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](image)

Time

* Start: 9:30 AM * End: 10:20 AM

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

![Recurrence Pattern](image)

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](image)

**Recurrence Dates**

* Start: 01/21/2014 * End: 05/09/2014

![Recurrence Dates](image)

**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.

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 the 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

Back to Adding a Stand-alone Section page

Notes:
• Street Address has a 30 character limit.

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