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 Spring 2023 Term 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. It is suggested to click on Register Now located at the top of the Plan & Schedule screen register all authorized courses.

Please add the course as soon as possible. If you experience any issues please contact the Admissions & Records Office at 831-755-6711 or admissions@hartnell.edu