

# Adding a course after instructor grants Add Authorization



Remember to add the course immediately. The Add Authorization expires at the end of the add period.

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

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

**STEP 2:** Click on **Go to Plan & Schedule** and select the **Fall 2023 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. If you are experiencing issues adding after you click Register, click the Register button at the top of the page.

If you experience any issues, contact us at any Hartnell College location.



P.A.W.S Self Serve

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
**Go to Plan & Schedule**

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Summer 2021 Semester

Remove Planned Courses Register Now

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2021 Semester

Filter Sections Save to iCal

ADJ-21A-5801: Narcotics & Dangerous Drugs

Authorized for Add

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Bertomen, L  
6/7/2021 to 7/31/2021  
Seats Available: 25

Meeting Information

Register

## Admissions and Records Office

Mon. - Thurs. 8am-6pm

Fri. 8am - 5pm

(831) 755-6711

admissions@hartnell.edu



HARTNELL COLLEGE