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.

<table>
<thead>
<tr>
<th>Offerings Planner &gt; Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH:1101 (113:003)</td>
</tr>
<tr>
<td>Admin Hrs: ANTH:1101 (113:003)</td>
</tr>
<tr>
<td>Cross-references: IS:1101 (197:008)</td>
</tr>
</tbody>
</table>

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

* Start: AM * End: AM  Time/Day is Arranged

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

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

Recurrence Dates

* Start: 02/25/2014  * End: 05/09/2014

Recurrence Dates

* Start: 01/21/2014  * End: 05/09/2014

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 the 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 the City field, and leave other fields blank.

If the 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.