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

You will receive the following message.

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**Offerings Planner – Revise Offering Form (cont.)**

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

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**Revise Offering Form**

**Rhetoric**

RHET 1030:0007 (010:003:0007)

Registration Status: Underway

Section Type: Stand-alone

Primary Instructor: Teacher, Joe

**Planner Status:** Approved

**Session:** Spring 2014

**Current Section Information**

- **Credit Hours:** 4
- **Off-cycle Section:** Yes
- **Time/Location:** 7:30A - 8:20A MWFTH 203 EPB

**Requested Information**

**Credit Hours:**

- 4

**Off-cycle Section:**

- Yes

**Time/Location:**

- 216 or 218 EPB or another room in EPB

**Media Preferences:**

- DVD Player

**Reason for Change:**

- Need a larger room based on enrollment counts.

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**Submit to Workflow**

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**Offerings Planner > Edit Section Information**

**Rhetoric**

RHET 1030:0007 (010:003:0007)

Registration Status: Underway

Section Type: Stand-alone

Primary Instructor: Teacher, Joe

**Planner Status:** Approval

**Session:** Spring 2014

**The Course Section has been submitted to Workflow.**

- **Section Number:** 0007
- **Course Title:** Rhetoric
- **Section Subtitle:**
- **Registration Status:** Underway
- **Section Type:** Stand-alone
- **Management Type:** Academic Unit Course
- **Delivery Modes:** Face to face
- **Delivery Tools:** ICON
- **Categories:**
- **Restrictions:** No