Revise Offering Form

This page contains information related to editing the Revise Offering Form in Offering Planner. The Revise Offering Form is used when a section has a Planner Status of Approved and a critical field needs updating.

Critical Fields that triggers the Revise Offering Form

- Time/Location
- Credit Hours
- Building Preference
- Media Preference
- Room Preference

How to: Edit Revise Offering Form

Click for printable version.
Offerings Planner – Revise Offering Form

The Revise Offering Form is used to submit credit hours, summer subsession, and Time & Location changes to via workflow.

1) After adding a course section, click view link for the desired section.

2) This link goes to the Summary screen for the selected section.
   - Select Revise Offering Form from the drop down list, or click either Credit Hours, Time/Location or one of the off-cycle links (if visible).
Offerings Planner – Revise Offering Form (cont.)

3) Complete the necessary fields.
4) Click Submit to Workflow.

You will receive the following message.