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](image1)

Select appropriate **Recurrence Pattern**.

![Recurrence Pattern](image2)

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

![Recurrence Dates](image3)

**Location**

![Location](image4)

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.