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]

Select appropriate Recurrence Pattern.

![Recurrence Pattern]

Will default to the official start/end dates of the session (unless Off-cycle was selected on previous screen).

![Recurrence Dates]

Location

![Location]

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.

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