How to Enter Office Hours in Self-Service Banner

- Why do it?
  - Students can look this information up once you enter it, as can staff and fellow faculty.
- To enter your hours, log on to Self-Service Banner (go to Faculty/Staff homepage, select Banner from Administrative Toolbox, and then select Self-Service Banner).
- Choose Faculty Services

Choose Faculty Menu

Select Office Hours
- Scroll down to show the grid. Enter times (military time) and select day(s). Select Contact Number from the drop-down menu, add your office number in Location, and enter semester dates (Fall 2012: 08/20/2012-12/10/2012). Check Display.
- To enter different hours (for example, for finals week), go to the next line in the grid and enter the hours with different dates.
In the **Copy To** box, choose your course and hit **Submit**. Repeat for all courses for which these office hours apply.