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.

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: 9:30 AM | * End: 10:20 AM | ☑ Time/Day is Arranged |

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).

Display Off-cycle sample screen shot

| Recurrence Dates | * Start: 02/25/2014 | * End: 05/09/2014 |
Recurrence Dates

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

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

Display Yes screen shot

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**.

**Other**

- Sort Order: 10

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

**Back to Adding a Stand-alone Section page**

**Notes:**

- Street Address has a 30 character limit.