

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.	Last Day to Pay
Nov 30 – Dec 4 (Priority Registration*)	December 16, 2010 at 4:00 pm
Dec 7 – Dec 16	December 16, 2010 at 4:00 pm
Dec 17 – Jan 6	January 6, 2010 at 4:00 pm
Jan 7 – Jan 20	January 20, 2010 at 4:00 pm

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:

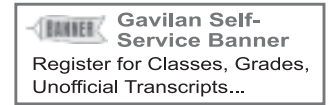
Self-Service Banner You can pay with American Express, Discover, Mastercard or Visa (including debit cards.)

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

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**.

Welcome to Gavilan Self-Service Banner (GavSSB)

Please enter your **Gavilan ID** and your Personal Identification Number (**PIN**). When finished, to protect your privacy, please Exit and close your browser when you are finished.

User ID: (i.e. G00xxxxxx)
PIN:

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**.

Student Account

- Account Detail for Term
Make a Payment for any charges and payments to Review detail transaction on your account, including
- Account Summary
Review summarized charges and payments to your Account Summary by Term
Review summarized charges and payments to your
- View Holds
View any holds.
- Statement and Payment History
View and print stored statements payment history

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.

Select Term

Select a Term: | Fall 2009 |

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.

Review detail transactions on your account, including current and f

201030 Spring 2010 Term Detail

Detail Code	Description	Charge	Payment	Balance	Pay Now
	Net Term Balance			\$0.00	<input type="button" value="Pay Now"/>
	Net Balance for Other Terms:			\$0.00	
	Account Balance:			\$0.00	

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.

Credit Card Payment

Please enter the requested credit card information. Select

Credit Card Information

Credit Card: | American Express |
 Card Number:
 Expiration Date: | 03 | 2012 |
 Payment Amount: | |

Credit Card Billing Address

Street Address: | 25 West Street |

City: | Gilroy |
 State or Province: | California |
 Zip or Postal Code: | 95020 |
 Nation: | United States of America |