Entering APPE Availability in CORE ELMS



APPE Rotation Calendar Notes:

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

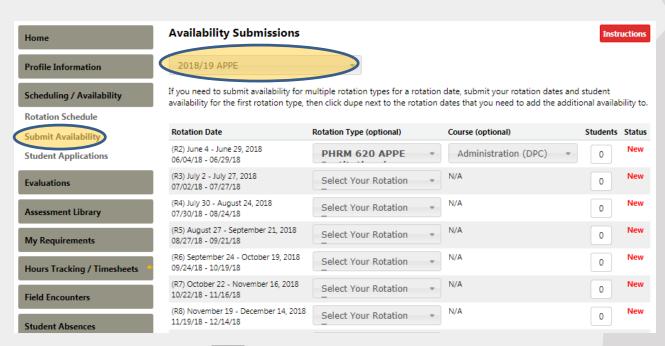
| Rotation | Start Date | End Date |
|----------|--------------|-------------|
| 2 | June 3 | June 28 |
| 3 | July 1 | July 26 |
| 4 | July 29 | August 23 |
| 5 | Mam p | eptember 20 |
| 6 | September 23 | October 18 |
| 7 | October 21 | November 15 |
| 8 | November 18 | December 13 |
| 9 | January 6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



CORE login:

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

Select
SUBMIT AVAILABILITY
and
The Correct
APPE Year





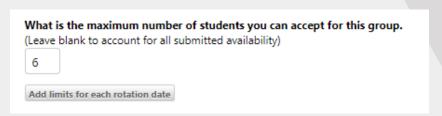
- Select **ROTATION TYPE** from drop-down menu.
- Select COURSE (rotation focus) from drop-down menu.
 Courses for ELECTIVES are labeled DPC for direct patient care and NPC for non-patient care.
- Enter the number of students that you can precept for specific rotation block.

| 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 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

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



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 | | |
|-----------------------------------|--|--|
| | (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 CONFRIMED 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

