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: [ ] AM ▼  * End: [ ] AM ▼  □ Time/Day is Arranged
```

Recurrence Pattern:
Select appropriate Recurrence Pattern.

```
Recurrence Pattern

☐ Daily  ☑ M W F  ☐ T R  ☐ Weekly  ☐ Monthly  ☐ Single Date

* Recur every 1 week(s) on:
[ ] Monday  [ ] Tuesday  [ ] Wednesday  [ ] Thursday  [ ] Friday  
[ ] Saturday  [ ] Sunday
```

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
```
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
  - [x] Location is Arranged

**Sort Order:**

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

**Other**

* Sort Order: **10**

**Notes:**

- Street Address has a 30 character limit.