

# Guidelines for Student Placements

## NC AHEC Offices of Regional Primary Care Education (ORPCE)

To coordinate the best community placement for your students, the ORPCEs ask the following:

1. Before student placements are made within the AHEC ORPCE's region, contact the ORPCE by emailing, mailing or faxing a completed *Community Primary Care Rotation Form* and by telephone to confirm receipt of the fax. The following is required:
  - 1) Course name and number, rotation dates, course contact name and phone number
  - 2) Student name, address, telephone number, and last 4 digits of social security number
  - 3) Requested preceptor name and site location
  - 4) Housing (students must apply for housing at [www.myahec.net](http://www.myahec.net))
  - 5) Brief description of rotation requirements, special learner needs
  - 6) If you must send information from your school's software to report, please include all of the information above
2. Notify the ORPCE of the student schedules once placements have been confirmed and **prior to** the beginning of the rotation. When possible, provide placement schedules for the entire academic year or by semester.
3. Notify the ORPCE **in writing** of any changes in student placements and housing requirements.
4. Send handbooks and course materials to the ORPCE so preceptor questions can be addressed.
5. Share preceptor/site evaluation information and communicate any problems to the ORPCE.
6. Instruct students to check in personally at the following ORPCEs on the first day of the rotation: Southeast and Southern Regional.

## NC AHEC HOUSING LOCATIONS

The NC AHEC Program provides student housing in 50 counties across the state, below is a listing of current housing locations. Accommodations could change throughout the year, so please contact the local AHEC to verify any updates.

**Area L AHEC** - Rocky Mount, Wilson, Roanoke Rapids

**Charlotte AHEC** - Charlotte

**Eastern AHEC** - Ahoskie, Beaufort, Edenton, Goldsboro, Greenville, Jacksonville, New Bern

**Greensboro AHEC** - Asheboro, Greensboro, Reidsville,

**Mountain AHEC** – Asheville, Hendersonville, and housing in rural areas of WNC as request by the school/university. Please contact [jasmine.wood@mahec.net](mailto:jasmine.wood@mahec.net) for specific areas of housing opportunity.

**Northwest AHEC** - Boone, Elkin, Hickory, Linville, Mooresville\*, Morganton, North Wilkesboro, Salisbury, Sparta\*, Winston-Salem

**Southeast AHEC** - Burgaw, Oak Island, Whiteville, Wilmington

**Southern Regional AHEC** – Aberdeen, Dunn, Fayetteville, Lumberton

**Wake AHEC** – Cary\*, Durham\*, Henderson\*, Raleigh\*, Smithfield\*, Warrenton\*, Wendell\*

\*Housing in these locations is not rented on a 12-month basis.

For more information or to apply for housing, go to: <http://my.ncahec.net/>