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

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
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

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
Step 3: Select the Course

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.

Be sure to copy the office hours to the course. Then select Submit.
Step 5: Submit.
Office hours have been successfully changed.

Yes, you have successfully changed your office hour information.

Course Information
COAD 1000 - 82753 - COAD 1000 - 227

CRN: 82753

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>2:00 pm - 2:50 pm</td>
<td>TR</td>
<td>Bates, Harold H. (formerly GCB) 01027</td>
<td>Aug 22, 2007 - Dec 07, 2007</td>
<td>Lecture</td>
<td>Elizabeth M. Hand (P)</td>
</tr>
</tbody>
</table>

Office Hours

<table>
<thead>
<tr>
<th>From Time (0000-2359)</th>
<th>To Time (0000-2359)</th>
<th>Day of the Week</th>
<th>Contact Number</th>
<th>Location</th>
<th>From Date (MM/DD/YYYY)</th>
<th>To Date (MM/DD/YYYY)</th>
<th>Dist</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>1100</td>
<td>✓</td>
<td>None</td>
<td></td>
<td>05/22/2007</td>
<td>12/01/2007</td>
<td>✓</td>
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<tr>
<td></td>
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<td></td>
<td>None</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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

Course Options
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Look Up Classes
Class Schedule
Course Catalog
Add or Drop Classes
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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Section Title</td>
<td></td>
</tr>
<tr>
<td>Course URL</td>
<td></td>
</tr>
<tr>
<td>Learning Objectives</td>
<td></td>
</tr>
<tr>
<td>Required Materials</td>
<td></td>
</tr>
<tr>
<td>Technical Requirements</td>
<td></td>
</tr>
</tbody>
</table>

[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**

<table>
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<tr>
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<th>COAD 1000 -- Student Development and Learning in Higher Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course URL:</td>
<td></td>
</tr>
</tbody>
</table>

**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 freshman 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