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.

<table>
<thead>
<tr>
<th>Offerings Planner &gt; Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH:1101 (113:003)</td>
</tr>
<tr>
<td>Admin Hrs: ANTH:1101 (113:003)</td>
</tr>
<tr>
<td>Cross-references: 15-1101 (187:008)</td>
</tr>
</tbody>
</table>

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.

OR

Click **Time & Location** to modify an existing row.
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.

Select appropriate Recurrence Pattern.

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.

**Location**

- Request a General Assignment Classroom: [ ] Yes [ ] No
- **Location is Arranged**
- [ ] Location is Arranged
- [ ] Is Off-site: [ ] Yes [ ] No
- Building: **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.

**Location**

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

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

**Other**

- Sort Order: [ ] 10

**Note:** Fields marked with (**) are required.

Save

Back to Adding a Stand-alone Section page

Notes:
- Street Address has a 30 character limit.