

Changing the Custom Dates on a Variable Term Course

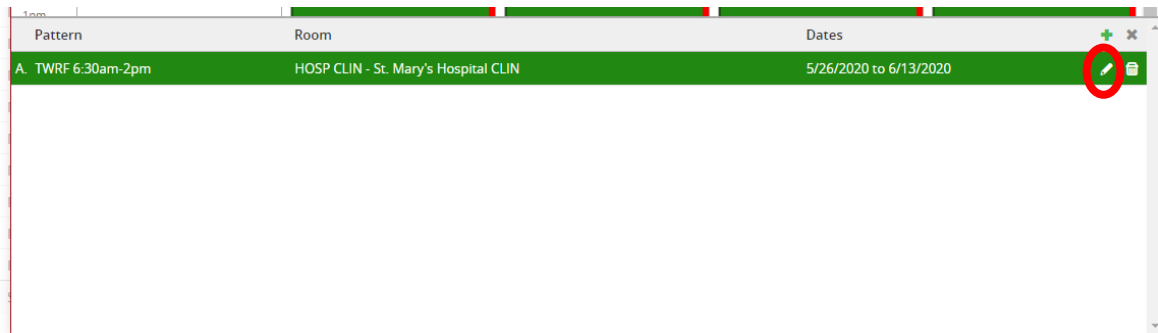
1. In the Edit section screen of the section that you are needing to change, click on the calendar under **Schedule**.

The screenshot shows the 'Edit Section' form for 'SUTE 220-001: Surg Practicum I (CRN: 16290; CLSS ID: 290)'. The form is divided into several sections: Section Information, Section Attributes, Course Attributes, Enrollment, and Comments. The 'Schedule' field is circled in red, showing 'TWRF 6:30am-2pm' with a calendar icon and a red 'x' button. The 'Enrollment' section shows '2 current, 8 prior' students. The 'Comments' section contains a note: 'I need help with making the term end for this class on 6/10/20 so that other classes will not be affected by the dates. Thanks for'. At the bottom right, there are 'Cancel' and 'Save Section' buttons.

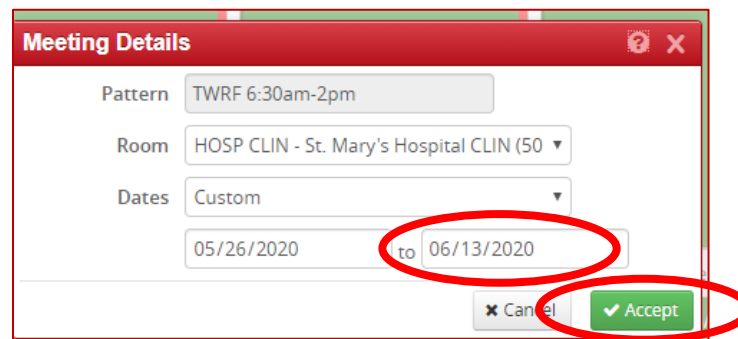
2. Next, click on the “Meetings” box in the bottom left-hand corner.

The screenshot shows the 'Scheduling' calendar view for 'SUTE 220-001: Surg Practicum I (CRN: 16290, CLSS ID: 290)'. The calendar displays a grid of days from Monday to Friday. The 'Meetings' button in the bottom left corner is circled in red. The calendar shows a meeting for 'A. SUTE 220-001 B 6:30 - 2p' on Tuesday, Wednesday, Thursday, and Friday. At the bottom right, there are 'Cancel' and 'Accept' buttons.

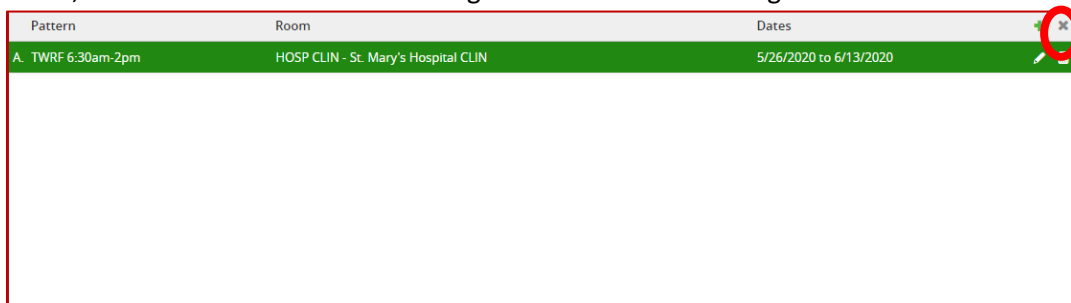
3. Click on the “Pencil” icon to make a change to the current meeting session.



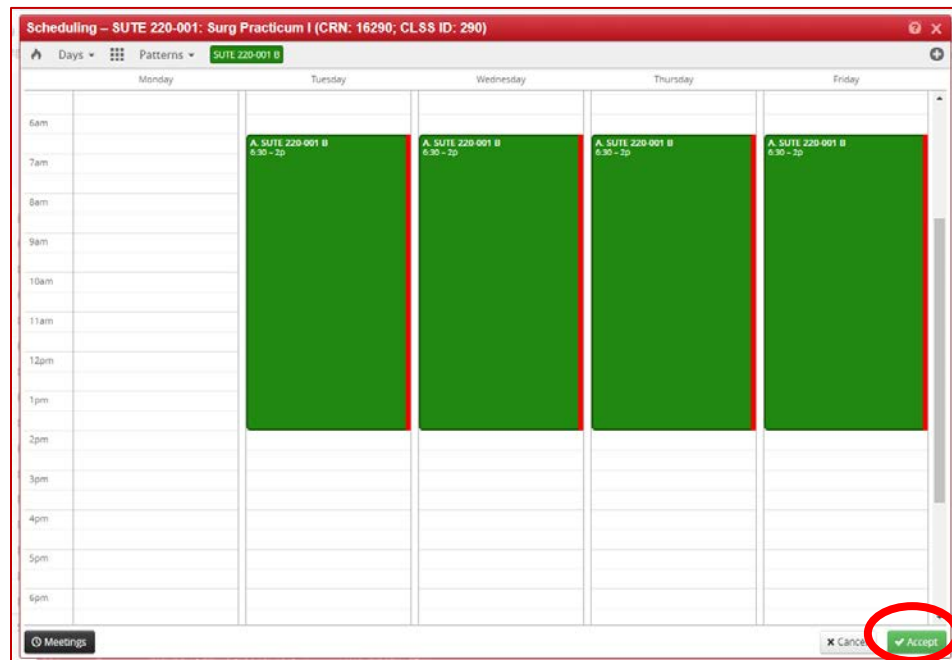
4. On the “Meeting Details” pop-up, type/change the date in the box below custom dates.
- The start date **MUST** remain the same
 - The end date **MUST** be within the part of term.
 - Date **cannot** be after the last date listed of the part of term selected but can be anytime within the dates of the variable part of term.
 - CHANGING CUSTOM DATES IS ONLY TO BE USED FOR VARIABLE PART OF TERM CLASSES.
Do not use custom dates on any other part of term!!!
5. Once you have selected the date you want, click on the **Accept** button.



6. Next, click on the “X” in the corner to get back to the Scheduling Screen.



7. Click “Accept” button at the bottom right-hand corner to save your changes to the Schedule.
 - a. Note: if you just click the “X” in the upper right-hand corner, your changes will NOT save.



8. Click on “Save Section” to save your changes overall.

