



**FALL 2026 ADD CODES ONLY WORK BETWEEN
MONDAY AUGUST 31ST - SEPTEMBER 4TH**

Add codes for short/late-start courses are available on the first day of class

Add Codes for Fall 2026

General Information:

Add codes are faculty permissions for a student to enroll in a class. The codes are unique to each CRN, non-transferable, and can only be used once. Add codes will not work if a student has:

- time conflicts
- attempting to exceed their maximum number of units
- has taken the class the maximum number of times allowed
- has not met the enforced prerequisites.

Add codes are available for Fall 2026 courses: Monday August 31, 2026

When do I need an Add Code?

Beginning Monday August 31, 2026

Add codes are needed for Fall 2026 courses

(semester long courses only)

If you receive an add code in advance, DO NOT try to use the add code before Monday August 31st.

Do I need an add code If I'm on the waitlist?

Yes, please contact the instructor either in-person or by email and inform them you are on the waitlist and would like to request an add code.

Students on the waitlist are given priority to add codes

How do I get an add code?

Online Classes: Email your instructor from your Gavilan account

Be clear in your email. Include:

- Name
- G#
- Course name and number

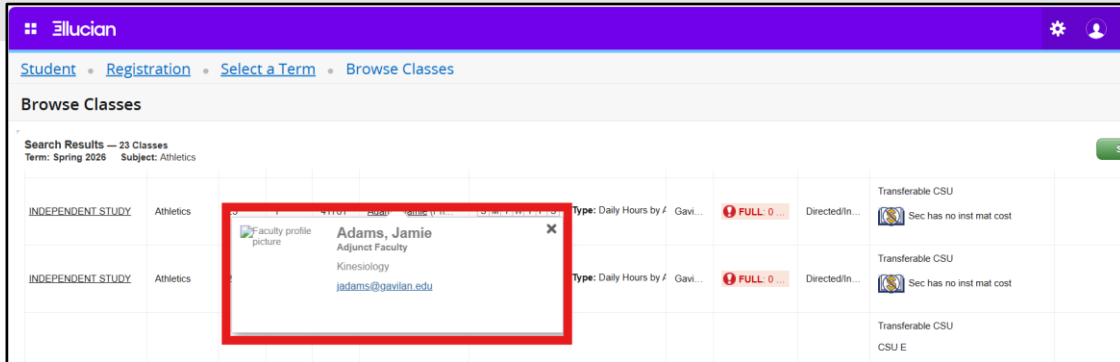
In Person Classes: Attend class to speak to the instructor

The decision to issue add codes is at the discretion of the faculty member.

How do I find the instructor's email address?

Instructor's emails can be found in the Browse Classes Listing on Self-Service Banner 9.

- Log on to SSB9 (must be logged in)
- Search for desired course and click on Instructors name
- Pop Up box will appear with instructors contact email.
(use your Gavilan student email account when contacting Gavilan instructors and staff)



How to Enroll with an Add Code

1. Log on to Self Service Banner from MyGav portal.
2. [Open SSB9](#)
3. Under "Registration", open Add or Drop Classes
4. Click on "Register Add or Drop Classes."
5. Select term from the drop-down menu, "Submit".
6. In the Summary panel, drop the waitlisted course. Submit
7. Refresh page
8. Using the CRN tab, enter the CRN of the class you want to waitlist and click "Add to Summary."
9. Enter Add Code, Submit.
10. Review current schedule.
11. Pay Fees

We are here to help

Admissions and Records Department
Gavilan College 408-8464954
admissions@gavilan.edu

This link will take you to an online/Zoom room. Peer Mentors will be at your assistance.

[Virtual Welcome Center](#)

Please have a form of identification available to show staff when using the virtual room or visiting in-person