GAVILAN COLLEGE

Add Codes for Winter Session 2025

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 2025 classes are needed once the class has started regardless of if the class has reached it's 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 Thursday January 2, 2025.

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?

Instructors emails can be found in the Class Schedule Listing on Self-Service Banner.

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	2:30 pm - 3:55 pm	MW	Portables 19	Jan 30, 2023 - May 26, 2023	Lecture and/or discussion	Leslie Jean Tenney (P)

How do I enroll with an add code?

Adding a class using an add code can be completed using Self-Service Banner.
Navigate to the Add or Drop Classes tool and follow the steps using the

How to Guide found below.

If you are waitlisted in a class and now registering with an add code,
you must first drop the waitlisted course and add the CRN. Once the course is dropped, follow the
steps using the How to Guide.

If you neglect to drop the class first, you will receive an error message stating you are trying to enroll
in a duplicate course.

How to Register One you Get an Add Code

We are here to help

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

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

Virtual Welcome Center

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