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 term (Fall/Spring/Summer) 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.