

# SUMMER SESSION 2011

# 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 2-5

\* 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 9-12

Online - May 9-15

### OPEN REGISTRATION

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

In person/Online May 16 - June 12

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 13-14

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 9-11 Mon-Wed, 8 am - 4:30 pm

May 12 Thurs, 8 am - 6 pm

May 16-26 Mon-Thurs, 8 am - 4:30 pm

Note: No in-person registration on Monday, May 30 (Memorial Day Holiday)

May 31 - June 2 Tues-Thurs, 8 am - 4:30 pm

June 6-14 Mon-Thurs, 8 am - 5 pm

### MORGAN HILL AND HOLLISTER SITES

May 2-26 Mon-Thurs, 8 am - 6 pm, Fridays, 8 am - 5 pm

Notes: Closed Friday, May 27 for graduation

Closed Monday, May 30 for Memorial Day holiday

May 31 - June 10 Mon-Thurs, 8 am - 5:30 pm, Fridays, 8 am - 12 noon

June 13-14 Mon-Tues, 8 am - 6 pm

**ONLINE** Go to [www.gavilan.edu](http://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](http://www.gavilan.edu) and click on the Self-Service Banner icon.

New and returning students must have an application on file ten working days prior to registering. To register go to [www.gavilan.edu](http://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 must register in person.

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

Helpline available during in-person registration hours @ 408-848-4736.

**IMPORTANT: All students, upon registration, will be required to pay in full within a short period of time in order to stay registered for classes. See payment deadlines on page 12.**

**Refunds:** Refunds of fees in excess of \$10 will be made when term-long courses are officially dropped by June 17. 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 23 will not appear on the student's permanent record. Classes dropped between June 24 and July 13 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 and staff parking spaces are enforced Monday through Thursday from 7 am to 10 pm and Friday from 7 am to 5 pm. All other spaces and areas are enforced at all times. 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. **Please note:** There is a \$2 charge for replacing lost ASB cards.