Add Or Adjust A Time And Location

Please note: this process is only valid if the Planner Status is Planning. If the Planner Status is Approved, a Revise Offering Form will need to be submitted.

After searching for a course (SeeSearching for a Course - Planner), click view link for the desired section.

Offerings Planner > Sections

Cultural Anthropology
ANTH:1101 (113:003)
Admin Home: ANTH:1101 (113:003)
Cross-references: IS:1101 (187:008)

Viewing: Default

New: Click here to add a new section

This link goes to the Summary screen for the selected section. Select Time & Location from drop down list OR click Time/Location link.
Click **Add a new time & location** OR click **edit** to modify an existing row.

Make the necessary changes to the pop up window.

**Time**

- **Start:**
  - Enter start time, then select AM
/PM from drop down list.

**End:**
Enter End time, then select AM /PM from drop down list.

**Time/Day is Arranged:**
If Time/Day is Arranged box is checked, the Start and End Time fields will be greyed out.

**Display sample screen shot**

![Time](image)

**Time**

- * Start: [AM] 9:30 AM  
- * End: [AM] 10:20 AM  

- Time/Day is Arranged

**Recurrence Pattern:**
Select appropriate Recurrence Pattern.

![Recurrence Pattern](image)

**Recurrence Pattern**

- Daily
- M W F
- T R
- Weekly
- Monthly
- Single Date

- Recur every [ ] week(s) on:
  - [ ] Monday
  - [ ] Tuesday
  - [ ] Wednesday
  - [ ] Thursday
  - [ ] Friday
  - [ ] Saturday
  - [ ] Sunday

**Recurrence Dates:**
Will default to the official start/end dates of the session (unless Off-cycle was selected on previous screen).

**Display Off-cycle sample screen shot**

![Recurrence Dates](image)

**Recurrence Dates**

- * Start: 02/25/2014  
- * End: 05/09/2014  

**Location:** (Yes, No, or Location is Arranged)

**Display Yes screen shot**

![Recurrence Dates](image)

**Recurrence Dates**

- * Start: 01/21/2014  
- * End: 05/09/2014  

**Display Yes screen shot**

![Recurrence Dates](image)

**Recurrence Dates**

- * Start: 01/21/2014  
- * End: 05/09/2014  

**Display Yes screen shot**
The **Is Off-site** option will default to **No**. Select **Building** and **Room** from drop down lists.

If **Is Off-site** option is **Yes**, enter the **Building Name**, **Street Address**, **City**, **State** and **Country**. If offered via WWW, enter **World Wide Web** in **City** field, and leave other fields blank.

If **Location is Arranged** box is checked, the other fields will be greyed out.

Don't need to change the default. Click **Save**.
Other

* Sort Order: 10

Save

Note: Fields marked with (*) are required.

Cancel