

## EOPS/CARE PRIORITY REGISTRATION STEPS

Please review the steps below to ensure you successfully register into your classes.

**REMEMBER** to confirm your schedule by printing a copy of your schedule through P.A.W.S. on the internet or by reviewing your schedule through the ASAP phone system.

These are tips to remember during the registration process. Students are responsible to ensure they are properly registered for classes. Refer to the Hartnell College Catalog, website, and Schedule of classes for more details.

**Important: To register for each class, you need the class names and section numbers**

### Two Priority Registration Options:

**1. Using P.A.W.S.** [www.hartnell.edu](http://www.hartnell.edu)

PAWS help desk, 755-6770 located in A&R Office, CAB150E

**2. Using ASAP - (831) 755-6755**

Both systems can be accessed Monday - Saturday, 6am-12am (some Sundays included).

### Registration Tips to Remember:

*This is not a complete list of steps to register. Please review the Hartnell College Catalog, website and Schedule of Classes for more details*

#### **For P.A.W.S. Internet Registration:**

Do you know your User ID?

Enter your User ID or select **What's my User ID?** in the PAWS User Account screen

Do you know your password?

Enter your password, or select **Show my Hint**, or select **What's my password** in the PAWS User Account screen

Do you have your **Educational Plan** to help you select your schedule? Ask your counselor or at the EOPS reception desk for a copy.

Have you planned your semester schedule? If not, please take the time now to select the classes and the section numbers.

Use the Search for Classes option in P.A.W.S. to review which classes are available this semester.

Use the **Schedule of Classes** to review which classes are available this semester.

You can use Express Registration if you know the exact subject, course number and section.

#### **For ASAP Telephone Registration:**

Do you know your Student ID?

Enter your Social or Student ID by phone

Enter your birthdate, two digits for each number: (ex: 060782 for June 7 1982)

**Follow the guided recording to select your courses.**

#### **DO NOT HANG UP UNTIL YOU HEAR:**

*"Thank you for using the Datatel Telephone Registration System."*

Press the # key to return to the main menu when you have added all your courses

**Review** your schedule by **pressing 3**

A&R will mail a copy of your schedule 1 week before the semester begins

**Accept your schedule by pressing 6**

**Did you print out a copy of your schedule?**

To ensure you are correctly registered in each class, print a schedule from the internet in the PAWS screen under **Academic Profile, My class schedule**

You can **print a copy of your schedule** at any computer with internet access.

