



## 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](http://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:

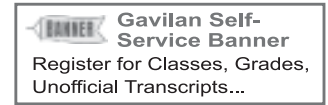
**Self-Service Banner** You can pay with American Express, Discover, Mastercard or Visa (including debit cards.)

**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 |

## Creating Your Self-Service Banner Student Account

Please set up your Banner Self-Service account before meeting with a counselor for registration assistance.

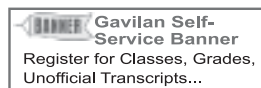
- Register/Add/Drop Classes
- Check Class Availability and Fees
- Choose Pass/No Pass Options and Prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card.
- View and print grades and unofficial transcripts
- Update personal information

New students must file an application 72 hours prior to registering.

If you have already received your nine digit "G-Number" (ID) and temporary PIN, start at step #3 (below).

### 1. Get Your "G" Number:

Go to the Gavilan homepage (www.gavilan.edu). Click on the **Self Service Banner icon**.



### 2. Click the link that says **Get Your Gavilan ID and PIN**.

- Enter your **name** exactly as it appears on your school records.
- Enter your **social security number**.
- Enter your **date of birth**. (mm/dd/yyyy)
- Click on **Get Gavilan ID and PIN**.
- Write down your ID** ("G-number"). **Write down your PIN**. This is a temporary PIN. In the next step you will create your permanent PIN. If you are unable to access your Gavilan ID# and PIN call the help line at 408-848-4736, Mon-Thur, 9 am - 5 pm.
- Click on **Close Browser Window**. You will then return to the main menu.

Get Gavilan ID and Pin

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	<input type="text"/> - Month (mm) <input type="text"/> - Day (dd) <input type="text"/> - Year (yyyy)

### 3. From the main menu, click on **Login to Gavilan Self-Service Banner** and enter your **ID number** and **temporary PIN**.

You will then receive a message that your PIN has expired. Enter the old/temporary PIN number first, then choose a new six digit number that you will remember and enter it on the next two lines.

**Login Verification Change PIN**

Either you are a first-time user using a temporary P  
You will have to change your PIN before you are able to

Re-enter Old PIN:  (First-time users: enter your temporar  
New PIN:  (PIN must be 6 digits long)  
Re-enter new PIN:

- ### 4. On the next screen, enter a security question.
- It should be something that has an answer that does not change and you will always know (for example, "What is my mother's maiden name?" or "What town was my sister born in?") On the next line, enter the answer. Once you submit this question and answer, you will be welcomed to your personalized Banner account!

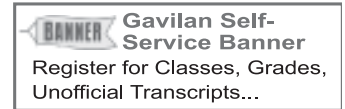
**Login Verification Security Question and Answer**

If you forget your PIN, you can reset it yourself without calling for assis  
Enter your personal Security Question, along with the Answer. This will  
information. To help you to remember your answer, limit it to 30 chara  
You can change your security question and answer, as often as you wa

Enter Question:   
Answer:

## How to Register for Classes

Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.



- Go to the Gavilan homepage (www.gavilan.edu). Click on the **Self Service Banner icon**.
- Click on **Login to Gavilan Self-Service Banner**. Enter your "**G**" number and **PIN**. Click **Login**.

### Welcome to Gavilan Self-Service Banner (GavSSB)

Please enter your Gavilan ID and your Personal Identification Number (PIN). Wh  
To protect your privacy, please Exit and close your browser when you are finishe

User ID: | G00 | (i.e. G00xxxxxx)


PIN: |

- On the **Main Menu** page, select **Student**.

- On the **Student Menu** page, select **Registration**.

- On the **Registration** page, Click on **Add or Drop Classes**.

### Registration

 ESL students: All new ESL students need to go to Admls before registering.

Search for Classes  
View the current schedule of classes.

Select Term  
Add or Drop Classes for the selected term.

Add or Drop Classes  
View the current schedule of classes.

- On the **Registration Term** page, select the **term** from the drop down list for which you will enroll (e.g. Spring 2010).

### Select Term

Select a Term: | Spring 2010 |

- On the **Registration** page, select **Add or Drop Classes**.

- On the **Add or Drop Classes** page, enter the **CRNs** of the courses you wish to register for and select **Submit Changes**.

### Add or Drop Classes


 To add a class, enter the Course Reference number in the Add Classes section. To dro  
Action pull-down list.

Add Classes Worksheet

CRNs

- If **Status=\*\*Web Registered\*\*** then you have successfully registered for the class(es).

### Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes secti  
Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	C
**Web Registered** on Nov 30, 2009				

- To pay for the class(es) you have registered for, go to the bottom of the page and select **Registration Fee Assessment** and you will see your account balance information and payment instructions.

### Student Identification/Discount Card

The purchase of the Student ID/Discount Card benefits both the individual student and the college at large. The fees are budgeted by the Associated Student Body to develop and support campus activities, educational programs, speakers, and cultural events. Cardholders also receive numerous on and off campus benefits including:

- Free admissions to college athletic events
- Community-wide discounts such as reduced movie admissions, restaurant discounts, gym, museums, computers and software discounts.
- Free bluebooks and scantrons in the college bookstore
- Eligibility for an ASB book loan (up to \$300)

ASB cards will be issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at either site. Students who do not wish to purchase the ID/Discount Card must decline the card in writing.

Forms for requesting a waiver of this fee are available from the ASB Office, and the ASB Advisor's office (located in SC161). These forms must be turned in at the time of registration. Requests for refunds must be processed through the ASB Advisor.

### California Nonresident Tuition Fee Exemption (AB540)

AB540, as required by California law, provides an exemption from payment of non-resident tuition for eligible non-immigrant students. To be eligible, a student must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and the qualifying student may not be eligible for state aid programs such as BOG, EOPS or federal financial aid. The student must sign an affidavit affirming that he or she has filed or will file an application with INS to legalize his or her immigration status as soon as he or she is eligible to do so. Contact the Admissions & Records Office for more information.



## Applying for Financial Aid

*Financial assistance with college expenses is available for students of all incomes.*

### FINANCIAL AID OFFICE

Room SC 124 408-848-4727 [www.gavilan.edu/finaid/](http://www.gavilan.edu/finaid/)  
Open: Mon-Thurs: 8 am - 5 pm, Fri.: closed to the public.  
Evening hours: Hours are extended during peak registration periods.

Gavilan College participates in several financial aid programs that are designed to provide assistance to students with documented financial need. This aid is provided from several sources: federal, state and private agencies.

### FAFSA Requirements:

Financial aid applicants must:

- demonstrate need according to the guidelines of each program.
- be a U.S. citizen or eligible non-citizen.
- be in good standing on a federal student loan (not default) or not owe a refund of student financial aid.
- demonstrate eligibility to benefit from higher education
- be a regular student in an eligible program enrolling for the purpose of obtaining a degree or certificate.
- be registered (or formerly registered) with Selective Service (males only).
- maintain satisfactory academic progress.

### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Gavilan College Financial Aid Office is required to measure your academic progress toward a certificate, associate, or transfer degree program. If you are not pursuing one of these programs, you are not eligible for financial aid. Your progress will be reviewed at least once per academic year.

If you had extenuating circumstances for your last term at Gavilan College and were placed on disqualification, you may submit an Appeal and SAP Quiz to the Financial Aid Office for consideration.

### What Financial Aid Applications do I complete?

**BOG Fee Waiver Application:** Students may qualify to have tuition fee of \$26 per unit waived if they are CA residents and meet certain criteria in any of the three BOG Fee Waiver methods. For BOG Fee Waiver applications and information on BOG Fee Waiver methods, please visit the Financial Aid webpage at <http://www.gavilan.edu/finaid/apply/waiver.html>. You may mail, fax or personally deliver your BOG Fee Waiver Application to the Financial Aid Office.

**FAFSA (Free Application for Federal Student Aid):** Determines your eligibility for federal and state grants as well as the fee waiver if you do not meet BOG Methods A or B guidelines and are a CA resident. The FAFSA can be completed through paper application or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to add the Gavilan school code of 001202 so that the Financial Aid Office can receive your processed FAFSA. Complete the:

- 2009-10 FAFSA: if you will attend the summer '10 term
- 2010-11 FAFSA: if you will attend the fall '10, spring '11 or summer '11 terms

**Cal Grants** Community college students who are California residents and have completed between 16-23 units at a CA community college are considered for a Cal Grant B through a competitive process. Interested students are required to have filed a 2010-11 FAFSA by September 2, 2010. For further information on the Cal Grant B Competitive process, visit us online at <http://www.gavilan.edu/finaid/grants.html>.

**Scholarship Applications:** The Financial Aid Office maintains a scholarship website where upcoming scholarship opportunities are posted, including scholarship applications. For current scholarship opportunities, visit us online at <http://www.gavilan.edu/finaid/scholarships/index.html>.

### Financial Aid Programs

**BOG FEE WAIVER:** Board of Governor's Fee Waiver Program waives mandatory enrollment fees for eligible California residents. For complete details on three different methods to qualify for the BOG Fee Waiver, visit us at <http://www.gavilan.edu/finaid/apply/waiver.html>.

### FEDERAL AND STATE GRANTS AVAILABLE AT GAVILAN COLLEGE:

- |                            |                           |              |
|----------------------------|---------------------------|--------------|
| • Federal Pell Grant       | • Cal Grant (B and C)     | • EOPS Grant |
| • Federal SEO Grant        | • Chafee Grant            | • TRIO Grant |
| • Federal Work Study Grant | • Child Development Grant | • CARE Grant |

**FEDERAL WORK-STUDY GRANT:** Provides Gavilan College students with part-time employment while gaining valuable work experience. To be considered for federal work study, students are required to file the 2010-2011 FAFSA, indicate interested in Work Study on question 31 of FAFSA, meet program requirements, and have financial need. Funding for Federal Work Study program is limited, students are encouraged to file the 2010-11 FAFSA before 05/15/2010 to be considered for FWS. First FWS awards will be offered to eligible students on 06/30/2010.

**SCHOLARSHIPS:** Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor. Private scholarship applications with various deadlines throughout the school year are available in the Financial Aid Office. See the Financial Aid website at [www.gavilan.edu/finaid](http://www.gavilan.edu/finaid). We recommend you inquire about scholarships several times per semester as new scholarships are announced throughout the academic year as they become available.

**VETERAN EDUCATION BENEFITS:** Gavilan College offers special assistance to student veterans and children of disabled veterans. Students having questions pertaining to eligibility, benefits, application procedures and other veteran matters should contact the the VA Certifying Official at 408-848-4734. Forms are available on the Financial Aid website at: <http://www.gavilan.edu/finaid/va/forms.html>.

**STUDENT LOANS:** Gavilan College participates in the Federal Family Educational Loan Program. If you are interested in applying for a student loans, complete the FAFSA & attend an Entrance Loan Counseling Session. Applications for student loans are distributed at Loan Counseling Sessions.

### LOOK US UP ONLINE AT [WWW.GAVILAN.EDU/FINAID/](http://WWW.GAVILAN.EDU/FINAID/)

Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Online financial planning guide & budget counseling at [www.edwise.org](http://www.edwise.org)

Check your Stafford loan status at [www.elmresources.com](http://www.elmresources.com)

Online loan counseling at [www.edfund.org](http://www.edfund.org)

Selective service verification of enrollment at [www.sss.gov](http://www.sss.gov)

Apply for PIN at: [www.pin.ed.gov](http://www.pin.ed.gov)

## Ability to Benefit

### NEED FINANCIAL AID BUT HAVE NO HIGH SCHOOL DIPLOMA?

Federal regulations require students who do not have a high school diploma, General Educational Development (GED) certificate, or California High School Proficiency Exam (CHSPE) and who are applying for financial aid, to take an Ability to Benefit assessment. If you have a high school diploma (or equivalent) from another country you are exempt.

### THERE ARE THREE METHODS TO DEMONSTRATE ABILITY TO BENEFIT.

#### 1. ASSET TESTING SCHEDULE FOR NATIVE ENGLISH SPEAKERS

The Ability to Benefit schedule can now be found on the Assessment web page. Go to [www.gavilan.edu/admit/assess.html](http://www.gavilan.edu/admit/assess.html). Students are required to sign up for a testing session through the Financial Aid Office: 408-848-4727 (MP100). Times and locations subject to change and additional times may be added to the schedule. Confirm time and location with the Assessment Office in MP100. Call 408-846-4992 prior to your scheduled appointment.

#### 2. CELSA (COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT)

Students with limited English language skills who are enrolled in English as a Second Language (ESL) classes and do not have a high school diploma or GED and are applying for Financial Aid must take the CELSA assessment. CELSA testing is offered one day per month. Call the Financial Aid Office (SC124) at 408-848-4727 for a referral. Then call the Assessment Office (MP100) at 408-846-4992 to schedule your appointment.

#### 3. SUCCESSFUL COMPLETION OF 6 DEGREE APPLICABLE UNITS AT GAVILAN COLLEGE:

If you have successfully completed at least 6 units of degree applicable units, you have demonstrated the ability to benefit. Please make an appointment with a Gavilan College academic counselor for certification of unit completion.

# Matriculation

## ADMISSIONS • ASSESSMENT • ORIENTATION • COUNSELING • FOLLOW-UP

Matriculation is a series of services that Gavilan College commits to provide for you. The purpose is to help you identify your educational goals and successfully complete them.

**Exemptions:** Sometimes a student does not want to take advantage of the matriculation services. That is a right you have. In order to be exempt from assessment and orientation you must:

- have an AA degree or higher *or*
- have accumulated fewer than 12 units in transfer courses *or*
- be presently enrolled in fewer than six units *or*
- not plan to earn a certificate or degree.

Inform your counselor or the Admissions & Records Office if you choose to opt-out. Doing this will prevent you from participating in priority/early registration. You still have the right to use the other matriculation services. We encourage you to do so.

## Assessment

Placement/assessment testing will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Students must have completed the eighth grade to be eligible for assessment services. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements. Register for the assessment at the Admissions & Records Office in the Student Center.

**The assessment instruments used by Gavilan College for general assessment, the College Tests for English Placement (CTEP) and the Mathematics Diagnostic Testing Project (MDTP), are administered in English and are not intended for applicants to the English as a Second Language (ESL) program.**

Sessions begin promptly at the stated time. **Check in begins one half hour prior to starting time.** No one will be admitted after the session has begun.

Assessment requires:

- Valid picture ID \*
- Social security number required for scoring of exam
- The Assessment Center will provide pencils and pens for students during testing.
- No pagers or cell phones allowed in the testing room
- No watches allowed in the testing room.

\* A valid picture ID includes a California Driver's License, California ID, Passport, Student Body Card, Military ID or Alien Registration Card. **Contact the Assessment Office (MP100) or call 408-846-4992 if you do not have a valid ID.**

### Re-Assessment Sessions:

Students who have previously taken the assessment test may re-test after 30 days. You may re-assess once per semester. Stop by the Assessment Office (MP100) or call 408-846-4992 to confirm dates, times and locations.

**Re-Assessment requires a copy of the student's previous test scores (test scores can be obtained from the Counseling Secretary - SC113).**

Times and locations are subject to change. Additional times may be added. (Confirm dates and locations with the Admissions and Records Office or check online posting at [www.gavilan.edu/admit/assess.html](http://www.gavilan.edu/admit/assess.html).)

All new ESL students must go through the ESL assessment process. See page 108. Todos los nuevos estudiantes de ESL deben tomar el examen de nivelación de ESL. Consulte la página 108.