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.

### Offerings Planner > Sections

<table>
<thead>
<tr>
<th>Cultural Anthropology</th>
<th>ANTH:1101 (113:003)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Home: ANTH:1101 (113:003)</td>
<td></td>
</tr>
<tr>
<td>Cross-references: IS:1101 (187:008)</td>
<td></td>
</tr>
<tr>
<td><strong>Session:</strong> Fall 2014</td>
<td></td>
</tr>
<tr>
<td><strong>Return to Course List</strong></td>
<td></td>
</tr>
</tbody>
</table>

Viewing: Default

New: Click here to add a new section

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Cur</th>
<th>Opt</th>
<th>LSTS Opt</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tr>
<tr>
<td>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>
</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 \textit{Add a new time & location} OR click \textit{edit} to modify an existing row.

Make the necessary changes to the pop up window.

\textbf{Time}

\textbullet\textit{Start:}

Enter \texttt{Start} time, then select \texttt{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.

Recurrence Pattern:
Select appropriate Recurrence Pattern.

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

* Request a General Assignment Classroom:  ○ Yes  ○ No  │  Location is Arranged

Effective fall 2011, non standard class times must have prior approval. Contact Classroom Scheduling for details (5-1243).

Display No screen shot

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

Is Off-site:  ○ Yes  ○ No

Building:  ABW  Room:  110  Non general assignment classrooms must be reserved with the controlling department.

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.

Location

* Request a General Assignment Classroom:  ○ Yes  ○ No  │  Location is Arranged

Is Off-site:  ○ Yes  ○ No

Building Name:  Cedar Rapids Center
Street Address:  221 2nd Ave, Suite 303
City:  Cedar Rapids  State:  IA
Country:  UNITED STATES

Sort Order:

Don't need to change the default. Click Save.
Notes:

- Street Address has a 30 character limit.