

SSB9

Student Guide to View Holds and Restrictions

2025 ADMISSIONS AND RECORDS



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Purpose of Holds

Holds are placed on students accounts to ensure students meet academic, financial and administrative requirements.

Holds prevent students from accessing important services at Gavilan College, like:

- Registration
- Financial Aid
- Graduation

Common holds that are placed on Student accounts.

HOLD TYPE	HOW TO CLEAR HOLD
A&R Director	Contact Admissions and Records's Virtual Help Desk (please have a valid picture ID)
Business Office	Email cashier@gavilan.edu for assistance
Financial Aid	Contact 408-848-4727 or email finaid@gavilan.edu for assistance
Library	Contact the Library for operating hours to return any outstanding books/materials. 408-848-4810. Or email lincirc@gavilan.edu for assistance
Out of State Address	Contact Admissions and Records's Virtual Help Desk (please have a valid picture ID)
Possible Invalid Application	Contact Admissions and Records's Virtual Help Desk (please have a valid picture ID)

Other holds not listed above may also prevent registration.

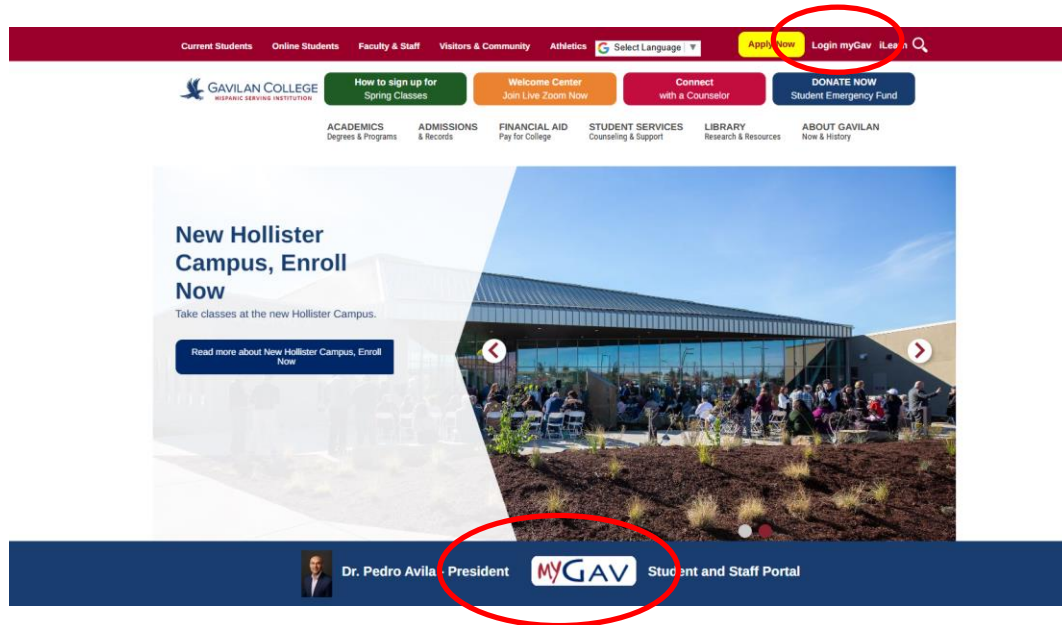
Please contact the [Virtual Help Desk](#) for assistance.

Or Contact Admissions and Records at 408-846-4954 or email us at admissions@gavilan.edu to answer any questions.

Logging In & Navigating Student Self Service: Registration Holds

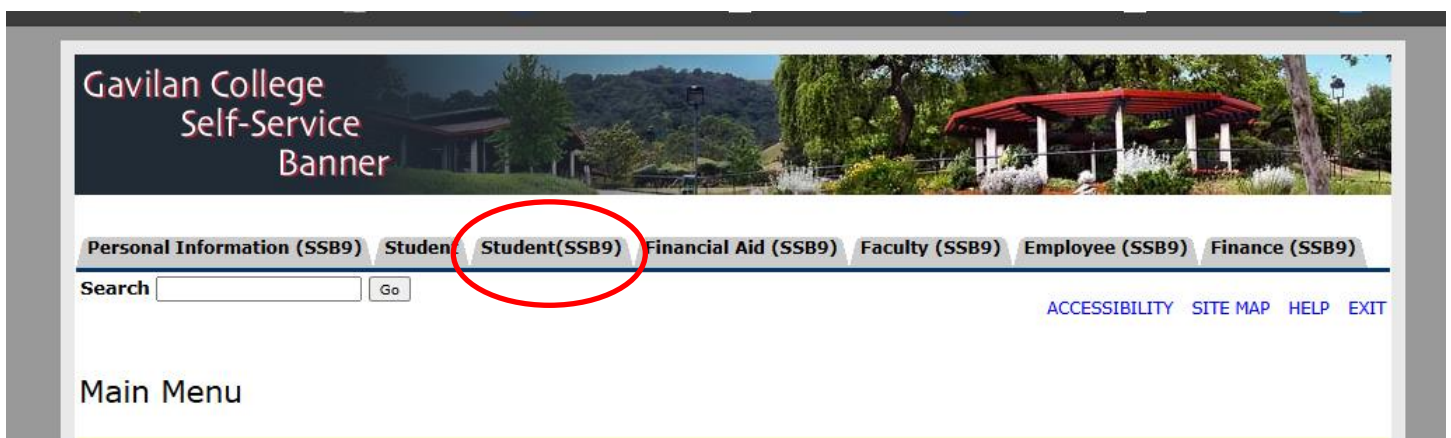
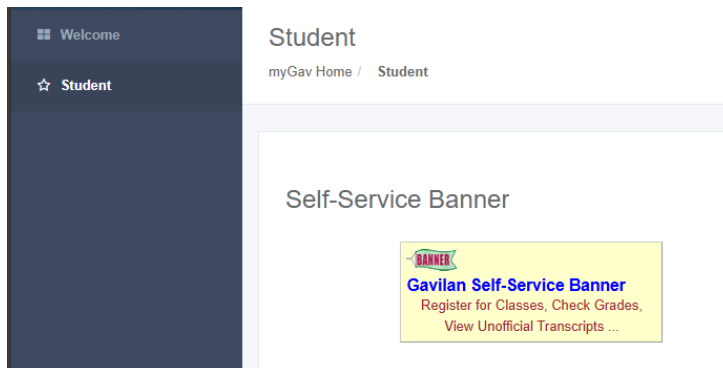
Step 1: Logging in myGav

- Navigate to gavilan.edu
Select the Login button on the top right banner or lower blue banner
Use your myGav credentials to sign in to your account




Step 2: Logging in to SSB9

- Click on Student from the blue navigation bar on the left
- Open Self-Service Banner
- Open Student SSB9




Step 3: Plan Ahead

Open Add or Drop Classes, Plan Ahead, or View Schedule



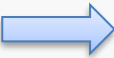
Student Self-Service



Genesis Saleen Guereque,

Student Records

- Student Profile
- Unofficial Transcript
- View Grades
- Order Official Transcript
- Degree Works Responsive Dashboard




Registration

- Add or Drop Classes, Plan Ahead, or View Schedule
- Browse Classes
- Browse Course Catalog
- Important Enrollment News: New for Fall 2025

Financial Aid & Student Account

- Financial Aid
- Account Summary
- Account Detail By Term
- Account Information
- Statement & Payment History
- Tax Information 1098-T


Open Plan for Registration




lent • [Registration](#)

Registration


What would you like to do?




[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.




[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.




[View Registration Information](#)
View your past schedules and your ungraded classes.



[Register Add/Drop Classes](#)
Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Select Term you will be registering for.

The screenshot shows the ellucian logo in the top left corner. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is "Select a Term". Below this is a dropdown menu titled "Terms Open for Registration". The dropdown is open, showing a search bar with the text "Select a term..." and a magnifying glass icon. Below the search bar are three options: "Fall 2025" (highlighted in blue), "Summer 2025", and "Spring 2025".

Page will display any holds. (Holds will displayed in a red bar).

The screenshot shows the ellucian logo in the top left corner. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#). The main heading is "Prepare for Registration". Below this is a tab labeled "Registration Status". Under "Registration Status", the term is "Fall 2025". There are three green bars with checkmarks indicating: "Your Student Status permits registration.", "Your academic status is Not Evaluated. Your progress evaluation is Not Evaluated. Your academic standing is Not Evaluated.", and "You have no holds which prevent registration." A large green box with the text "NO HOLDS" is overlaid on the page. To the right, under "Primary Curriculum", the following information is displayed: Level: Undergraduate, College: Gavilan College, Degree: Associate in Science, Major: AH: Registered Nursing AS, Catalog Term: Fall 2024, and Admit Term: Fall 2024. Below this, under "Earned Hours", it says: "You have Earned Hours for Level: Undergraduate, Institution Hours: 5, Transfer Hours: 0".

The screenshot shows the ellucian logo in the top left corner. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#). The main heading is "Prepare for Registration". Below this is a tab labeled "Registration Status". Under "Registration Status", the term is "Summer 2025". There are three green bars with checkmarks indicating: "Your Student Status permits registration.", "Your academic status is Not Evaluated. Your progress evaluation is Not Evaluated. Your academic standing is Not Evaluated.", and "You have holds which prevent registration." A large red box with the text "HOLD" is overlaid on the page. Below the "HOLD" box, the following information is displayed: A&R Director, Reason: ID Verify, From Date: 02/22/2025, To Date: 12/31/2025, and Processes Affected: Registration, Graduation, Grades, Enrollment Verification. To the right, under "Primary Curriculum", the following information is displayed: Level: Undergraduate, College: Gavilan College, Degree: Associate in Science, Major: AH: Registered Nursing AS, Catalog Term: Fall 2024, and Admit Term: Fall 2024. Below this, under "Earned Hours", it says: "You have Earned Hours for Level: Undergraduate, Institution Hours: 5, Transfer Hours: 0".

It is the student's responsibility to clear holds in a timely manner to avoid restricted access to your student records.

If you have any questions, please contact the [Virtual Help Desk](#).

Or Contact Admissions and Records at 408-846-4954 or email us at admissions@gavilan.edu.