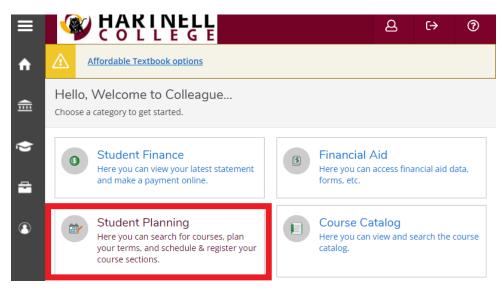
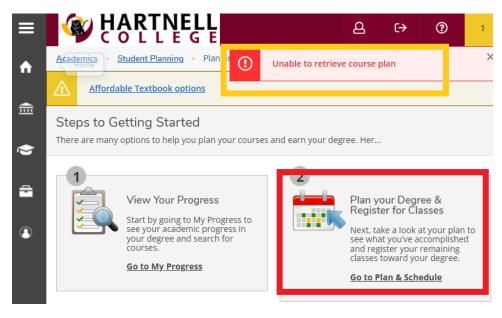
How to register for courses using PAWS Self Serve

Step 1: Log into PAWS Self Serve

Step 2: Click on Student Planning



Step 3: Click on Go to Plan & Schedule



NOTE: Pay close attention to the alert notifications at the top of the screen. If you have any notifications, you will need to resolve them before you can be allowed to register.

Step 4: Select the **term** (Spring, Summer, or Fall) you want to register for and then click on **Search for Courses** to find courses.

For example: ENG-1A

Plan your Degree and Schedule your courses 2	Search for courses Q
Schedule Timeline Advising Petitions & Waivers	
< > Summer 2021 Semester - +	
Remove Planned Courses	Register Now

Step 5: Add the course to your schedule by clicking on **Add Course to Plan**. Then **Select a term** (example Spring 2023). Then **Add Course to Plan**.

Keduisites	~
Locations Offered Requisites Carles 2020 Connector Add Co	
Contract 2022 Contractor	urse to Plan
Spring 2022 Semester Summer 2022 Semester Fall 2022 Semester Fall 2022 Semester	ean folk
Term 2 Select a term	

NOTE: Pay attention to the term you are adding the course to.

Step 6: To view your schedule before you finish registering, go Back to Course Catalog.

≡						
A	Acad	emics · Course Catalog				
ŧ	⚠	Hartnell courses for the St Hartnell Campuses.	ell courses for the Summer 2020 term will take place in an online format. DO NOT R nell Campuses.			
۲		arch for Courses ar	nd Co	ourse Sections		
-	Fi	Iter Results		Filters Applied: Art X		
	A	vailability	^	ART-10 Art Appreciation (3 Credits)		
		Open and Waitlisted Sections Open Sections Only		An introductory study of art examining the styles, eler of various historical periods and cultures. [CSU; UC; C		

Step 7: Once you identify the course you want to add, click any of the **Register** button on the screen. You can register for each course individually by clicking the register button OR you can build your schedule and then click the **Register Now** button.

Summer 2020 Semester + Remove Planned Courses Your registration period for Summer 2020 Semester begins on 4/27/2020 at 6:00 AM AM) Register N	Now
Your registration period for Summer 2020 Semester begins on 4/27/2020 at 6:00 AM		
	Ret	efresh
Planned: 3 Credits Enrolled: 0 ART-10-2528: Art Appreciation X		ed: 0 Cree Sat
11am		
✓ Planned		
✓ Planned 12pm 12pm Credits: 3 Credits Grading: Graded Instructor: McGuire, M 12pm ART-10-2528 ×		
✓ Planned 12pm Credits: 3 Credits 12pm Grading: Graded 1am		

If you need assistance registering for a course, contact the Admissions & Records Office via <u>Virtual Front Desk</u>, <u>admissions@hartnell.edu</u>, or 831-755-6711.