PCC Waiting List How-to Guide

How to access the online PCC Waiting List ................................................................. 2
How to place yourself on the PCC Waiting List ......................................................... 3
How to check your position on the PCC Waiting List ............................................. 5
How to remove yourself from the PCC Waiting List ............................................. 7
How to access the online PCC Waiting List

There are two ways to access the online waiting list:

1. From the school Web site: click Current Students > PCC Waiting List
2. From the Links menu in axiUm: click Links > PCC Waiting List

Both links listed above will direct you to the PCC Waiting List home page.
How to place yourself on the PCC Waiting List

To put yourself on the waiting list, select “Student Sign Up” from the PCC Waiting List home page:
On the Student Sign Up form:

- Click the “Student Name” dropdown arrow to select your name. If your name is not in the dropdown, please notify IT at x56514.

- If there are issues that you need to discuss with a specific coordinator, click the “Request Patient Coordinator” dropdown arrow and select the name of that coordinator. Otherwise you can leave this field blank.

- Press the “Place selected student name on waiting list” button at the bottom. This button is activated once you select your name from the “Student Name” dropdown.

After you press the button, you will be directed to the “Today’s PCC Waiting List” screen and there will be a confirmation message “You are currently #nn on the waiting list” displayed beneath the page title.
How to check your position on the PCC Waiting List

This screen lists all the names currently on the waiting list: students or patients currently being interviewed by the coordinators, or to be interviewed by the coordinators. When the interview is finished, your name will be taken off the list by the PCC and will no longer display on this screen.

You could always check your position on the waiting list by:

- Selecting “View Today’s Waiting List” from the PCC Waiting List home page; or

- Viewing the list on a dedicated 24” monitor installed in the desktop area of each clinic (clinics A, B, and C). The list is constantly ON and it is displayed in large font size.

You are directed to this screen automatically once you have either added your name to or removed from the waiting list.

The screen is refreshed every 30 seconds.
How to read the list:

<table>
<thead>
<tr>
<th>Column Name / Position</th>
<th>Column Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>First column</td>
<td>Your position in the waiting list.</td>
</tr>
<tr>
<td></td>
<td>Under normal circumstances, the PCCs interview students and patients according to his or her position on the list.</td>
</tr>
<tr>
<td>Name</td>
<td>Your last name, then first name.</td>
</tr>
<tr>
<td>Time In</td>
<td>The time you got on the waiting list.</td>
</tr>
<tr>
<td>Time Called</td>
<td>The time a PCC pages you and logs the paging time in the system.</td>
</tr>
<tr>
<td>PCC</td>
<td>The PCC’s name (first initial+last name) who is paging you and will be interviewing you.</td>
</tr>
<tr>
<td>Request PCC</td>
<td>Last name of the PCC you have requested to see.</td>
</tr>
<tr>
<td>Last column</td>
<td>If you have not responded to a PCC’s call within a reasonable time, the PCC will send a “Please respond” message to this column</td>
</tr>
</tbody>
</table>
How to remove yourself from the PCC Waiting List

To remove your name from the waiting list, select “Cancel Student Sign Up” from the PCC Waiting List home page:
On the Student Sign Up form:

- Click the “Student Name” dropdown arrow to select your name. If your name is not in the dropdown, please notify IT at x56514

- Press the “Remove selected student name from the waiting list” button at the bottom. This button is activated once you select your name from the “Student Name” dropdown.

After you press the button, you will be directed to the “Today’s PCC Waiting List” screen and there will be a confirmation message “Your name has been removed successfully from the waiting list” displayed beneath the page title.