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>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Cur</th>
<th>Opt</th>
<th>ISTS Opt</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0A10</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>0A11</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 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](image1)

![Time](image2)

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

> **Display sample screen shot**

![Recurrence Pattern](image3)

* **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](image4)
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.

Location

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

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.

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

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

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

Back to Adding a Stand-alone Section page

Notes:

• Street Address has a 30 character limit.

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