

Submit a *Change Request* to correct minor errors or to add missing details to a placement record:



**Quick Guides** provide very targeted information about a topic. For general documentation, please download the [InPlace Student User Guide](#).

- Incorrect preceptor/mentor listed
- Add an *additional* (new or missing) preceptor/mentor
- Update your preceptor/mentor's email address or phone number
- Add or update your seminar/clinical instructor
- Report the placement as invalid or cancelled (not attending)

**Important:** Change Requests are for only for correcting placement records in InPlace. The change(s) requested must have already been approved by your program's coordinator.

If an agency/preceptor can no longer accommodate your placement or if you must change placements due to other circumstances, please notify Mrs. Tanit Lang-Michelson ([tl235@hunter.cuny.edu](mailto:tl235@hunter.cuny.edu)). Please be as detailed as possible and include details of your new site, department, and preceptor if one has been identified.

Grab the latest version of this guide at  
[www.hunter.cuny.edu/nursing/current-students/inplace](http://www.hunter.cuny.edu/nursing/current-students/inplace)

# Review your Placement Details

Open a placement on your **Confirmed** page. On the *Details* tab, review the **Placement Contacts** box to ensure that your Seminar Instructor and Preceptor/Mentor(s) are correct. Your primary preceptor must be a qualified health care professional who will provide *direct* clinical supervision while you attend the placement. Preceptors must have a valid email address, and preferably one direct phone number where they can be reached. If your seminar instructor is not listed, they cannot see any of your logbook submissions for the placement.

To request a correction, submit a Change Request using the button located near the top-right of the page.

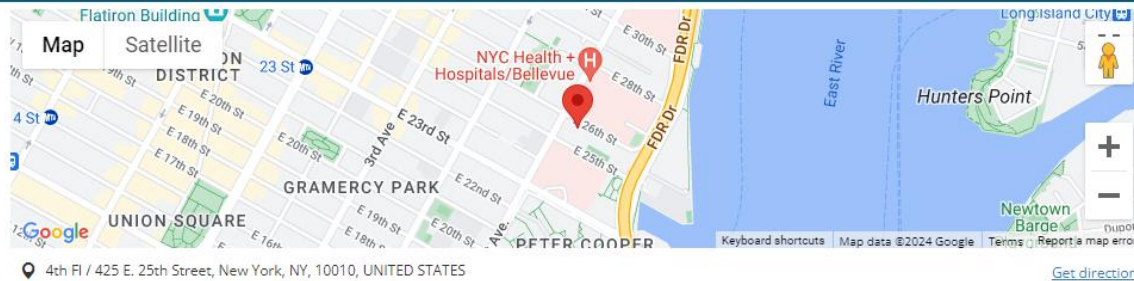
Gotham General Hospital (DEMO/TEST)

Placement for admin\_demo AGNP

8/25/2023 - 12/20/2099 210 Hours N755 (pc 1)

**Change Request** ▼

Details Schedule Docs Assessment Carpool



**Contacts**

Dr. Frank Flammino  
Supervisor  
fflammin@hunter.cuny.edu

Dr. Viktoriya Fridman  
College Staff  
vf517@hunter.cuny.edu

The **Contacts** box should list your seminar instructor, preceptor(s), and a valid email address for each.

Additional Agency details

# Submit Details of Your Request

Submit a detailed explanation of the corrections needed. Since only one text box is provided, please specify which action staff should take (e.g., ADD, CHANGE, or REMOVE preceptor, etc.).

*You do not need to submit a change request if everything is correct.*

## Apply for Placement reallocation



Placement for Demo\_test

May 30, 2018 - Aug 19, 2018 209 Hours N768 (pc 3)

## Application requirements

Please enter a reason for reallocation

Placement is correct, but my preceptor should be: Dr. Jane Doe, MD, 212-555-1234, [jdoe@mskcc.org](mailto:jdoe@mskcc.org)

✕ Cancel

Submit application

*Sample change request submission form.*

# Details to Include in your Request

## **CHANGE Preceptor/Mentor at Current Site**

“My preceptor has changed to Dr. Jane Doe, DNP, FNP-BC, Primary Care NP at the Adult Outpatient Clinic, [jdoe@agency.com](mailto:jdoe@agency.com), phone 212-555-5555 ext. 1234, cell phone 646-522-1234.”

## **ADD Preceptor to Current Site**

“My preceptor is missing: Please add [Preceptor Name], [Credentials], [Role/Specialty], [Email], [Business or Cell Phone].”

## **UPDATE Preceptor/Mentor Email Address**

“The email address for [Preceptor Name] has a typo. Her correct email address is [Email].”

## **Seminar Instructor Not Listed on Placement Details**

“My seminar instructor for section 2 is not listed on my placement: Please add [Instructor Name].”

## **INVALID/CANCELLED Placement (Not Attending)\***

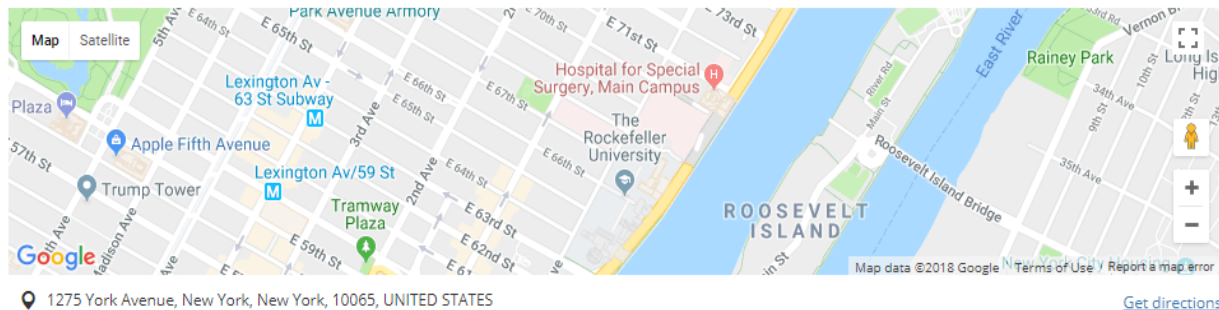
“This site could not accommodate me this semester, so you can remove it. My program’s coordinator Dr. [FacultyName] is helping me find a new placement.”

*\*Only intended for placements you never attended. If you withdraw from a placement, be sure to notify your placement coordinator and thank the agency & preceptor for the opportunity.*

**If you have no placement, the Change Request form will not be available. Contact your program’s faculty coordinator and graduate placement staff for assistance.**

When your request is submitted, a green confirmation box will appear in the top-right of your screen. A blue bar will also be shown across the placement details page.

The screenshot shows the HUNTER application interface. At the top left, the word "HUNTER" is displayed in a large, bold, purple font. Below it is a navigation bar with several tabs: "Home", "Confirmed", "Available", "Requirements", "Calendar", and "Shared Documents". In the top right corner, there is a green notification box with a white checkmark icon and the text "Application Submitted". Below the navigation bar, there is a blue header area with a "<BACK" link and the text "Memorial Sloan Kettering Cancer Center (MSKCC)". Underneath, there is a brief description of the placement: "Placement for TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM (5/30/2018 to 8/19/2018)". Below this, there is a date range "5/30/2018 - 8/19/2018" and a clock icon followed by "209 Hours N768 (pc 3)". On the right side of this blue header, there is a button labeled "Change Request" with a dropdown arrow. Below the blue header, there is a white navigation bar with tabs for "Details", "Schedule", "Docs", "Assessment", and "Carpool". At the bottom of the page, there is a blue banner with the text "Change Request submitted 3/20/2018" and a close button (X) on the right. The banner is circled in orange.



In most cases, you may continue to log your hours while waiting for your correction(s) to be processed. The only exception is if you have been placed at two or more sites and one of them is missing. In this case, please email your placement coordinator. **Do not attend or log hours for the missing site until it has been added.**

# Change Request Statuses

Once the change request has been reviewed and processed by placement staff, its status will be updated and displayed on your home screen:

Your change request for Memorial Sloan Kettering Cancer Center (MSKCC) was Accepted.  
Message: Preceptor updated, thank you -Tanit Lang

## Change Request Statuses:

- **Submitted** – initial status when submitted by student
- **Pending** – request is under review
- **Accepted** – request has been approved/processed
- **Not Approved** – request was not approved (rare) or has been closed for another reason (e.g., no action needed).

*If you encounter a problem when trying to submit a Change Request,  
please contact your placement coordinator for assistance.*