

# Entering APPE Availability in CORE ELMS



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## APPE Rotation Calendar

### Notes:

- Start and End Dates are coordinated with Purdue and Butler.
- Manchester does not complete rotation 1.
- Manchester offers rotation 8.

Rotation	Start Date	End Date
2	June 3	June 28
3	July 1	July 26
4	July 29	August 23
5	August 26	September 20
6	September 23	October 18
7	October 21	November 15
8	November 18	December 13
9	January 6	January 31
10	February 3	February 28
11	March 2	March 27
12	March 30	April 24



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# CORE login:

<https://www.corehighered.com/login-elms.php>

Select  
**SUBMIT AVAILABILITY**  
and  
The Correct  
**APPE Year**

Home

Profile Information

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Rotation Schedule

**Submit Availability**

Student Applications

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Field Encounters

Student Absences

Availability Submissions

2018/19 APPE

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click dupe next to the rotation dates that you need to add the additional availability to.

Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status
(R2) June 4 - June 29, 2018 06/04/18 - 06/29/18	PHRM 620 APPE	Administration (DPC)	0	New
(R3) July 2 - July 27, 2018 07/02/18 - 07/27/18	Select Your Rotation	N/A	0	New
(R4) July 30 - August 24, 2018 07/30/18 - 08/24/18	Select Your Rotation	N/A	0	New
(R5) August 27 - September 21, 2018 08/27/18 - 09/21/18	Select Your Rotation	N/A	0	New
(R6) September 24 - October 19, 2018 09/24/18 - 10/19/18	Select Your Rotation	N/A	0	New
(R7) October 22 - November 16, 2018 10/22/18 - 11/16/18	Select Your Rotation	N/A	0	New
(R8) November 19 - December 14, 2018 11/19/18 - 12/14/18	Select Your Rotation	N/A	0	New



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- 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.

Rotation Date	Rotation Type (optional)	Course (optional)	Students
(R2) June 3- June 29, 2019 06/03/19 - 06/28/19	Select Your Rotation ▼	N/A	0
(R3) July 1 - July 26, 2019 07/01/19 - 07/26/19	Select Your Rotation ▼	N/A	0
(R4) July 29 - August 23, 2019 07/29/19 - 08/23/19	Select Your Rotation ▼	N/A	0
(R5) August 26 - September 20, 2019 08/26/19 - 09/20/19	Select Your Rotation ▼	N/A	0

If your ROTATION TYPE or COURSE is not listed, please email us at [COPEE@manchester.edu](mailto:COPEE@manchester.edu) so we can adjust your account settings.



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Enter the MAXIMUM number of students that you are willing to precept FOR THE ENTIRE ROTATION YEAR.

What is the maximum number of students you can accept for this group.  
(Leave blank to account for all submitted availability)

6

Add limits for each rotation date

Add any

- scheduling notes
- rotation prerequisites or
- schedule coordination with PU and/or BU

Please provide any additional information regarding this availability group:

Coordinate with Purdue and Butler.  
Student must successfully complete 1 rotation in the Manchester Health system prior to rotation.

Update Availability for Group



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## 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.

Add limits for each rotation date

<input type="checkbox"/>	(R2) June 3- June 29, 2019 06/03/19 - 06/28/19
<input type="checkbox"/>	(R3) July 1 - July 26, 2019 07/01/19 - 07/26/19
<input type="checkbox"/>	(R4) July 29 - August 23, 2019 07/29/19 - 08/23/19
<input type="checkbox"/>	(R5) August 26 - September 20, 2019 08/26/19 - 09/20/19
<input type="checkbox"/>	(R6) September 23 - October 18, 2019 09/23/19 - 10/18/19



When you submit your availability, the STATUS will change to PENDING.

Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status	Dupe
(R2) June 4 - June 29, 2018 06/04/18 - 06/29/18	PHRM 630 APPE	Diabetes (DPC)	2	Pending	DUPE
(R3) July 2 - July 27, 2018 07/02/18 - 07/27/18	PHRM 630 APPE	Chronic Diseases/MTM	2	Pending	DUPE
(R4) July 30 - August 24, 2018 07/30/18 - 08/24/18	PHRM 630 APPE	Oncology (DPC)	2	Pending	DUPE

Status will change to CONFIRMED after office review.

Rotation Date	Rotation Type (optional)	Course (optional)	Students	Status	Dupe
(R2) June 4 - June 29, 2018 06/04/18 - 06/29/18	PHRM 630 APPE Ambulatory Care	Diabetes (DPC)	2	Confirmed	DUPE
(R3) July 2 - July 27, 2018 07/02/18 - 07/27/18	PHRM 630 APPE Ambulatory Care	Chronic Diseases/MTM (DPC)	2	Confirmed	DUPE
(R4) July 30 - August 24, 2018 07/30/18 - 08/24/18	PHRM 630 APPE Ambulatory Care	Oncology (DPC)	2	Confirmed	DUPE
(R5) August 27 - September 21, 2018 08/27/18 - 09/21/18	Select Your Rotation	N/A	0	New	



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Please let us know how we can assist you  
with your rotation scheduling.

## Office of Experiential Education

260-470-2715

[COPEE@manchester.edu](mailto:COPEE@manchester.edu)



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