



# **scheduling\_msalgo\_meeting\_times**






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The meeting times for the selected section are listed. A course section must have at least one meeting time and can have up to four meeting times.

Click +Add to add a meeting time. A row is added to the grid.

|   |  |
|---|--|
| <b>Sec-Meet</b>   | A sequential number is displayed for each meeting time you add.  |
| <b>Sem</b>  | Select the code indicating the semester(s) the class meets.  |
| <b>Frm To</b>   | Select the beginning and ending periods when the class begins and ends.  |
| <b>Instr</b>  | Click  to <a href="#">select an instructor</a> .  |
| <b>Room</b>   | Type the room number in which the class meets, up to four characters.  |
| <b>Days</b>   | Select the code indicating the day(s) the class meets.   |
|  | <p><a href="#">Delete a meeting time.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> |



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