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**

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