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.

\[
\begin{array}{|c|}
\hline
\text{Time} \\
\hline
\text{Start: } & \underline{AM} & \text{End: } & \underline{AM} & \checkmark \text{ Time/Day is Arranged} \\
\hline
\end{array}
\]

Select appropriate Recurrence Pattern.

\[
\begin{array}{|c|}
\hline
\text{Recurrence Pattern} \\
\hline
\text{Daily} & \checkmark \\
\text{M W F} & \checkmark \\
\text{T R} \\
\text{Weekly} \\
\text{Monthly} \\
\text{Single Date} \\
\hline
\end{array}
\]

\[
\begin{array}{|c|}
\hline
\text{Recurrence Dates} \\
\hline
\text{Start: } & 02/25/2014 \\
\text{End: } & 05/09/2014 \\
\hline
\end{array}
\]

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

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**.

### 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.

### 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

### Location

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

### Other

- **Sort Order:** 10

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