How to Add a Class After Instructor Grants Permission

To add <u>a class section</u>, follow these 4 simple steps:

STEP 1: Log into your <u>PAWS Self Service</u> and click on the **Home** icon then select **Student Planning.**

STEP 2: Click on **Go to Plan & Schedule** and select the **Spring 2022 term** to add courses and view your course schedule.

STEP 3: If you have not already added this course to your schedule. Click on the **search box**, find the course and **Add Section to Schedule**. Follow the steps when adding the course.

STEP 4: Once you have added the course to your schedule, go back to **Plan & Schedule** and select the **authorized to add** flag and click **Register** to add the course.

PLEASE NOTE: <u>proof of vaccination</u> must be submitted via Med Proctor before you can be allowed to enroll.

Please add the course as soon as possible. If you experience any issues please contact the Admissions & Records Office at 831-755-6711, admissions@hartnell.edu or visit their <u>Virtual Front Desk</u>.



Schedule	Timeline	Advising	Petitions & Waivers	
<	> Summe	r 2021 Semes	ter _ +	
\square	Tilter Section	ons	Save to iCal	
ADJ-21A-	5801: Narcotics 8	& Dangerous D	rugs	
(i) Autho	orized for Add			
✓ Plann	ed			
Credits: 3 Grading: Instructor 6/7/2021 Seats Ava	Credits Graded :: Bertomen, L to 7/31/2021 ilable: 25			
V Meeti	ng Information			
		Regis	ter	