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

**Recurrence Dates**

* Start: 02/25/2014 * 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 **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.

- **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.

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

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