

# Gavilan College Spring 2015

## How to Register

Go to [www.gavilan.edu](http://www.gavilan.edu)

Register online **UNLESS**:

1. You are on dismissal
2. You have a hold (e.g. balance owed, overdue library books)
3. You wish to repeat a course for the third time.
- 3.. You are a high school student.

## Hours of Operation

### GILROY

Monday –Thursday 8 a.m.–5 p.m.

Friday 10 a.m.-2 p.m.

Closed December 24 - January 1

### MORGAN HILL AND HOLLISTER

Monday –Thursday 8:00-6:00p.m.

Fridays 8:00-5:00p.m. (Hollister);  
8:00 - noon (Morgan Hill)

Hollister office closed December 22 - January 2

Morgan Hill closed December 24-January 1

All locations will be closed:

November 27 - 29

December 24, 25, 31

January 1

## Eligibility

You are eligible to attend Gavilan College if:

- You are a high school graduate or you have passed the GED or the California High School Proficiency exam
- You are 18 years of age or older
- You are currently enrolled in high school. High School students may enroll with Special Student Status by completing a High School Contract form.

## Payment Deadlines

You must pay in full by the payment deadline following the day you register (it may be the same day.) If you receive financial aid you will be required to pay some minimal fees before the payment deadline or risk being dropped from ALL classes. If you are unsure if you qualify for aid, or the amount you will be expected to pay the fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV. If you add classes, you **MUST** check your account balance. If you owe additional fees, you must pay those before the next payment deadline or you will be dropped from ALL your classes, even those you registered for earlier.

*Banner will be down from 2:30pm to 5:00pm on deadline days*

Register and Pay between	Drop Date
December 1 - 2:30 p.m. December 10	December 10
5:00 p.m. December 10 - 2:30 p.m. January 7	January 7
5:00 p.m. January 7 - 2:30 p.m. January 14	January 14
5:00 p.m. January 14- 2:30 p.m. January 21	January 21

## High School Students Concurrent Enrollment

### Important Dates

Dec. 1 High school student registration begins  
February 6 Last day to add 16-week Spring classes  
January 26 Spring semester begins.

Things to consider:

- Plan early!

Checklist:

- Application (allow 5 days for processing)
- High School Contract form, completed, with all signatures
- Registration card
- Meet registration deadlines
- Payment of fees
- Purchase books and required materials

Contact Admissions and Records  
for additional information 408-848-4733

# Registration Calendar

Period	Date	Who can Register
<b>Priority 1**</b>	November 17, 18, 19	CalWorks, DRC, EOPS, Foster Youth, Veterans
<b>Priority 2**</b>	November 20	Athletes, MESA, Puente, TRiO
<b>Priority 3**</b>	November 21-November 30 (and beyond)	Continuing students, GECA students and new students who have completed orientation, assessment and an educational plan
<b>Open</b>	December 1 - January 23	All others, including high school students, academic / progress dismissed, new students who have not completed orientation, assessment, and an education plan, and students with more than 100 units,
<b>Late</b>	January 24 - February 6	Students who have obtained add codes from instructors
<b>Open-entry, late-start</b>	Before first day of class	All students taking open-entry and late-start classes
<b>** NOTE:</b> <ul style="list-style-type: none"> <li>• Priority 1, Priority 2 and Priority 3 eligibility criteria include good academic standing (e.g. not on probation for 2 consecutive semesters or dismissal); less than 100 units total excluding 30 units of basic skills or ESL classes.</li> <li>• New student Priority 3 eligibility includes successful completion of assessment, education plan and orientation.</li> <li>• Petition to Appeal the Loss of Enrollment Priority: If you have lost your enrollment priority and believe you have extenuating circumstances you may submit an appeal form available at: <a href="http://gavilan.edu/admit/documents/Priority-PetitionFINAL_Apr2014.pdf">http://gavilan.edu/admit/documents/Priority-PetitionFINAL_Apr2014.pdf</a></li> </ul>		

*This booklet does not contain class listings. Spring and Winter Intersession class listings can be found online or in the separate Class Listings handout*

**ALTERNATE FORMATS: The Gavilan College Registration Guide is available in alternate media formats. Contact the Disability Resource Center at 408-848-4865 or the Office of the Vice President of Student Services at 408-848-4738.**

**FORMAS ALTERNATIVAS: El Guia de Registration del Colegio Gavilán está disponible en formato de medios alternos. Por favor de contactar El Centro de Recursos para Estudiantes Incapacitados (DRC) a 408-848-4865 o la Oficina del Vice Presidente de Servicios de Estudiante a 408-848-4738.**

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