

# How to Add Office Hours and a Syllabus to Courses in Self Service Banner

July 5,  
2007EMH

# Accessing Banner Self Service

- Open the ECU homepage  
<http://www.ecu.edu/>
- Select OneStop icon
- Enter your Pirate ID and Passphrase
- Select Banner Self Service from the ONESTOP tools page.

# Select Faculty and Advisor Menu

[Personal Information](#) [Student and Financial Aid](#) [Faculty Services](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

### [Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

### [Student and Financial Aid](#)

Apply for Admission, Register, View your academic records and Financial Aid

### [Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

RELEASE: 7.4

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## 5 Steps to Adding Office Hours

1. Select Office Hours from Course Option Menu
2. Select Term
3. Select the course
4. Enter the appropriate information.
5. Select Submit

Step 1: Select Office Hours

Step 2: Enter term.

## Faculty and Advisors

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[Advisee Information Menu](#)

### **Course Options**

[Term Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Active Assignments](#)

[Office Hours](#)



[Syllabus Information](#)

[Course Roster](#)

[Final Grades](#)

[Assignment History](#)

[CRN Selection](#)

[Look Up Classes](#)

[Class Schedule](#)

[Course Catalog](#)

[Add or Drop Classes](#)

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## Step 3: Select the Course

East Carolina University

Personal Information

Student and Financial Aid

Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Select a CRN

CRN:

Additional courses will appear in drop down menu.

[ [Enter CRN Directly](#) ]

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You can enter a CRN number directly and access other faculty office hours.

# Step 4: Enter your office hour information.

Enter all information fields and be sure to select display.

*Office Hours* Enter contact phone number.

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Dis
0900	1100	M T W Th F S U <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None	105 Wr	08/22/0007	12/01/0007	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

Enter office hours. Enter days of the week. Enter office location. Enter date range for office hours.

Copy To:  Enter contact phone number.

Copy To:

Be sure to copy the office hours to the course. Then select Submit.

# Step 5: Submit.

## Office hours have been successfully changed.


You have successfully changed your office hour information.

### Course Information

COAD 1000 - 82753 - COAD 1000 - 227

CRN: 82753

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Classroom	2:00 pm - 2:50 pm	TR	Bate, Harold H. (formerly GCB) 01027	Aug 22, 2007 - Dec 07, 2007	Lecture	Elizabeth M. Hand (P) 

### Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Dis
0900	1100	<input checked="" type="checkbox"/> M <input type="checkbox"/> T <input checked="" type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None	105 Wtr	08/22/0007	12/01/0007	<input checked="" type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>

## Three Steps to Adding a Syllabus.

1. Select Syllabus Information
2. Enter information for the course
3. Select Submit

# Step 1: Select Syllabus Information

## Faculty and Advisors

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[Advisee Information Menu](#)

### **Course Options**

[Term Selection](#)

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# Step 2: Enter information fields on the course.

## *Course Information*

Student Development and Learning in Higher Education - 82753 - COAD 1000 - 227

**Levels:** Undergraduate

**Status:** Active

82753 CRN

Main Campus Campus

Lecture Schedule Type

Face to Face Instructional Method

## *Syllabus Data*

**Long Section Title**

**Course URL:**

**Learning Objectives**

**Required Materials**

**Technical Requirements**

Submit

Reset

# Step 3: Select Submit

## Syllabus Information will appear.

COAD 1000--Student Development and Learning in Higher Education - 82753 - COAD 1000 - 227

**Levels:** Undergraduate

**Status:** Active

82753 CRN

Main Campus Campus

Lecture Schedule Type

Face to Face Instructional Method

### *Syllabus Data*

**Long Section Title**

COAD 1000--Student Development and Learning in Higher Education

**Course URL:**

**Learning Objectives**

Students will learn essential study and life skills as well as major exploration. Students will also be introduced to key campus resources in order to foster a successful transition to the university community in addition to improving overall study and time management skills.

It is the objective of COAD 1000 to guide incoming freshmen through their transitioning year on the ECU campus. Topics to be covered include dealing with change, interacting with faculty members, appropriate classroom behavior, increasing self esteem and motivation, goal setting skills, learning styles, test taking tips, issues involving academic difficulty, understanding your GPA, wellness issues, communication and speaking skills, and major exploration.

**Required Materials**

**Technical Requirements**

Submit

Reset

Have any questions?  
Contact the  
Office of the Registrar

[Regis@ecu.edu](mailto:Regis@ecu.edu)