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 the 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]

Time
* Start: 9:30 AM * End: 10:20 AM [Time/Day is Arranged]

Select appropriate Recurrence Pattern.

Recurrence Pattern
- Daily
- M W F
- T R
- Weekly
- Monthly
- Single Date

Recurrence Pattern
* Recur every [1] week(s) on:
- [Monday] [Tuesday] [Wednesday] [Thursday] [Friday]
- [Saturday] [Sunday]

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 **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.