OPEN ENROLLMENT
SPRING 2026 IMPORTANT DATES

GAVILAN COLLEGE

WEEK ONE: JANUARY 26 – 31

ADD CODES ARE NOT REQUIRED

Classes with available seats and no waitlist are open for enrollment on a first-come, first-served basis. Students can add without an add code.

WAITLIST S WILL REMAIN OPEN

If classes are closed, students will add themselves to the waitlist.
Waitlists grant exclusive access to add a class without an add code when open seats become available.

SUNDAY FEBRUARY 1ST

WAITLISTS CLOSE AND ADD CODES AVAILABLE

20 Add Codes can be found on the Class Roster page on SSB9.
Monday February 2nd is the 1st day add codes will be able to be used.

WEEK TWO: FEBRUARY 2 – 6

ADD CODES REQUIRED FOR ALL 16–WEEK LONG CLASSES

Waitlisted students have priority to add cdes
Friday February 6th is the last dat to add a 16-week long class. Add codes will expire.

ADMISSIONS@GAVILAN.EDU

SPRING 2026 BEGINS JANUARY 26 , 2026
<u>WHAT TO EXPECT WEEK ONE</u>
JANUARY 26 - 31
ADD CODES WILL **<u>NOT</u>** BE ASSIGNED FOR THE 1ST WEEK OF THE SPRING 2026 SEMESTER

HOW TO ADD A SPRING 2026 CLASS <u>WITHOUT</u> AN ADD CODE

WHEN SEATS ARE OPEN/ AVAILABLE

WHEN THE CLASS IS WAITLISTED

<u>OPEN ENROLLMENT</u>

Adding a Spring 2026 full-term class when open seats are available and there is NO active waitlist.

<u>Steps to Enroll</u>
7. Log into MyGav
8. Click on:
   - Student tab
   - Gavilan Self-Service Banner
3. From the New Student Self-Service menu open:
   - Add or Drop Classes, Plan Ahead, View Schedule
   - Register Add/Drop Classes
4. Open Term
6. Search for class by subject or Enter CRN
9. When you locate the class, hit Add to Summary
10. A pop-up box will appear at the bottom of the screen:
    You can see *Pending* under Status and **Web Registered** under Action.
11. Click on **Submit** to complete enrollment

<u>ADD YOURSELF TO THE WAITLIST</u>

Adding a Spring 2026 full-term class that is waitlisted or has zero seats available.

<u>Steps to Add to the WaitList</u>
1. Log into MyGav
2. Click on:
   - Student tab
   - Gavilan Self-Service Banner
3. From the New Student Self-Service menu open:
   - Add or Drop Classes, Plan Ahead, View Schedule
   - Register Add/Drop Classes
4. Open Term
6. Search for class by subject or Enter CRN
3. When you locate the class, hit Add to Summary
4. A pop-up box will appear at the bottom of the screen:
   Change the Action box to Waitlisted
5. Click on **Submit** to complete enrollment
6. Attend class *(Online Distance Ed Courses: waitlisted students will **<u>NOT</u>** have access to participate in an online course until officially enrolled.)*

Getting on the waitlist is the ONLY way to add a semester long Spring 2026 class that is FULL. Waitlists will continue to run through the 1st week of the term: January 26 – 31

SPRING 2026

GAVILAN COLLEGE

CHECKLIST FOR WAITLISTED STUDENTS

Once you are waitlisted it is the student responsibility to:

☐ **Attend class: (In-Person Class)** Waitlisted students are **expected** to attend class while on the waitlist.
    (Online Class) Waitlisted students are expected to initiate contact with the instructor.

☐ **Check your waitlist position:** Your waitlist position can be monitored on SSB under <u>Schedule Details</u> from the Registration menu. If you are in <u>position 0</u>, you are eligible to an add the class.

☐ **Check your MyGav email:** As seats becomes available, you will receive an email notification from mdeleon@gavilan.edu **Subject: Wait list Notification for CRN ####.** It is highly recommended to check your email frequently. Important to also check your spam folder.

☐ **Check for any holds:** Review your SSB account or any holds. All holds must be cleared before the time of registration.

☐ **Meet with a counselor (if necessary): If** petitions are needed and /or prerequisites must be cleared to add the class, please work with a counselor before the waitlisted seat becomes available for registration.
    Follow link for **Counseling Services**

☐ **Register**: Your window to add the class is **24 hours from the time the email was sent to you**. The expiration date and time will be stated in the email. Do not delay to add the class, if you do not add the class before the 24-hour window expires, your name will automatically be removed from the waitlist and the seat will be offered to the next student on the waitlist.

WHAT TO EXPECT WEEK TWO
February 2 - 6

> ### WAITLISTS ARE CLOSED
> Waitlists will close at the end of the day on Saturday January 31st and students will no longer be able to add themselves to a waitlist.
> If you remain on the waitlist at the start of week two **and** have been attending class, the instructor may offer you an add code based on seat availability.

> ### ADD CODES ARE REQUIRED
> Add codes will become active on **Monday February 2nd**.
> An add code will be required starting Monday February 2nd for all full-term courses, whether seats are still available or not.
> **Add codes will expire on February 6th**

For Assistance, please contact the Virtual Welcome Center.

GAVILAN COLLEGE