**The office of Field Experience will continue this semester with the use of the online sign-up system for clinical placements. Online sign-ups will begin January 18th. Links to this site and other clinical information can be found on the OFE website:**[**http://ofe.uncc.edu/**](http://ofe.uncc.edu/)**under Early Clinical Experiences. When students complete the online process, they will immediately receive a confirmation. At that time, they can locate their school contact person on the OFE website and go ahead and make arrangements. There is no need to wait for OFE to post placements as in the past. Directions for the online registration are attached.**

**Candidates may continue to make their own placements with a personal contact (in systems other than Cleveland, Gaston, Iredell-Statesville, Lincoln, Mooresville, Rowan-Salisbury, Rutherford, Stanly, or Union) or instructor-approved private schools only. They will still submit a paper form to OFE advising us of their placement. This form is also attached. *A personal contact is someone known prior to this semester (e.g., family member, friend, or personal acquaintance) who is employed at the school and is willing to contact administration on the student's behalf for permission to complete clinical work in that building.***

**Instructors may still make placements using their contacts. Please either have students download, complete, and submit the attached form or send us a list containing each student's name, 800#, and school/placement so that the information can be entered into our database. Please remember to notify OFE in advance so that we can avoid overbooking a school.**

**To summarize, there are 3 ways that a candidate may make a clinical placement:**

**1. Through online registration beginning January 18th**

**2. Through a personal contact (in systems other than Cleveland, Gaston, Iredell-Statesville, Lincoln, Mooresville, Rowan-Salisbury, Rutherford, Stanly, or Union) or an instructor-approved private school (Download, complete, and submit form.)**

**3. Through their instructors (Download, complete, and submit form unless instructor is submitting list to OFE.)**

**Please contact me with questions or for assistance with placements.**

**Happy semester!**

**​Sue Rebich​**

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