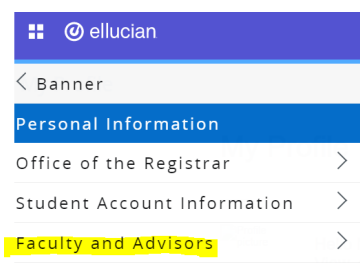**How to Enter Office Hours**
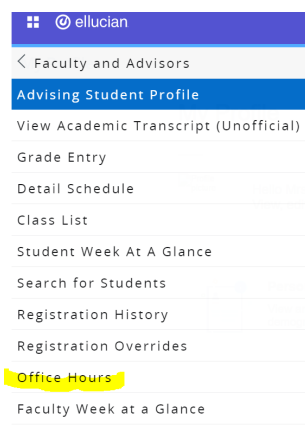
Office Hours

*It is optional to list your office hours in Banner.

1. Log in to Banner. Click the Faculty and Advisors tab.

2. Click the Office Hours Link. Select current semester.

3. Select the CRN* for your course. Click Submit.

4. Fill in the appropriate information.

Office Hours								
From Date	To Date	From Time	To Time	Days Mon Tue Wed Thu Fri Sat Sun	Contact Number	Location	Display	Delete
12/01/2022	12/06/2022	03:00	06:00	☐ ☐ ☑ ☑ ☐ ☐ ☐	Business 330-... ⌄	farrell hall	☑	☐

Results found: 1

Page 1 of 1 Per Page 100 ⌄

==5. *Do this for each CRN. **Use the Copy to:** field at bottom of screen to choose the same office hour's set-up for previous classes.==

⊕ **Add new Row**

Select Copy to ⌃
Select Copy to
Fall 2022 FD:T1:Drawing I (10472)

mit