Entering APPE Availability in CORE ELMS

2019-20 Rotation Year
2019/20 APPE Rotation Calendar

Notes:

• Start and End Dates are coordinated with Purdue and Butler.

• Manchester does not complete rotation 1.

• Manchester offers rotation 8.

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>June 3</td>
<td>June 28</td>
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<tr>
<td>3</td>
<td>July 1</td>
<td>July 26</td>
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<td>4</td>
<td>July 29</td>
<td>August 23</td>
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<td>5</td>
<td>August 26</td>
<td>September 20</td>
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<td>6</td>
<td>September 23</td>
<td>October 18</td>
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<td>7</td>
<td>October 21</td>
<td>November 15</td>
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<td>8</td>
<td>November 18</td>
<td>December 13</td>
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<td>9</td>
<td>January 6</td>
<td>January 31</td>
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<tr>
<td>10</td>
<td>February 3</td>
<td>February 28</td>
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<tr>
<td>11</td>
<td>March 2</td>
<td>March 27</td>
</tr>
<tr>
<td>12</td>
<td>March 30</td>
<td>April 24</td>
</tr>
</tbody>
</table>
CORE login:

Select
SUBMIT AVAILABILITY
and
2019/20 APPE
• Select **ROTATION TYPE** from drop-down menu.

• Select **COURSE** (rotation focus) from drop-down menu.

  Courses for ELECTIVES are labeled **DPC** for **direct patient care** and **NPC** for **non-patient care**.

• Enter the number of students that you can precept for specific rotation block.

If your ROTATION TYPE or COURSE is not listed, please email us at **COPEE@manchester.edu** so we can adjust your account settings.
Enter the MAXIMUM number of students that you are willing to precept FOR THE ENTIRE ROTATION YEAR.

Add any
• scheduling notes
• rotation prerequisites or
• schedule coordination with PU and/or BU
Submitting availability for 2 different rotation types

• Submit your rotation dates and student availability for the first rotation type, then click DUPE next to the rotation dates that you would like to add the additional rotation availability to.

• Click ADD LIMITS FOR EACH ROTATION DATE and enter the maximum number of students that you wish to precept for each specific month.

- (R2) June 3 - June 29, 2019  06/03/19 - 06/28/19
- (R3) July 1 - July 26, 2019  07/01/19 - 07/26/19
- (R4) July 29 - August 23, 2019  07/29/19 - 08/23/19
- (R5) August 26 - September 20, 2019  08/26/19 - 09/20/19
- (R6) September 23 - October 18, 2019  09/23/19 - 10/18/19
When you submit your availability, the STATUS will change to PENDING.

Status will change to CONFIRMED after office review.
Please let us know how we can assist you with your rotation scheduling.

Office of Experiential Education
260-470-2715
COPEE@manchester.edu