

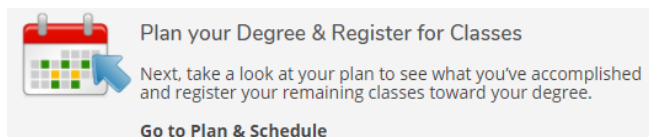
How to Add a Class After Instructor Grants Permission

To add **a class section**, follow these 4 simple steps:

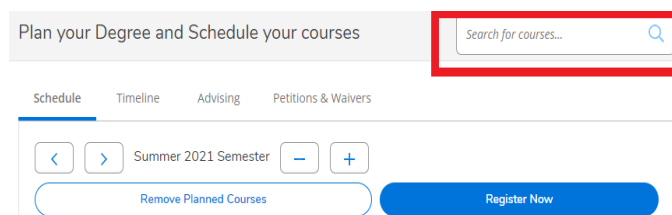
STEP 1: Log into your [PAWS Self Service](#) and click on the **Home** icon then select **Student Planning**.



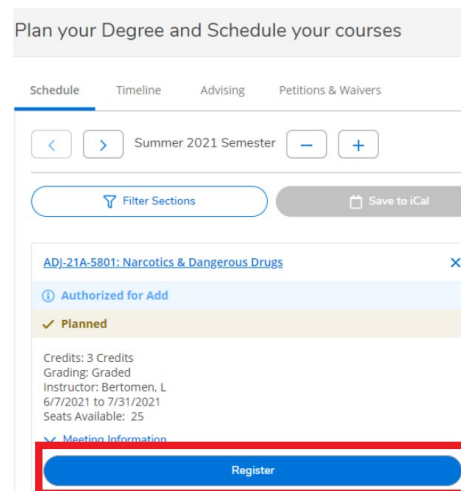
STEP 2: Click on **Go to Plan & Schedule** and select the **Spring 2022 term** to add courses and view your course schedule.



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: [proof of vaccination](#) 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 [Virtual Front Desk](#).