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 the 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.

Select appropriate Recurrence Pattern.

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

The Is Off-site option will default to No. Select Building and Room from drop down lists.
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.

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

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

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