How to Register Online

New students must file an application at least 10 business days prior to registering.

1. Go to (www.gavilan.edu). Click on the MyGAV icon.
2. Log in to MyGAV. Enter your “G” number and PIN. Click Login.
3. On the Main Menu page, select the Student Tab.
4. On the Student page, click the Gavilan Self-Service Banner box.
5. On the Main Menu page, select Student.
6. On the Student Menu page, select Registration.
7. On the Registration page, click on Add or Drop Classes.
8. On the Registration Term page, select the term from the drop down list for which you will enroll (e.g. Fall 2011).
9. On the Add or Drop Classes page, enter the CRNs of the courses you wish to register for and select Submit Changes.
10. If Status=“Web Registered” then you have successfully registered.
11. To pay for the class(es) you have registered for, go to the bottom of the page and select Registration Fee Assessment and you will see your account balance information and payment instructions.

General Information

Attendance If you fail to attend the first class session you may be dropped by the instructor in order to admit waiting students. It is your responsibility to drop the course. Do not assume that the instructor will do so. You MUST officially withdraw from a class before the refund deadline in order to receive a refund, even if you have never attended the class.

Advisories A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level. This becomes critical in being able to read and understand college textbooks.

Campus Safety and Crime Statistics Contact the Gavilan College Security Department at 408-710-7490 (or dial “10” from any campus extension) to report criminal or potential criminal activity. Campus safety information and crime statistics are available online at www.gavilan.edu/safety. If you would like a hard copy of this information, copies are available at the Campus Security office (S/F bldg.) or call 408-848-4703 to have a copy mailed to you.

Course Repetition Effective Summer 2012, each course may be attempted a maximum of three times at the same college. An “attempt” is any enrollment in a course after the “No Record Shown” deadline, and that is recorded on your transcript as a “W”, “I”, “CR”, “NC”, “P”, “NP”, or a letter grade (A, B, C, D, F, etc.). Registration for the third attempt must be accompanied by a statement of understanding of repeat limits signed by the student and a counselor along with a registration or add card also signed by the counselor. Attempts made prior to Summer 2012 are counted towards the total number of attempts.

Pass/No Pass, Letter Grade Option Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of “A”, “B”, “C”, etc. The grading option is shown by the class listing in the schedule. See 2011-2013 Catalog for details.

Prerequisites and Co-requisites A prerequisite is a course or skill level that is required before you can enroll in another course. Courses used to meet prerequisite requirements must have been completed with a “C” grade or better or “Pass”. A co-requisite is a set of courses that you must take at the same time.

Challenging a Prerequisite: If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a Challenge Form. See 2011-2013 Catalog for details.

Transcripts will be released ONLY with written authorization. Telephone requests will not be accepted. The first two copies are free; there is a $4 charge for each copy thereafter. Transcripts are normally sent out within ten business days of the request. This response time may be longer during busy periods such as the first two weeks of a new semester. Urgent requests cannot be honored during the late registration period but can normally be produced within 48 hours at a cost of $7 per copy. Unofficial transcripts are available online.