



EXPRESS ADD CODE AUTHORIZATION FORM

NAME: _____ ID #: _____
Last First Middle

LOG ON TO YOUR PAWS ACCOUNT and click on Add Code Registration TO USE YOUR EXPRESS ADD CODE

- Keep your Express Add Code confidential
- Express Add Codes are effective starting on the first day of the class
- Express Add Codes can only be used once
- Register Immediately, Express Add Codes have expiration dates.

Below is an example of how to enter the course information and add code on PAWS.

Subject	Course Number	Section Number	Term	Add Code
Mathematics	121	8590	2014SU Summer 2014 Session	1194

TO BE COMPLETED BY INSTRUCTOR

SUBJECT	COURSE #	SECTION #	EXPRESS ADD CODE	EXPIRATION DATE	FACULTY SIGNATURE

*To ensure a smooth registration, please be sure that you have access to your PAWS account and are clear of any registration rules. If you are unable to complete your registration due to one of the registration rules listed below, you will need to email this form to Admissions & Records at admissions@hartnell.edu before your Express Add Code expires at.

A&R:mc Rev 8/20

REGISTRATION RULES

All registration rules still apply when using Express Add Codes

- Current application for admissions must be on file with the Admissions and Records.
- Students must be free of a conflicting course schedule.
- Students must meet prerequisite and co-requisite (if applicable). See a Counselor for a Prerequisite Clearance.*
- Students must not have any HOLDS on their academic record.
- Students must have an Excess Units Petition on file if enrolling in 18+ units.
- K-12 Concurrent Students must have their approved Concurrent Enrollment Petition on file with Admissions and Records.

*ELECTRONIC PREREQUISITE CHECKING

All prerequisite courses are listed after the course descriptions in the Schedule of Classes. If you met the prerequisite at another college, you must see a counselor immediately to obtain a Prerequisite Clearance Form. Unofficial or Official transcripts must be provided. Prerequisite Clearance Forms may take up to 2 working days to process once submitted to the Admissions and Records Office.

Registration assistance is available via phone at (831) 755-6711 or email at admissions@hartnell.edu

Do not disregard the add code expiration dates. There are no exceptions after the add code has expired.