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</td>
<td>M</td>
<td>08/25/2014 - 12/12/2014</td>
<td>10 REG-COURSE-REPLICATION</td>
<td>09/26/2013 01:26</td>
<td>09/26/2013</td>
<td>01:26</td>
</tr>
</tbody>
</table>

**Time**

Enter **Start** time, then select **AM** / **PM** from drop down list.

Make the necessary changes to the pop up window.
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.
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.

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
- 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

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  Cancel

Notes:
• Street Address has a 30 character limit.