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.
**Location**

- Request a General Assignment Classroom: [ ] Yes [ ] No [ ] Location is Arranged

Is Off-site: [ ] Yes [ ] No

- Building: [ ] ABW [ ] Room: [ ] 110

Non general assignment classrooms must be reserved with the controlling department.

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.

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**Location**

- Request a General Assignment Classroom: [ ] Yes [ ] No [ ] Location is Arranged

Is Off-site: [ ] Yes [ ] No

**Building Name**: Cedar Rapids Center

**Street Address**: 221 2nd Ave, Suite 303

**City**: Cedar Rapids **State**: IA

**Country**: UNITED STATES

If Location is Arranged box is checked, the other fields will be greyed out.

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Don't need to change the default. Click Save.

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**Other**

- Sort Order: [ ] 10

Note: Fields marked with (*) are required.

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Back to Adding a Stand-alone Section page

Notes:
• Street Address has a 30 character limit.