



SPRING 2024
OPEN ENROLLMENT
NEW ADD PROCESS

WHAT TO EXPECT WEEK ONE

January 29- February 3
NO ADD CODES

HOW TO ADD A CLASS WITHOUT AN ADD CODE

WHEN SEATS ARE
STILL AVAILABLE FOR
THE COURSE I WANT
TO ADD

WHEN THERE IS A
WAITLIST FOR THE
COURSE I WANT TO
ADD

OPEN ENROLLMENT

Adding a Spring 2024 full-term class with open seats and NO waitlist.

Steps to Enroll

1. Log into MyGav
2. Click on:
 - Student tab
 - Self-Service Banner (SSB)
 - Registration from Student menu
 - Add or Drop Classes
3. Select Term and Submit
4. Enter CRN and Submit
5. You can see ****Web Registered**** under **Status**
6. Attend class

ADD TO THE WAITLIST

Adding a Spring 2024 full-term class that is waitlisted or has zero seats available.

Steps to Add to the WaitList

1. Log into MyGav
2. Click on:
 - Student tab
 - Self-Service Banner (SSB)
 - Registration from Student menu
 - Add or Drop Classes
3. Select Term and Submit
4. Enter CRN and Submit
5. You will see a Registration Add Error
6. Select Wait Listed in the Action Box and Submit
7. You can see Wait Listed under Status
8. Be sure to attend class you are waitlisted for

*(Online Distance Ed Courses: waitlisted students will **NOT** have access to participate in an online course until officially enrolled.)*



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WAITLIST FAQs FOR SPRING 2024

NEW for Spring 2024, getting on a waitlist is the only way to add a class that is full/closed. Waitlists will continue to run through the first week of the term: Jan 29 – Feb 3, 2024.

Steps to Add to the WaitList

Registration Restrictions are not enforced when adding to a waitlist

1. Log into MyGav
2. Click on:
 - Student tab
 - Self-Service Banner (SSB)
 - Registration from Student menu
 - Add or Drop Classes
3. Select Term and Submit
4. Enter CRN and Submit
5. You will see a Registration Add Error
6. Select Wait Listed in the Action Box and Submit
7. You can see Wait Listed under Status
8. Be sure to attend class you are waitlisted for

*(Online Distance Ed Courses: waitlisted students will **NOT** have access to participate in an online course until officially enrolled.)*

Student Responsibilities

Once you are waitlisted it is your 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 Student Detail Schedule from the Registration menu. If you are in position 0, you are eligible to add the class.
- **Check your MyGav email:** As seats become 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.
- **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 hesitate 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.



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How to Register from the Waitlist

1. Log into MyGav
2. Click on:
 - Student tab in the left banner
 - Self-Service Banner (SSB)
 - Student tab
 - Registration
 - Add or Drop Classes
3. Select Term and Submit
4. Locate the Wait Listed course and select ****Web Registration**** in the drop down of the Action box
5. Submit Changes
6. Verify the class was added to your schedule by reviewing Student Detail Schedule.
7. Attend class

Prepare for a Smooth Registration

Registration Restrictions and Holds will be enforced at the time of registration. To prevent any delays:

- **Check your student account for Holds:** holds can be viewed on SSB

1. Log into MyGav
2. Click on:
 - Student tab in the left banner
 - Self-Service Banner (SSB)
 - Student tab
 - Student Account
 - View Holds: page will display
 - What type of hold
 - when the hold was place
 - reason for the hold
 - originator of the hold with contact information
3. Please work with originator of hold to resolve issue and release hold

- **Meet with a counselor (if needed):** If petitions are required to register for the class, please work with a counselor before the waitlisted seat becomes available for registration.



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WHAT TO EXPECT WEEK TWO

February 5 - 9

ADD CODES WILL BE AVAILABLE FOR ALL 16-WEEK SEMESTER LONG COURSES

WAITLISTS WILL CLOSE

Waitlists will close at the end of the day on Saturday February 3rd 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 availability.

ADD CODES WILL BE ISSUED

Add codes will become active on Monday, February 5th.

No sooner.

An add code will be required starting Monday February 5th, for all full-term courses, whether seats are still available or not.

Add codes will expire on February 9th.

How to Register using an Add Code

(If you are waitlisted in a class and now registering with an add code, you must first drop the waitlisted course. If the waitlisted course is not dropped before using the add code, you will receive an error message.)

1. Log into MyGav
2. Click on:
 - Student tab in the left banner
 - Self-Service Banner (SSB)
 - Student tab
 - Registration
 - Add or Drop Classes
3. Select Term and Submit
4. Using the Add Classes Worksheet, type in the CRN
5. Submit Changes
6. The system will prompt you to enter an add code in the Registration Add Auth Code field.
7. Click Validate
8. When the add code is accepted, you should see an "Approved" status
9. Complete the add by clicking Submit Changes.

For Assistance, please contact the [Virtual Welcome Center](#).