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**

Enter Start time, then select AM/PM from drop down list.
Enter End time, then select AM/PM from drop down list.

If Time/Day is Arranged box is checked, the Start and End Time fields will be greyed out.

![Time](image)

Select appropriate Recurrence Pattern.

![Recurrence Pattern](image)

Will default to the official start/end dates of the session (unless Off-cycle was selected on previous screen).

![Recurrence Dates](image)

Location

![Location](image)

The Is Off-site option will default to No. Select Building and Room from drop down lists.
If \textbf{Is Off-site} option is \textbf{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.

- **Building Name**: Cedar Rapids Center
- **Street Address**: 221 2nd Ave, Suite 303
- **City**: Cedar Rapids
- **State**: IA
- **Country**: UNITED STATES

If Location is Arranged box is checked, the other fields will be greyed out.

Don't need to change the default. Click \textbf{Save}.

Note: Fields marked with (*) are required.
• Street Address has a 30 character limit.