Step 1
Pre-Confirm
Pre-confirm placement with Facility or Preceptor

Step 2
Notify
Banner department or clinic notifies Student Coordinator & confirms contract

Step 3
Request
University enters electronic Request(s) to Hospital(s)

Step 4
Approval
Student Coordinator Approves (or declines) Requests

Step 5
Registration and payment
Either the University or the Student (if not already paid and registered from prior rotations)

Step 6
Scheduling
University officially schedules students into each rotation request

Step 7
Compliance
University (and if allowed, students) complete and update all items the compliance checklist

Step 8
Final Check
University and Hospital check student readiness in the Rotation Manager

Step 9
Rotation Begins!

Color Key:
GREEN: Student and/or University
BLUE: Department/ hospital
RED: University
PURPLE: Both University and Hospital