Your myGAV Portal

Register/Add/Drop Classes using Gavilan’s Self-Service Banner
Check Class Availability and Fees
Choose Pass/No Pass Options and Prerequisites
Search for classes by time, day, part of term, method of instruction
View and print your semester schedule
View your financial account and pay your bill with a credit card
View and print grades and unofficial transcripts
Update personal information
View your Education Plan and see how close you are to completing your degree in MyDegreeWorks
Access and manage your personal, course and school calendars.

FIRST: Go to the Gavilan homepage (www.gavilan.edu). Click on the MyGAV icon.

Current Users:
Log in to MyGAV
Enter your “G” number and PIN.
Click Login and...
...explore the My Gav and Student tabs

First Time Users:
Create Your MyGAV Account
Click the link that says Get Your Gavilan ID and PIN and follow the steps below.

a. Enter your name exactly as it appears on your application.
   Enter your social security number.
   Enter your date of birth. (mm/dd/yyyy).
   Click on Get Gavilan ID.

b. Write down your ID (“G-number”). Write down your PIN. This is a temporary PIN. In the next step you will create your permanent PIN. If you are unable to access your Gavilan ID# and PIN call the help line at 408-848-4736, Mon-Thur, 9 am - 5 pm.
   Click on the Log in to Gavilan Self-Service Banner link at the bottom of the page. Click Login.

c. On this screen enter your ID and temporary PIN. Click Login.

d. Enter your temporary PIN number first, then choose a new six digit number that you will remember and enter it on the next two lines.
   Click Login.

e. On this screen, enter a security question. It should be something that has an answer that does not change and you will always know (for example, “What town was my sister born in?”) On the next line, enter the answer.
   Once you submit this question and answer, you will be your personalized Banner account.

Please Confirm your Pin:
Question:
Answer
Submit
Not Selected
Re-enter old PIN:
New PIN:
Re-enter new PIN:
Login

Please enter your new Security Question and Answer Then Submit Changes.

First Name:
Last Name:
SSN:
Date of Birth:

Secure Access Login
Gavlan ID:
PIN:
Login
Cancel
Having problems logging in? Click here

Get Gavilan ID
First Name:
Last Name:
SSN:
Date of Birth:

Get Gavilan ID

Login Verification Change PIN
X Either you are a first-time user or you will have to change your PIN before
Reseter Old PIN:
New PIN:
Re-enter PIN:

Login
How to Register for Classes
New students must file an application at least 8 business days prior to registering.

1. Go to the Gavilan homepage (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 in the Gavilan Self-Service Banner box.

6. On the Main Menu page, select Student.

7. On the Student Menu page, select Registration.

8. On the Registration page, click on Add or Drop Classes.

9. On the Registration Term page, select the term from the drop down list for which you will enroll (e.g. Fall 2010).

10. On the Registration page, select Add or Drop Classes.

11. On the Add or Drop Classes page, enter the CRNs of the courses you wish to register for and select Submit Changes.

12. If Status=**Web Registered** then you have successfully registered for the class(es).

10. 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.

myDegreeWorks
Your account will provide 24/7 online access to:

- View your progress toward a Gavilan degree or certificate.
- Keep track of courses you must take to complete your degree or certificate.
- Check other degree options without any commitments.
- View and print your educational plan.
- View Notes from the counseling and administrative offices.
- Use a GPA calculator to determine your term or graduation GPA.

Schedule a counseling appointment to develop your individualized, comprehensive educational plan.

To schedule a counseling appointment visit the Counseling Office - SC 113 (Student Center) or go to www.gavilan.edu/counsel.

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**Spring 2011**

**Web Registered** on Nov 29, 2011

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**Web Registered** on Nov 29, 2011
Don’t let this happen to you!

All students will be required to pay for their classes in full by the posted payment deadline nearest to the date of their registration. For some students this may be the same day that they register. Please refer to the Payment Deadline chart below, or online at my.gavilan.edu.

Even those students who receive financial aid will be required to pay some minimal fees (some as low as $1.00) before the payment deadline or risk being dropped from ALL classes.

For those students who add classes after the initial registration, you MUST check your account balance. If you owe additional fees, you must pay those before the payment deadline or you will be dropped from ALL your classes, even those you registered for earlier.

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

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 MyGAV.

PAYMENT DEADLINES for SPRING 2011

Student must pay ALL fees and the outstanding balance on their accounts by the deadline or they will be dropped from ALL classes!

<table>
<thead>
<tr>
<th>Register Between</th>
<th>Last Day to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 18, 8:00 am - Dec 1, 2:30 pm</td>
<td>Wednesday, Dec 1, 2:30 pm</td>
</tr>
<tr>
<td>Dec 1, 5:00 pm - Dec 15, 2:30 pm</td>
<td>Wednesday, Dec 15, 2:30 pm</td>
</tr>
<tr>
<td>Dec 15, 5:00 pm - Jan 5, 2:30 pm</td>
<td>Wednesday, Jan 5, 2:30 pm</td>
</tr>
<tr>
<td>Jan 5, 5:00 pm - Jan 19, 2:30 pm</td>
<td>Wednesday, Jan 19, 2:30 pm</td>
</tr>
<tr>
<td>Jan 19, 5:00 pm - Jan 26, 2:30 pm</td>
<td>Wednesday, Jan 26, 2:30 pm</td>
</tr>
<tr>
<td>Jan 26, 5:00 pm and after</td>
<td>Day of Registration</td>
</tr>
</tbody>
</table>

De-Registration will occur and Registration (MyGAV and in-person) will be closed from 2:30 - 5:00 pm on each deadline day.

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.

Payment of fees can be made in the following ways:

Go to your MyGAV Online Account. 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 Admissions and Records Office
Attn: Diane Sousa, Student Accounts
5055 Santa Teresa Blvd.
Gilroy, CA 95020

Make a Payment in your MyGAV Account

1. Go to the Gavilan website http://www.gavilan.edu and click on the MyGAV link.

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 you will see My Fees. Click on the link and it will take you to...

5. ...Select Term. Enter the term for which you want to pay from the drop-down list and select Submit.

6. The Account Detail for Term screen shows balances, financial aid and pending transactions on your account.

   It is important that you pay the entire Account Balance in order to prevent being dropped from all your classes prior to the payment deadline (see chart in the left column.)

   Select Pay Now to continue to #7.

7. On the Tuition and Fees Payment screen enter the amount you wish to pay. Select Submit.

8. Payment Method:
   You can pay with American Express, Discover, Mastercard, Visa or your debit card.

   Click on Pay by Card. Fill in your information and click on Continue. Review your confirmation and print your receipt.