GAVILAN COLLEGE

Add Codes for Winter 2026

General Information:
Add codes are faculty permissions for a student to enroll in a class. They will **not** work if a student has time conflicts, is attempting to exceed their maximum number of units, has taken the class the maximum number of times allowed or has not met the enforced prerequisites.

Add codes are available for all Winter Sessions Courses. The codes are unique to each CRN, non-transferable, and can only be used once.

Students are not required to be on the waitlist to add a course with an add code

When do I need an Add Code?

Add codes for all Winter 2026 classes are needed once the class has started regardless if the class has reached its seat capacity.   In order to enroll in a closed course, you will need to acquire an add code from the instructor. Students should go to the class or email the instructor to ask for an add code.
Due to the compressed schedule of the Winter Session, the deadline to add a Winter Session course is Monday January 5, 2026.
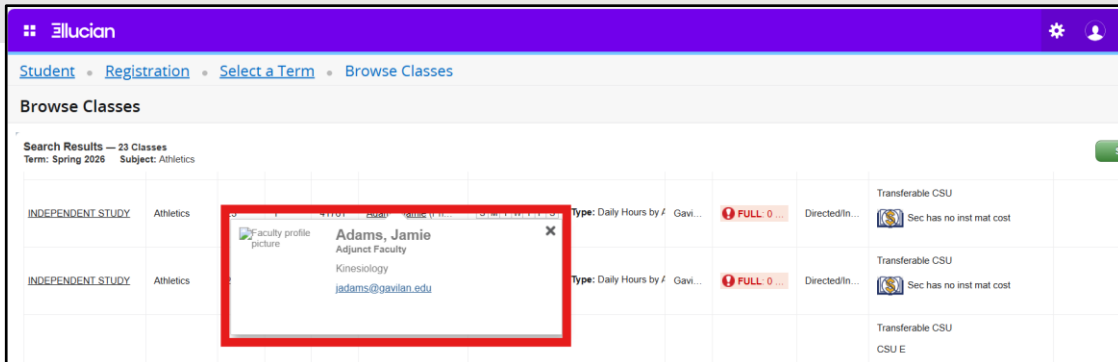
Do I need an add code If I'm on the waitlist

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.

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. Using the CRN tab, enter the CRN of the class you want to waitlist and click "Add to Summary."
8. Enter Add Code, Submit.
9. Review current schedule.
10. 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