

Schedule Change

Clinical Schedule Changes for Student Issues TAMUCC – CONHS

Dear Students

Students desiring to make a change in their clinical section related to a student circumstance (i.e. family obligations) must use these guidelines.

- Students arrange the clinical section change between themselves.
- Changes MAY NOT be made unless there is a valid reason.
- **NO CHANGE MAY BE MADE BETWEEN CLINICAL ROTATIONS THAT HAVE DIFFERING DATES** i.e. If a first rotation of MSI runs from 8/26 to 10/2, and the second rotation of MSI runs from 10/9 to 12/4, change may not be made by a student in the 8/26 rotation with a student in the 10/9 rotation.
- All changes must be made and communicated no later than **TWO** weeks before the first clinical day.
- When a change is made the two students involved in the change **MUST BOTH** send an e-mail of affirmation of the change and the reason for the change to the clinical instructor **AND** course coordinator.
- Either the clinical instructor or the course coordinator will respond to you regarding your request before any change in clinical placement occurs.
- The clinical faculty or the course coordinator will notify the appropriate administrative person for changes required in Banner for the university 12 day rosters. If a change has been made, please make sure your reassigned clinical faculty has your name on the clinical placement list.

IMMUNIZATION NOTE: Immunizations and CPR must be kept up to date. Students who do not have current immunizations or CPR will not be allowed to attend **ANY** clinical activity, will be sent home if in a clinical setting and receive a clinical failure for every clinical activity while out of compliance.

Please remember that there is also the yearly hospital orientation that must be completed.

We sincerely appreciate your working with us.