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

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

Summary Time & Location OR Time/Location

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

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

Sort Order:

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

- Street Address has a 30 character limit.