

Viewed by: Learners

Topic: Request a new scheduled offering

Description: Requesting a new scheduled offering for a course which is either oversubscribed or currently has no suitable dates.

Content:

After browsing the catalogue (help to do this can be found here: [Browse/search the Learning Zone catalogue](#)) and finding a course you are interested in enrolling onto you can:

- Select the course title or **More**, to view course details
- Select **Assign to Me**, which puts the learning item in your learning plan, but doesn't actually book you onto the course, and
- Select **See Offerings** to review scheduled offerings available

If you want to book onto a learning item but there are no scheduled offerings available, or none of the dates of the scheduled offerings are suitable, select **Request Schedule**. The registration page will open and you will need to scroll down to the **Request Schedule** section at the bottom of the page.

Enter **Need By Date**, **Preferred Region**, **Preferred Location** and **Comments** (optional) as required. Then select **Request**. This tells your learning team that you need to take a course, but there are no suitable dates.

Note: Please be aware that a request for a new scheduled offering is only a request, and might not be fulfilled, depending on a range of organisational considerations.

If the learning team acts on your request and arranges new dates, an email will be sent to you confirming that new scheduled offerings are available and that you can now enrol. If a course will not be available for the foreseeable future, you will be contacted by the learning team as well.

If you have any queries or need help please contact course.booking.enquiries@hants.gov.uk