Changing the Custom Dates on a Variable Term Course
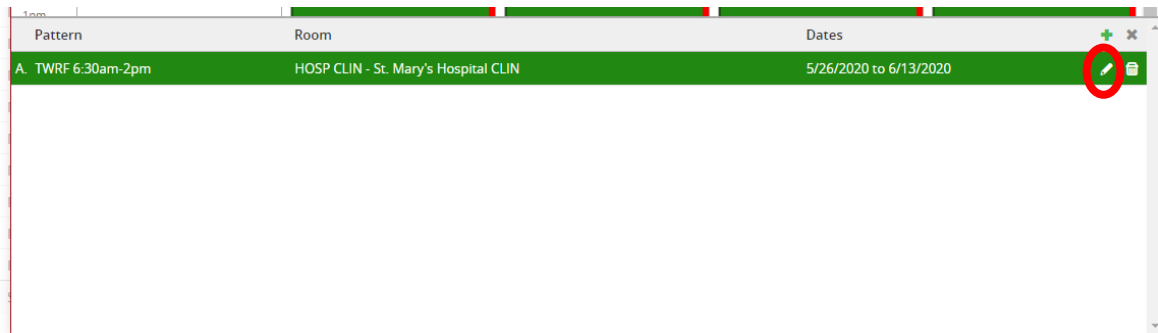
1. In the Edit section screen of the section that you are needing to change, click on the calendar under **Schedule.**

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

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.
   a. The start date MUST remain the same
   b. The end date MUST be within the part of term.
      i. 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.
   c. <u>CHANGING CUSTOM DATES IS ONLY TO BE USED FOR VARIABLE PART OF TERM CLASSES</u>. 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.
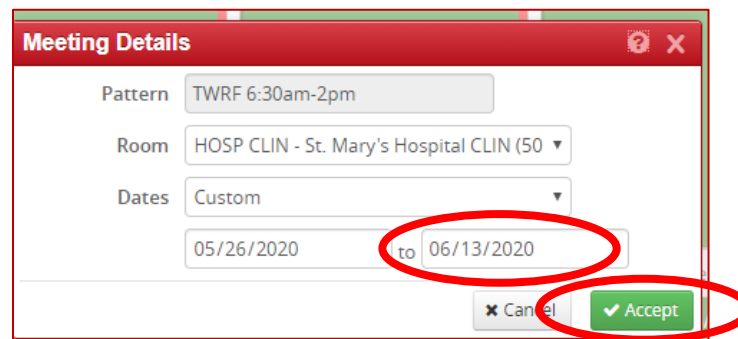
6. Next, click on the "X" in the corner to get back to the Scheduling Screen.
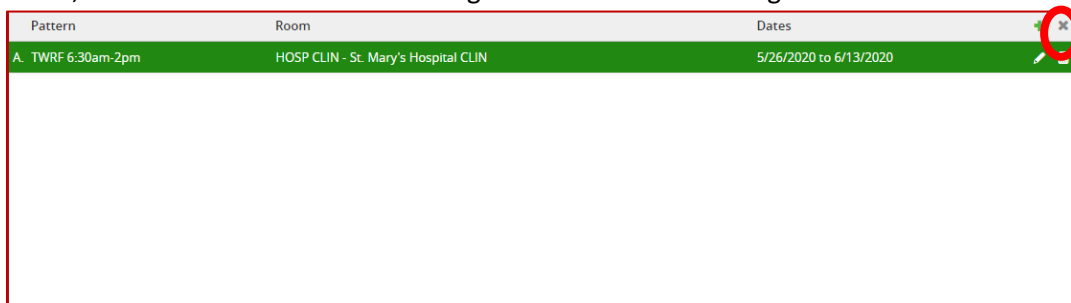
7. Click "Accept" button at the bottom right-hand corner to save your changes to the Schedule.
   a. Note: if you just click the "X" in the upper right-hand corner, your changes will NOT save.
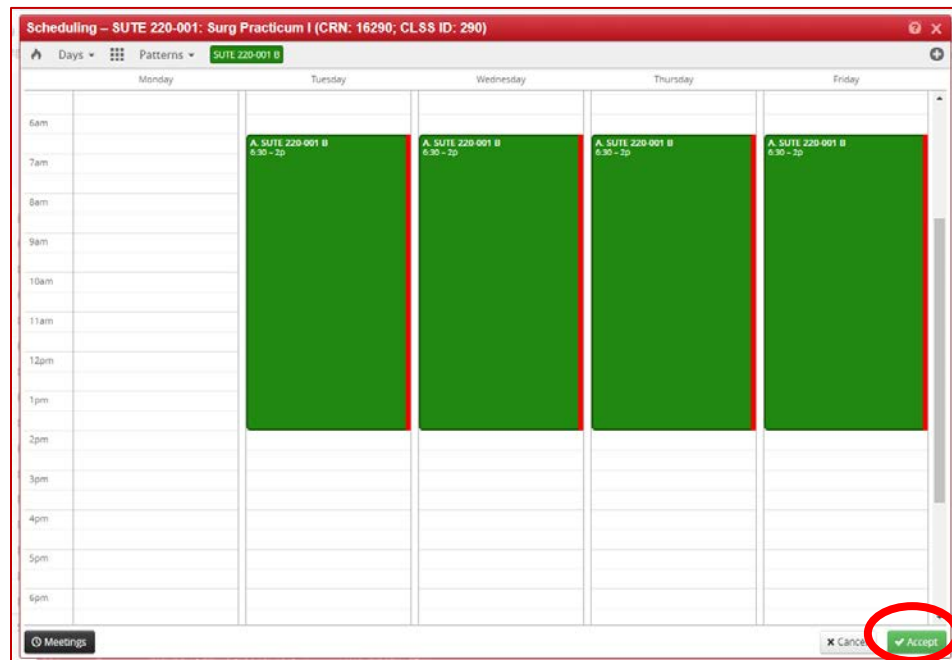
8. Click on "Save Section" to save your changes overall.