Memorandum

#20-003

TO: WIC Local Agency Directors

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

DATE: January 21, 2020

SUBJECT: Register for Santa Fe Community College Spring 2020 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 enroll. 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 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 Santa Fe Community College or those employed with the facility.
Registration for Spring 2020 Semester at SFCC

Spring courses are various weeks in length depending on the CRN chosen. Santa Fe Community College is offering five online nutrition courses this Spring 2020:

**Human Nutrition (NUTR 2110)**  
**Nutrition in the Life Cycle (NUTR 2130)**  
**Community Nutrition (NUTR 2140)**  
**Nutrition in Chronic Disease (NUTR 2150)**  
**Culinary Nutrition (NUTR 2160)**

You may notice that these course numbers look different from the previous CRN that were offered to WIC. Effective June 2019, the course numbers at SFCC have changed from 3 digits to 4 digits to align with other colleges in New Mexico for the common course numbering system made law in 2017 to make it easier for students to transfer credits from one institution to another.

Please see the table at the end of the memo for a complete list of SFCC nutrition courses with their new course numbers.

When registering for courses, please remember that although classes may appear to be full, seats are always set aside for WIC students.

Textbooks may be ordered and shipped through the SFCC online bookstore using a credit card OR through most major online booksellers. Important: Students should have their textbook available the first day of class.

Nutrition courses offered this spring are:

**NUTR 2110 Human Nutrition (formerly NUTR 200)**
- CRN 30528 (Jan. 20-March 14) Online
- CRN 30530 (Feb. 3-May 16) Online
- CRN 30529 (March 23-May 16) Online


**NUTR 2130 Nutrition in the Life Cycle (formerly NUTR 205)**
- CRN 30531 (March 23-May 16) Online


**NUTR 2140 Community Nutrition (formerly NUTR 206)**
- CRN 30532 (March 23-May 16) Online

No textbook is required.
NUTR 2150 Nutrition in Chronic Disease (formerly NUTR 221)
CRN 30533 (Feb. 3-May 16) Online

No textbook required.

NUTR 2160 Culinary Nutrition (formerly NUTR 215)
CRN 30535 (Feb. 3-May 16) Online

ISBN 9780470635438

NUTR 2160 Culinary Nutrition (formerly NUTR 215)
CRN 30535 (Feb. 3-May 16) Online

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Instructions for WIC staff Registration:

1. All new SFCC students must first complete an online application as a credit student before registering for any courses. Go to www.sfcc.edu and select future students.

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

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 for assistance.

4. Third party payers must email the following information to thirdparty@sfcc.edu
   a) Purchase order # or letter of intent to pay
   b) Student name(s)
   c) Student A#
   d) Student phone number(s)
   e) Course(s) each student is enrolling in
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 their MYSFCC homepage or public website www.sfcc.edu

Please go to the public site for Santa Fe Community College www.sfcc.edu for more detailed information about the college (enrollment of new students, college catalog, student handbook, phone numbers, online course access, etc.)

For specific information 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.

This institution is an equal opportunity provider.