This page contains information related to editing the Revise Offering Form in Offering Planner. The Revise Offering Form is used when a section has a Planner Status of Approved and a critical field needs updating.

**Critical Fields that triggers the Revise Offering Form**

- Time/Location
- Credit Hours
- Building Preference
- Media Preference
- Room Preference

**How to: Edit Revise Offering Form**

Click for [printable version](#).
Offerings Planner – Revise Offering Form

The Revise Offering Form is used to submit credit hours, summer subsession, and Time & Location changes to via workflow.

1) After adding a course section, click view link for the desired section.

2) This link goes to the Summary screen for the selected section.
   - Select Revise Offering Form from the drop down list, or click either Credit Hours, Time/Location or one of the off-cycle links (if visible).
3) Complete the necessary fields.
4) Click **Submit to Workflow**.

You will receive the following message.

**Offerings Planner > Edit Section Information**

- **The Course Section has been submitted to Workflow.**
- **Section Number:** 0007
- **Course Title:** Rhetoric
- **Section Subtitle:**
- **Registration Status:** Underway
- **Management Type:** Academic Unit Course
- **Delivery Modes:** Face to face
- **Delivery Tools:** ICON
- **Categories:**
- **Restrictions:** No