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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
<th>Recurrence</th>
<th>Dates</th>
<th>Facility Capacity</th>
<th>Sort Order</th>
<th>Updated By</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:30P - 2:20P M</td>
<td>M</td>
<td>08/25/2014 - 12/12/2014</td>
<td>10</td>
<td>REG-COURSE-REPLICATION</td>
<td>09/26/2013 01:26</td>
<td>delete</td>
</tr>
</tbody>
</table>

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 the 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.
• Street Address has a 30 character limit.