

SUMMER SESSION 2010 REGISTRATION

Students must be registered before the first day of an early-start or late-start class.

CALENDAR

PRE-PRIORITY REGISTRATION DRC, EOPS and Veterans* only

Continuing students in DRC and EOPS may register on Self-Service Banner or with their counselor (see your program department for more details). Veterans must call 408-848-4723 to schedule an appointment to meet with a general counselor for registration.

May 3-5

* Priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty.

PRIORITY REGISTRATION Continuing Students Only.

In person - May 10-13 Online - May 10-16

NEW TRANSFER INSTITUTE STUDENTS

In Person only May 12-13

OPEN REGISTRATION New, Continuing, Returning**, and High School Contract Students (High School Contract students must register in person.)

In person/Online May 17 - June 13

Note: No in-person registration on Monday, May 31 (Memorial Day Holiday)

LATE REGISTRATION New, Continuing, Returning** or High School Students

In person/Online June 14-15

Students must be registered by the end of the second day of the term for any six-week class. An add code (issued by the instructor) is required to register for any closed (full) class.

** A "returning" student has been absent from Gavilan College for one school year (3 semesters).

WHERE AND WHEN

MAIN CAMPUS

May 10-28 Mon-Thurs, 8 am - 4:30 pm

Note: No in-person registration on Monday, May 31 (Memorial Day Holiday)

June 1-11 Mon-Thurs, 8 am - 5 pm; Friday, 9 am - 11:30 am

June 14 & 15 Mon, Tues, 8 am - 6 pm

MORGAN HILL AND HOLLISTER SITES

May 3-27 Mon-Thurs, 8 am - 6 pm; Fri, 8 am - 12 noon

Notes: Closed Friday, May 28 for graduation

Closed Monday, May 31 for Memorial Day holiday

June 1 -11 Mon-Thurs, 8 am - 5:30 pm; Fri, 8 am - 12 noon

June 14 - July 23 Mon-Thurs, 8 am - 6 pm; Fri, 8 am - 12 noon

Note: Closed Monday, July 5 for Independence Day holiday

ONLINE Go to www.gavilan.edu and click on the Self-Service Banner icon. Follow "Register Online" information above right column.

REGISTER ONLINE

Go to www.gavilan.edu and click on the Self-Service Banner icon.

New and returning students must have an application on file three working days prior to registering. To register go to www.gavilan.edu and click on the Self-Service Banner icon to get your Gavilan Student ID number and select a user ID and PIN. Register!

High School students register in person.

Add codes required for filled (closed) classes once classes have begun.

Helpline available during in-person registration hours @ 408-848-4733.

Refunds: Refunds of fees in excess of \$10 will be made when term-long courses are officially dropped by June 18. Refunds of less than \$10 will remain on the student's account as a credit unless the Admissions and Records Office is otherwise instructed by the student. Short-term courses must be dropped before 10% of the class meetings have passed. For one- or two-day courses, this date will occur before the start of the course.

Parking Permits must be returned to receive a refund of parking fees.

Adding Courses Students may add courses to their schedules until the end of the second day of the six-week term contingent upon seat availability. To add a course once the course is filled (closed), an add code is required.

Students adding courses with a start date earlier or later than June 15 must be registered by the first day of the class.

Dropping Courses Students may drop courses online at Self-Service Banner or in person. A student who stops attending and does not officially withdraw is not automatically dropped and may receive a final grade of "F" or "NC".

Six-week courses dropped by Thursday, June 24 will not appear on the student's permanent record. Classes dropped between June 25 and July 14 will appear on the permanent record with a notation of "W" (withdrawn).

The "NRS" deadline for a short-term course is 30% of the class meetings.

The "W" deadline for all courses is 75% of the class meetings.

Parking Student parking regulations are enforced Monday through Thursday from 7 a.m. to 10 p.m. and Friday from 7 a.m. to 5 p.m. Student parking is permitted in Lots A, C, E or H except where restricted to staff, visitors or handicapped. All vehicles parked on campus must display a parking permit. Day tickets are available for 75 cents at coin-operated machines in parking lots A, E, H and at the south entrance to campus. All-day permits are \$20 and are available at the Admissions and Records Office.

Associated Student Body (ASB) cards for the summer session are available for purchase at the Admissions and Records Office on the main campus or at either of the sites.