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.

```
Offerings Planner > Sections

Cultural Anthropology
ANTH:1101 (113:003)
Admin Home: ANTH 1101 (113:003)
Cross-references: 15:1101 (110:008)

Viewing: [Default]
New: Click here to add a new section

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Section</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Ctu</th>
<th>Opt</th>
<th>SecIS</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>view DA10</td>
<td>Open</td>
<td>Planning</td>
<td>1:20P - 2:20P M</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td>Disc</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>view DA11</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:30P M</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td>Disc</td>
<td></td>
<td></td>
<td>3</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.

**Time**

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

Make the necessary changes to the pop up window.
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

<table>
<thead>
<tr>
<th>Start:</th>
<th>AM</th>
<th>End:</th>
<th>AM</th>
<th><strong>Time/Day is Arranged</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30</td>
<td>AM</td>
<td>10:20</td>
<td>AM</td>
<td></td>
</tr>
</tbody>
</table>

Select appropriate **Recurrence Pattern**.

### Recurrence Pattern

- Daily
- M W F
- T R
- Weekly
- Monthly
- Single Date

<table>
<thead>
<tr>
<th>Recur every</th>
<th>week(s) on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday, Wednesday, Friday</td>
</tr>
</tbody>
</table>

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

### Recurrence Dates

<table>
<thead>
<tr>
<th>Start:</th>
<th>End:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/25/2014</td>
<td>05/09/2014</td>
</tr>
</tbody>
</table>

### Recurrence Dates

<table>
<thead>
<tr>
<th>Start:</th>
<th>End:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/21/2014</td>
<td>05/09/2014</td>
</tr>
</tbody>
</table>

### 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).

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.

Notes:
• Street Address has a 30 character limit.