manager Credentialing Exam	\$ 400.00
ANFP Annual Registration Fee	\$ 99.00

DIETARY MANAGER TESTING AND CREDENTIALING INFORMATION

The CDM Credentialing Exam—offered since 1985—is part of the competency assurance program for dietary managers. A Certified Dietary Manager, Certified Food Protection Professional (CDM[®], CFPP[®]) has the education and experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally-recognized CDM Credentialing Exam and fulfilling the requirements needed to maintain certified status. CDM, CFPPs work together with Registered Dietitian Nutritionists (RDNs) to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks.



The Certifying Board for Dietary Managers (CBDM) is the credentialing agency responsible for establishing and upholding policies for and the administration of the CBDM Certification Program. CBDM has autonomy in decision-making for all essential certification policies and activities as demonstrated in the CBDM Policies and Procedures Manual and in accordance with CBDM bylaws.

The CDM Credentialing Exam is administered by PSI Services, LLC (PSI). A survey is conducted and analyzed every five years, in which CDM, CFPPs are asked to review the exam content outline and identify the percentage of time spent performing tasks related to each category of the exam. CBDM then utilizes the survey results to finalize the exam content outline, and develops the exam based on this outline. The CBDM Certification Program is accredited by the National Commission for Certifying Agencies (NCCA). The Exam Content Outline is available [here](#).

The CDM Credentialing Exam is intended to measure the knowledge and abilities of individuals who wish to enter, continue and/or advance in the discipline of managing and/or directing foodservice operations. Candidates applying for the CDM Credentialing Exam must show verifiable evidence of meeting formal education requirements (including coursework in nutrition and foodservice management) from an accredited post-secondary education institution as well as varying levels of non-commercial foodservice management experience required to competently perform the responsibilities of a Certified Dietary Manager, Certified Food Protection Professional.

Earning and maintaining the CDM, CFPP credential demonstrates to employers, surveyors and the public, that CDM, CFPPs have the knowledge, skills, and abilities to perform the responsibilities as included in the Exam Content Outline.

To review exam content: <https://www.cbdmonline.org/exam-prep/exam-content-outline>

General SRJC Student Information

APPLICATION

- First time students visit admissions.santarosa.edu/new-or-returning-students
- File an application in person or go online to www.santarosa.edu/admissions
- When you apply you will be given a permanent student identification (SID) number.
- Be sure to keep that number in a secure place.

In order to file an application, a student must:

- Be 18 years of age or older.
- Be a high school graduate *or*
- Submit a Proficiency Certificate if under 18 years of age.

Applications are available online at www.santarosa.edu (*Choose Apply & Register*), in the Schedule of Classes or from Admissions, Records and Enrollment Services at the Santa Rosa Campus, Petaluma Campus, or the Public Safety Training Center in Windsor.

The application requests detailed information that will identify individual students, including address and phone number, e-mail address, and educational goal, and each student is given a unique and permanent student ID number (SID). To keep this information current and accurate, students should update in person with Admissions & Records using SID and photo ID.

ASSESSMENT

Completion of Associate Degree level English and Math coursework is required for completion of the DT Program. Students should take the placement tests as soon as possible. Students must complete placement tests for Math and for English and/or have satisfied the Associate Degree graduation requirement for both Math and English prior to being considered enrolled in the DT program. Depending on where a student places on the English and Math placements tests, completion of the Math and the English requirements may take multiple semesters of coursework.

- Take Placement Tests to qualify for English, ESL and/or math courses. Drop-in and scheduled appointments for testing are available. For testing schedules and STUDY GUIDES for each test, call (707) 527-4661 (Santa Rosa) or (707) 778-3908 (Petaluma), or go online to www.santarosa.edu/app/placement

Placement testing schedules can also be found in the printed schedule of classes.

- You must have both your photo ID and your student ID number when you go for assessment.
- Students who have taken an English Placement Test and/or a Math Placement Test at another California community college may have their placement test results sent by fax to Assessment Services (707-527-1638). Test results older than three years are not valid.

For special accommodations, such as extra time for testing, contact

Disability Resources Department at (707) 527-4278 Analy Village, Bldg. C on the Santa Rosa Campus, or Disability Resources (707) 778-2491, Jacobs Hall, on the Petaluma Campus

ENGLISH Placement: Students may take the English Placement Test twice per semester. Test results are valid for three years. Students who want to challenge their placement test results after the second try should call Assessment Services for information.

ESL Placement: Students whose first language is other than English may be better served by taking the ESL Placement Test. This test assesses a student's skills and may provide more accurate placement. www.santarosa.edu/app/placement/English-as-Second-Language/
To make an ESL appointment, call: Santa Rosa 527-4881 (appointments required)
Petaluma 778-3908/778-3914 (no appointment necessary)

MATH Placement: Students may take a Math Placement Test twice per semester. Test results are valid for three years. Because students do not always select the appropriate test, it is possible that the test results will recommend taking a different test.

COUNSELING

- For both new and continuing students, please call (707) 527-4451 (Santa Rosa) and (707) 778-3914 (Petaluma).
- As part of Counseling 370 or in the Welcome Center, meet with a counselor for a MAP (My Academic Plan). This is required for all new students who wish to register in 9 units or more and highly recommended for any new students.

To make the most of counseling:

- Bring transcripts from other colleges.
- Bring AP test scores
- Review the current *Schedule of Classes* in print or online at www.santarosa.edu (Under *Schedules & Catalog*) and make a list of possible courses.

PAYING FOR COLLEGE

- Check into Financial Assistance Options
- Financial Aid: Call 527-4471 (Santa Rosa), 778-2461 (Petaluma), or go online to www.santarosa.edu/finaid.
- Scholarships: Call 527-4740 or go to www.santarosa.edu/scholarship.
Inquire specifically about scholarships specific for Occupational Education and for students in Consumer and Family Studies, Nutrition, Dietetics, and/or Food related majors.

REGISTRATION

- Register for classes using Web Link (www.santarosa.edu/weblink) or TLC Express (525-3800). Note the Priority and Open Registration times, and **be sure to use your priority.**

GET HELP AND GET INVOLVED

☐ Find out about other college resources and activities that will help you to be successful and engaged as a student at SRJC. Use the SRJC Student Guide www.santarosa.edu/src/PDF/Student-Guide.pdf or www.santarosa.edu (Choose *Student Services* under *For Students.*).

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in classes are encouraged to contact Disability Resources on the Santa Rosa Campus at (707) 527-428, Analy Village, Bldg. C; or Disability Resources on the Petaluma Campus at (707) 778-2491, Jacobs Hall, as soon as possible to better ensure such accommodations are implemented in a timely fashion.

ADULT REENTRY SERVICES

Adult Reentry Services provides information and assistance to returning adults (approximately 25 years of age and older) who are beginning or continuing their college education. Adult Reentry Services can be the first step in the process of returning to college. Services to assist with this process include:

- Career Development Classes
- College Survival and Study Skills
- Video and Book Lending Library - over 100 titles
- Campus and Community Referrals
- Free Seminars and Workshops

By utilizing these services, adult learners can reenter college with a minimum of difficulty and successfully attain their goals. For more information, call (707) 527-4375 or visit <http://www.santarosa.edu/reentry>

SRJC ACADEMIC INTEGRITY STATEMENT

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere of academic freedom. All members of the academic community – student, faculty, staff, and administrator – must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.

Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration and any other acts that are prohibited by the instructor of record.

Policy 3.11

Ed code: 66300-01,76030-37;

May 2001

SEXUAL HARASSMENT

Sexual Harassment Defined

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Government Code Section 11135, California Education Code Sections 210 through 214 inclusive, Title IX of the Education Amendments of 1972 and of Santa Rosa Junior College Policy.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of instruction, or
- (2) submission to or rejection of such conduct is used as basis for educational decisions affecting the individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile or offensive learning environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

Sexual harassment is unlawful whether it involves co-student harassment, harassment by a teacher or instructor, or by persons doing business with or for the college.

Santa Rosa Junior College's Complaint Procedure:

Santa Rosa Junior College's complaint procedure provides for an immediate, thorough and objective investigation of any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited sexual harassment, and appropriate remedies to any victim of harassment.

Students who believe they have been sexually harassed should provide a verbal or written complaint within one year of the harassment to the District Compliance Officer, 527-4303, as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.

SRJC STUDENT CONDUCT STANDARDS AND DUE PROCESS

(This information has been reproduced from the Santa Rosa Junior College Catalog, available online)

PURPOSES

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment. The College further holds that it is in an atmosphere of intellectual freedom and discipline that students can best grow to understand moral, aesthetic, social, and economic values.

GENERAL RESPONSIBILITIES

To further these objectives, the College employs teachers and other staff, maintains physical facilities, and attends to the health and safety of persons on the campuses. The individuals making up the college community are diverse yet interdependent. Their objectives and the framework provided by the College are necessarily complex. Thus, each member of the college community should cooperate in the pursuit by others of their educational objectives and support the College in providing this framework in which teaching, learning, and service are honored. The College has the responsibility to make reasonable efforts to accommodate students with special conditions or needs. All students must be able to benefit from instruction offered at Santa Rosa Junior College. Occasions may arise when a student's physical, medical, and/or psychological conditions may pose undue risk to the student or to others. In these cases, the College has the responsibility to determine that the student's participation is not in the best interest of the student and the College.

COLLEGE CONDUCT STANDARDS

Interference with the college's educational objectives or community life is cause for disciplinary action. All members of the college community and visitors are expected to refrain from such interference including, among others, the following particular types of conduct on college premises and at college-sponsored or authorized activities. Although all staff members representing the College are concerned with the welfare and discipline of students, it is the responsibility of the Vice President of Student Services in concert with the other college offices to see that rules and regulations are maintained. If there are any questions regarding Student Conduct Standards of Due process/Discipline these should be referred to the Vice President of Student Services at Santa Rosa Junior College: (707) 524-1647

STANDARDS OF CONDUCT

Students shall conduct themselves in a manner that reflects their awareness of common standards of decency and the rights of others. Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College
2. Forgery, alterations, or misuse of College documents, records, or identification
3. Obstruction or disruption of teaching, administration, disciplinary procedures, College activities, or other authorized activities on College premises

4. Physical or verbal abuse of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person
5. Willful misconduct resulting in injury or death to student or College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District
6. Theft of or damage to property of the College or of a member of the College community or campus visitor
7. Willful or persistent smoking in any area on College property where smoking has been prohibited by law or by regulation of the Board of Trustees of Santa Rosa Junior College
8. Unauthorized entry into College facilities, or unauthorized use of College supplies or equipment
9. Violation of College policies or of College regulations concerning student organization, traffic, the use of College facilities, or the time, place and manner of public expression
10. Use, possession, sale, or distribution of narcotics, hallucinogenic drugs or substances, or any poison classified as such by Section 4160 of the Business and Professional Code on College property or at any College-sponsored event, or appearance on campus or at College-sponsored event after illegal use of narcotic, dangerous drug, or any intoxicant (Schedule D Sec.4160 B.P.C.)

STANDARDS OF CONDUCT, continued

11. Use, possession, or distribution of alcoholic beverages on College property at any College-sponsored event, or appearance on College sites or at any College-sponsored event after consuming alcoholic beverages
12. Disorderly, lewd, indecent, or obscene conduct on College owned or controlled property or at College-sponsored or supervised functions
13. Continued disruptive behavior, failure to comply with directions of College officials acting in the performance of their duties, continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority or persistent abuse of College personnel requiring inordinate drains on staff time, resources, and supervision
14. Possession and use of any deadly weapon, threatening persons on College property or at College-sponsored events (P.C.245)
15. Assault, battery, or any threat of force or violence upon a student or College personnel
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (E.C. Sec. 76033)
17. Failure to observe precautions that the College deems necessary to insure the safety of the student or others
18. Sexual assault or related physical abuse including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault, or conduct that threatens the health and safety of another person

The records regarding disciplinary action and decision or any appeals of any student or students found guilty of violating this conduct standard will be made available to the victim of such assault. (E.C. Sec.76234)

No student shall be removed, suspended, or expelled unless the conduct of which the student is disciplined is related to College activity or College attendance. (E.C. Sec.76036)

Any violation or violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause of the suspension or expulsion of a student. (E.C. Sec.76034)

The chief administrative employee at a community college shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student, which may be in violation of Section 245 of the Penal Code. (E.C. Sec. 76035)

For information about Forms of Discipline/Penalties as well as potential Disciplinary Procedures, see the full description in the College Catalog or online:

http://www.santarosa.edu/schedules/college_catalog/

Students who are found to have violated any of the Student or College Conduct Standards, the SRJC Academic Integrity Standards, Sexual Harassment Code, or other standards of behavior as outlined in this Student Handbook and related to College activity, College attendance, or Dietetic related activities, especially as related to respectful interactions with other students, preceptors and instructors, are subject to Disciplinary Procedures as described in the College Catalog, up to and including receiving a failing grade in the course and/or expulsion from the DT program.

SRJC Student Complaints/ Grievances

For complete information, see Student Grievances/Complaints, Board Policy and Procedure 8.2.2 http://www.santarosa.edu/enchiridion/2_Procedures/2_Student_Complaints.pdf

WHAT IS A GRIEVANCE?

A grievance is a complaint that an action taken by an instructor or employee of the college is in violation of written campus policies or procedures, or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

FORMAL GRIEVANCE PROCESS

When a student feels that he/she has a grievance, the student should first attempt to resolve it by following these steps:

Step 1. Confer with the person against whom he/she has the complaint. The student should make a good faith effort to resolve the problem with the faculty member, staff member, or administrator who is the source of the complaint. If the matter is not resolved at Step 1, then the student may proceed to Step 2.

Step 2. Confer with the immediate supervisor of the person who is the source of the complaint. If the complaint is about an instructor, counselor, or librarian, the immediate supervisor is the Department Chair. If the department chair does not resolve the matter, the student should then confer with the administrative Dean who supervises that department. If the complaint is about another employee of the college, the student should contact that person's supervisor. If the matter is not resolved, proceed to step 3.

Step 3. Confer with a Senior Administrator. The senior administrator is the Vice President who supervises the program or department where the complaint originated. For example, if the

complaint or grievance is about an instructor or librarian, the senior administrator would be the Vice President of Academic Affairs. If the complaint is about a grade, the process stops here, as explained below.

Step 4. Grievance. If the student feels that the issue has not been satisfactorily resolved by any of the above actions, a signed grievance form should be submitted to the Vice President of Student Services within six (6) school days after completion of Step 3. This statement should specify the time, place, and nature of the incident that resulted in the complaint.

Step 5. Hearing Board. The Vice President, Student Services within five (5) school days after receiving a completed signed grievance form, will deliver a copy to the person whom the grievance is against and call for formation of a Hearing Board and convene it for a formal hearing to establish facts and recommend action.

GRADES AND ACADEMIC EVALUATIONS

1. A complaint involving grades or academic evaluations should be referred to the Vice-President, Academic Affairs for consideration after completing Steps 1 through Step 3. The Vice-President is limited by the Education Code, cited below.
2. No instructor may be directed to change a grade except in narrow circumstances authorized by Education Code section 76224: “When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final.” In the absence of mistake, fraud, bath faith or incompetence, formal grievances will not be accepted on grading issues.

PROFESSIONAL RESOURCES

1. Academy of Nutrition and Dietetics (AND) www.eatright.org
2. Bay Area Dietetic Association (BADA), www.dietitian.org
(select “CDA districts”)
3. California Department of Health Services, Licensing & Certification, www.dhs.ca.gov/lnc/org
4. California Academy of Nutrition and Dietetics (CAND), www.dietitian.org
5. Association of Nutrition & Foodservice Professionals (ANFP), previously Dietary Managers Association (DMA), www.anfponline.org/
 - a. Students are encouraged to join ANFP and AND as student members. Go to <http://www.anfponline.org/students>
 - b. <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

