WHAT TO EXPECT WEEK ONE

January 27 – February 1

ADD CODES WILL **NOT** BE ASSIGNED FOR THE 1ST WEEK OF THE SPRING 2025 SEMESTER

HOW TO ADD A SPRING 2025 CLASS <u>WITHOUT</u> AN ADD CODE

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

WHEN THE CLASS IS <u>FULL</u> AND/OR THERE IS A <u>WAITLIST</u> FOR THE COURSE I WANT TO ADD

OPEN ENROLLMENT

Adding a Spring 2025 full-term class when open seats are available and there is NO active 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 YOURSELF TO THE WAITLIST

Adding a Spring 2025 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.)*

Getting on the waitlist is the ONLY way to add a semester long Spring 2025 class that is FULL.
Waitlists will continue to run through the 1st week of the term: January 27 – February 1

SPRING 2025

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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.)*

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 Student Detail Schedule from the Registration menu. If you are in position 0, 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.

It is the student's responsibility to ensure a smooth registration by making sure everything on the checklist above has been taken care of.

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How to Register from the Waitlist
Registration Restrictions ARE enforced when adding from a 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

WHAT TO EXPECT WEEK TWO
February 3 - 7

WAITLISTS ARE CLOSED

Waitlists will close at the end of the day on Saturday February 1 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 3rd** No sooner.
An add code will be required starting Monday February 3rd for all full-term courses, whether seats are still available or not.
Add codes will expire on February 7th

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.

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