How to Make a Payment in Self-Service Banner

1. Go to the Gavilan website http://www.gavilan.edu and click on the Self-Service Banner link.

2. Log in to Self-Service Banner. Enter your Gavilan ID and your Personal Identification Number (PIN). When finished, select Login.

3. Click on Student Tab or button. Then select Student Account - the 4th option on the page. Then, on the next screen, click on Account Detail for Term.

4. On the Select Term window, select a term. e.g. if you want to see if you owe money for the fall, select Fall 2009 and click the Submit button.

5. Account Detail for Term (view your balance due). Click on the Pay Now button to make a payment online.
   - Net Term Balance means what you owe for that specific term.
   - Net Balance for Other Terms means what you owe for any other terms.
   - Account Balance is the total amount that you owe.
   - Click on the Pay Now button to make a payment online.

6. You can pay with American Express, Discover, Mastercard or Visa (including debit cards) to make an online payment.
   - Enter data and click on the Submit Payment button.

Don’t let this happen to you!

FAILURE TO PAY BY THE DEADLINES BELOW WILL RESULT IN YOUR BEING AUTOMATICALLY DROPPED FROM ALL OF YOUR CLASSES!

Starting Spring Semester 2010, all students, upon registration, will be required to pay in full within a short period of time in order to stay registered for classes.

Non payment of fees by the deadlines listed below will result in students being dropped from their classes (deregistered).

Students who receive financial aid will be expected to pay any fees that are not covered by grants and other aid. If you are unsure if you qualify for aid or the amount you will be expected to pay in fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on Self Service Banner.

Students will not receive notification that they have been dropped from classes.

To check your registration status, go to www.gavilan.edu and log in to Self Service Banner. Go to:

- Student Menu and click on
- Registration
- Select Active Registration (if you do not see your classes listed, return to the Student Menu and select Student Account to view your account balance.)

PAYMENT DEADLINES

Students who register between the following dates must pay their bill in full before the drop date/time in order to remain in classes.

<table>
<thead>
<tr>
<th>Last Day to Pay</th>
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<tbody>
<tr>
<td>Nov 30 – Dec 4 (Priority Registration*)</td>
<td>December 16, 2010 at 4:00 pm</td>
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<tr>
<td>Dec 7 – Dec 16</td>
<td>December 16, 2010 at 4:00 pm</td>
</tr>
<tr>
<td>Dec 17 – Jan 6</td>
<td>January 6, 2010 at 4:00 pm</td>
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<tr>
<td>Jan 7 – Jan 20</td>
<td>January 20, 2010 at 4:00 pm</td>
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We are anticipating that more students than ever will apply to Gavilan College and we expect classes to fill quickly. For best selection, register early, but be prepared to pay by the payment deadline.

*Priority registration is for continuing students.

Payment of fees can be made in the following ways:

- **Self-Service Banner** You can pay with American Express, Discover, Mastercard or Visa (including debit cards.)
- **In Person** at the main campus or at the Hollister or Morgan Hill sites.
- **By Mail** Include your Gavilan ID number on the check and mail to:
  
  Gavilan College
  Admission and Records Office
  Attn: Diane Sousa, Student Accounts
  5055 Santa Teresa Blvd.
  Gilroy, CA 95020