

## How to Add an Section After Instructor Approves the Adding of the Course

Dear Hartnell College Student,

Thank you for wanting to take my course this summer. I'm excited to share with you that we are using a new system called Add Authorization to add my courses once the semester starts.

To add **NAME OF 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**.

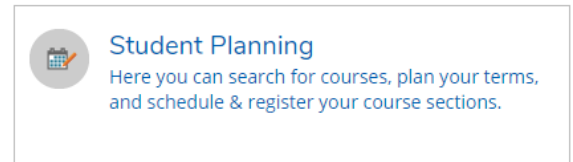
STEP 2: Click on **Go to Plan & Schedule** and select the **term (Fall/Summer/Spring)** to add courses and view your course schedule.

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.

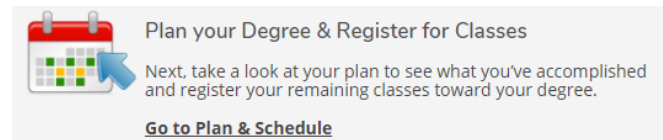
STEP 4: Once you have added the course to your schedule, go back to **Plan & Schedule** and click the **authorized to add** flag to add the course.

Please add the course as soon as possible. If you experience any issues please contact the Admissions & Records Office at 831-755-6711 or visit their [Virtual Front Desk](#).

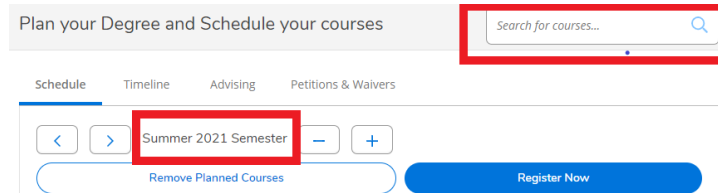
Congratulations! You've been added to the course.



**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**



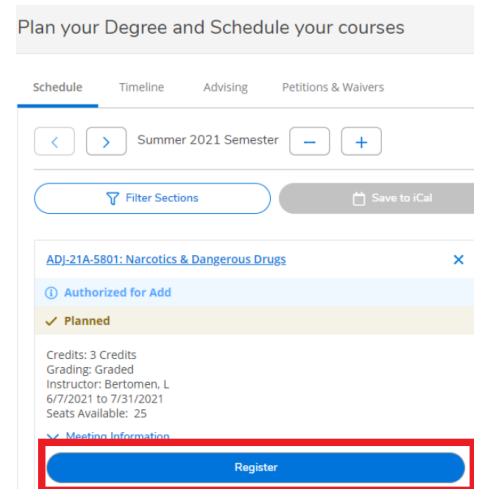
Plan your Degree and Schedule your courses

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