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 (See Searching for a Course - Planner), click view link for the desired section.

<table>
<thead>
<tr>
<th>Offerings Planner &gt; Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Anthropology ANTH:1101 (113:003)</td>
</tr>
<tr>
<td>Administrative Home: ANTH:1101 (113:003)</td>
</tr>
<tr>
<td>Cross-references: IS:1101 (187:008)</td>
</tr>
</tbody>
</table>

Viewing: Default View

New: Click here to add a new section

<table>
<thead>
<tr>
<th>Section</th>
<th>Number</th>
<th>Registration</th>
<th>Status</th>
<th>Time / Location</th>
<th>Cur</th>
<th>Opt</th>
<th>Inst</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>view OA10</td>
<td>Open</td>
<td>Planning</td>
<td>1:30P - 2:20P M</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td>Disc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>view OA11</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:20P M</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td>Disc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

* Start: AM  * End: AM  checkbox: Time/Day is Arranged
```

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

```
Recurrence Pattern

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

* Recur every 1 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

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

- **Location:** (Yes, No, or Location is Arranged)
  - **Display Yes screen shot**

```
Recurrence Dates

* Start: 01/21/2014  * End: 05/09/2014
```
Display No screen shot

The Is Off-site option will default to No. Select Building and Room from drop down lists.

Display Is Off-side Yes screen shot

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.

Display Location is Arranged screen shot

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

Sort Order:

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

| * Sort Order: 10 |

**Note:** Fields marked with (*) are required.

- Street Address has a 30 character limit.

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