

Office of Experiential Education (OEE)
UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS)
Advanced Pharmacy Practice Experience (APPE) Scheduling and Site Placement
Guidelines and Procedures

Background:

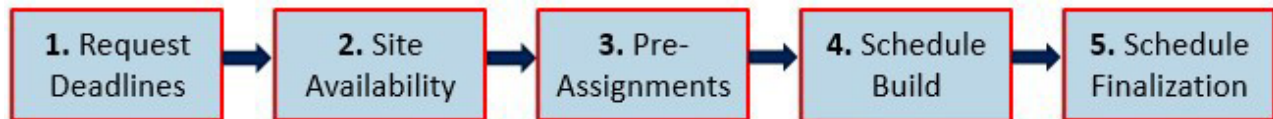
The OEE has established relationships with sites considered "in-network," and students are encouraged to identify rotations within this cluster to meet their educational needs. Informational meetings conducted by the OEE will be held during the P3 year to review the scheduling process, preview available APPE sites, and guide the APPE scheduling process. Attendance at the OEE informational meetings is mandatory, and attendance will be recorded. The procedures for assigning APPE experiences are determined by balancing students' preferences with the preferences of practice sites, preceptors, and the OEE. The OEE reserves the right to deny student requests if the site and preceptors do not meet required programmatic standards, affiliation agreement requirements, or if a student fails to adhere to any section of the guidelines below.

Guidelines:

1. Rotation experiences are assigned systematically, involving student requests, applications, scheduling software use, and OEE-designated site placement.
2. The OEE does not guarantee placement into requested sites or rotation opportunities.
3. For track or pre-assigned APPEs, students are provided with mechanisms to have input on the location and types of assigned APPE experiences. They may submit requests or nominations for selection according to the deadlines and instructions communicated by the OEE. These refer to the following:
 - o VA Track, Sharp Track, Scripps Tracks, or LA/OC Track rotations
 - o Out-of-network rotations
 - o International rotations
 - o APPEs requiring an application
4. Students will be able to rank preferred APPE rotations during the Preference Period¹, after which the lottery process will produce the student's schedule.
5. Although student rankings and preferences are considered, students may be assigned to sites that were not ranked.
 - o Placement into these sites/rotations will be based on balancing student preferences with OEE-determined need and availability.
6. Swap Periods
 - o Rotation swaps are student-initiated and submitted via a survey.
 - o Students can swap pre-assigned rotations with other classmates.
 - o Students can swap elective rotations with un-used electives.
 - o APPE Coordinator will review swap requests and approve or deny them.
 - o Requests will be considered in order of receipt, with the following important exceptions:
 - Change requests cannot include any rotation assigned by application or student request.
 - OEE-assigned rotations may be exchanged with another student, but not 'dropped'.
 - o Swap Period 1 occurs after pre-assigned rotations have been assigned.
 - Swaps cannot disrupt other pre-assigned rotations on the APPE schedule.
 - Pre-assigned rotation can be swapped during Swap Period 1 ONLY.
 - o Swap Period 2 occurs after remaining rotations have been filled during the lottery/preference period.
 - Preferences can be swapped during Swap Period 2 ONLY.
7. Rotation changes are not permissible after Swap Period 2 unless a site or preceptor necessitates them or significant extenuating circumstances exist.

8. Students may not approach or contact preceptors or practice site affiliates regarding increasing availability or changing a rotation during any scheduling period.
 - o All scheduling and placement communication will come from OEE faculty and staff.
9. Before a rotation can start, the OEE must approve the site, and a site affiliation agreement or Memorandum of Understanding must be finalized between the experiential site and UC San Diego SSPPS. These agreements must remain active during the time the student is scheduled to be at the rotation site.

UC San Diego SSPPS APPE Scheduling Process Overview



Process Steps and Approximate Timeline		
Category	Request / Step Description	Approximate Time
Request Deadlines	Requests & Application Submission: Students submit Out-of-Network Requests, Site Applications, and/or International Requests	November
Request Deadlines	Track Nominations: Students nominate to participate in a track	November–December
Availability	Site Preceptor & Rotation Availability: Entered for the P4 academic year	December
Availability	Pre-Assignments Slotted onto Rotation Schedules	N/A
Availability	Approved Applications: Out-of-Network Requests, Site Applications, and/or International Requests	January
Availability	VA Track, LAVC Track, Scripps Track (and mini-track), Sharp Track	February
Availability	Swap Period 1: Students request changes to pre-assigned rotations electronically	February
Schedule Build	¹ Preference Period: Students review available rotations and rank preferences	March
Schedule Build	Lottery: Remaining rotations assigned via randomization; schedules shared with students	March–April
Schedule Build	Swap Period 2: Students request	April

	schedule changes electronically	
Schedule Finalization	APPE Schedule Released to Sites: Final schedules released; no further changes permitted	April

¹The "Preference Period" is an allocated timeframe during which students review available rotations and rank the order and rotation block in which they would prefer to complete each rotation.

²Dates noted are approximate and are subject to change.