Banner Self-Service log-in is accessible from the Taft College homepage. Enter **User ID (A#)** and **PIN**. Click **Login**.
Select the **Faculty Services** tab of the main menu and double click on **Faculty and Advisors**.
Double click on **Office Hours**.
Select the **Term** from the drop down box. Click **Submit**.
On the next form, select one **CRN**. Click **Submit**.
Enter start time, end time, check day(s) of the week, choose a contact number if desired, enter office location, and enter from and to dates for the semester.

### Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indication is checked by clearing out From/To Times or From/To Dates and clicking Submit.

**Course Information**

Composition and Reading - 50151 - ENGL 1500 - 21

**CRN:** 50151

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type (Lecture or Lab)</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class (Lecture or Lab)</td>
<td>6:40 pm - 9:30 pm</td>
<td>W</td>
<td>05 Aug 2010 - Dec 17, 2010</td>
<td>Lecture</td>
<td>Denice A. McCauley (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 From Date (MM/DD/YYYY)</th>
<th>To Date (MM/DD/YYYY)</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M T W F S U</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>None</td>
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<td></td>
<td></td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Copy To:** Select To Copy

**Submit**  **Reset**

Return to Previous
See example below. Ensure that there is a check mark under the **Display** column to display the information to students. Click **Submit**.

### Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours by clearing out From/To Times or From/To Dates and clicking Submit.

#### Course Information

**Composition and Reading - 50151 - ENGL 1500 - 21**

**CRN:** 50151

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#### Office Hours

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<tr>
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<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>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300</td>
<td>1400</td>
<td>M T W F S U</td>
<td>None</td>
<td>Admin</td>
<td>08/23/2010</td>
<td>12/17/2010</td>
<td></td>
</tr>
</tbody>
</table>

**Copy To:** Select To Copy

[Submit] [Reset]
The following confirmation will appear.

Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

You have successfully changed your office hour information.
Registered students can see your office hours by clicking on the name of the **Assigned Instructor** in their Student Detail Schedule.
To copy your office hours to additional classes, select additional classes one by one in the **Copy to** drop down box and click **Submit** for each one.
Questions?

- Please contact the Office of Instruction for further information or questions at 763-7919