#19-006

TO: WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education / Clinic Services Unit
Texas WIC Program

DATE: January 24, 2019

SUBJECT: Register for Santa Fe Community College Spring 2019 Nutrition Courses

Are you interested in learning more about nutrition? If so, consider expanding your knowledge by taking online nutrition courses available through Santa Fe Community College (SFCC).

Who is eligible?
Staff who have approval from their WIC Director are eligible to participate. A high school diploma is recommended but not required.

How does it work?
Reimbursement from the state agency is contingent upon successful completion of all courses by the WIC staff member with a letter grade of a ‘C’ or better. The local agency may bill under either Administration or Nutrition Education for payment of the courses. If the student does not successfully pass the course with a letter grade of a ‘C’ or better, it is the local agency’s decision to determine if the staff member is responsible for reimbursement. Time off requests for the purpose of continuing education is subject to approval. For more information, staff should refer to their local agency policy. The WIC staff member is responsible for purchasing textbooks. Please note that WIC does not endorse the college or those employed with the facility.
Register for the Spring Semester at SFCC!
Santa Fe Community College will continue to offer online nutrition courses this spring. Spring courses are 8 or 14 weeks in length depending on the CRN chosen. Although many of the nutrition courses may appear full, a few seats have been set aside for WIC students. See the Instructions for Registration section for special and detailed instructions for WIC staff to enroll.

Nutrition courses offered this spring are:

- **NUTR 200 Nutrition**
  - CRN 30419 8 weeks: March 25-May 18
  - CRN 31294 14 weeks: February 4-May 18
  Basic principles of nutrition, including functions, interactions and human requirements of nutrients in maintaining optimum health.

- **NUTR 205 Nutrition in the Life Cycle**
  - CRN 30349 8 weeks: March 25-May 18
  Nutritional needs and recommendations for pregnancy, infancy, childhood, adolescence, adulthood and the elderly.
  Required Text: Life Cycle Nutrition ISBN 9781284005349-Note: this is a custom text and can ONLY be purchased through the SFCC bookstore or from the publisher as an ebook.
  To purchase the ebook go to www.jblearning.com and search for the following ebook ISBN: 978-1-284-00918 to purchase an Access Code.

- **NUTR 206 Community Nutrition**
  - CRN 30350 8 weeks: March 25-May 18
  Food and nutrition issues and public health programs related to individuals, families and groups living in a defined area.
  No text required for this course

- **NUTR 215 Culinary Nutrition**
  - CRN 30545 14 weeks: February 4-May 18

- **NUTR 121 Dietary Guidelines**
  - CRN 30348 8 weeks: March 25-May 18

The textbooks required above may be ordered and shipped through the SFCC online bookstore which is open only after hours from 6 pm to 8 am. Purchases can be made with credit cards only. Texts cannot be purchased via phone from the SFCC Bookstore.

This institution is an equal opportunity provider.
You may also try to find the text from other online booksellers using the ISBN # to search.

Important: Students should have their text available the first day of class.

**Instructions for Registration and Payment of Tuition and Fees:**

1. All *new* SFCC students must first complete an online application before registering for any courses.

2. To register for nutrition classes email Patty Willms at Mary.Willms@sfcc.edu with the following information:
   - Name and A # (SFCC student ID # which is obtained immediately after completing online application)
   - CRN # of nutrition course(s) you would like to register for (see course list above)
   - Your WIC program name

3. Individual students enrolling and paying their own tuition may call the Cashier's Office at 505 428-1211 to make a payment over the phone with a Visa, Master Card or Discover credit card. Students can also set up a payment plan or pay online through their MYSFCC account—under the Registration Tab click on Pay Online and follow the prompts. Contact the Cashier’s Office (505) 428-1211 if you have questions or need assistance regarding payment.

4. Third party payers must email the following information to thirdparty@sfcc.edu
   - Purchase order # or letter of intent to pay
   - Student name(s)
   - Student A#  
   - Student phone number
   - Course(s) each student is enrolling in

**Other Important Information:**

- Payment, intent to pay and/or payment arrangements must be made immediately to avoid being dropped from classes due to non-payment.
- Students can access their courses the first day of class by following the CANVAS link on the SFCC homepage/public website.
- More detailed information about the college (enrollment of new students, college catalog, student handbook, phone numbers, online course access, etc.) can be found on the public website www.sfcc.edu
For specific information or questions contact the following individuals:

- Technical problems with registration or online courses – Help Desk: 505.428.1222
- Tuition, fees, and/or payment: 505.428.1211
- Bookstore: 505.428.1218 https://www.sfcc.edu/offices/bookstore
- Nutrition course content information: Patty Willms Mary.Willms@sfcc.edu

If you have questions or require additional information, please contact Katie Oliver, Training Coordinator, at 512-341-4596 or katie.oliver@hhsc.state.tx.us.

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