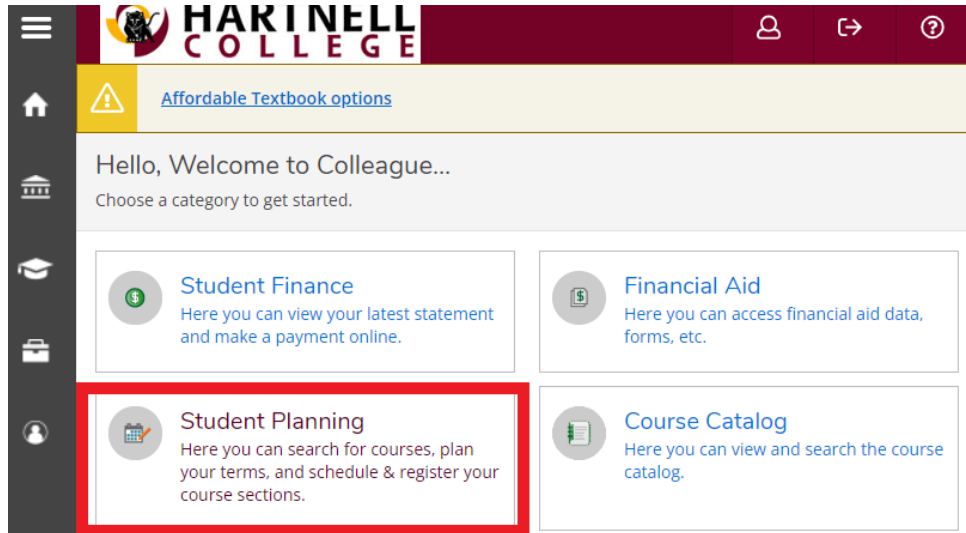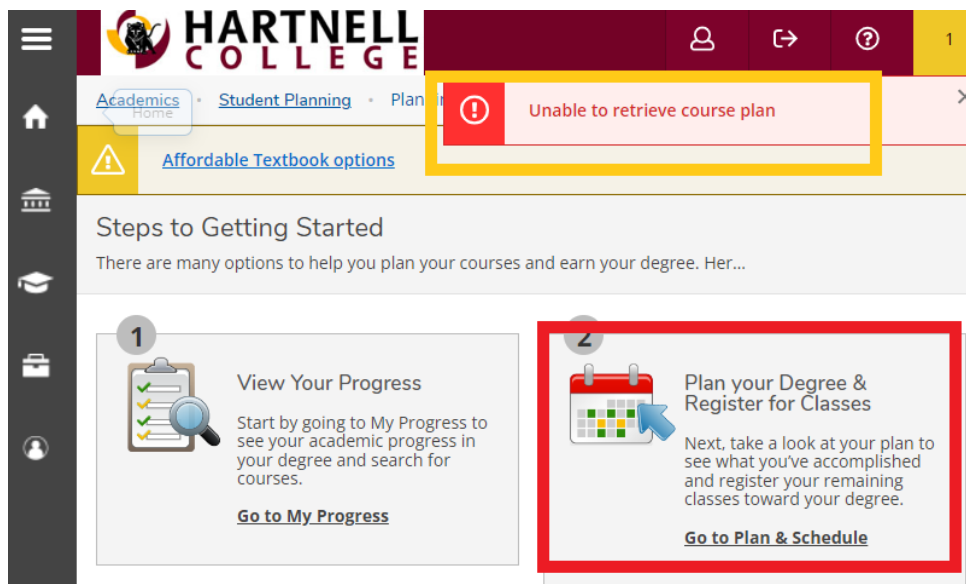# How to register for courses using PAWS Self Serve

Step 1: Log into **PAWS Self Serve**
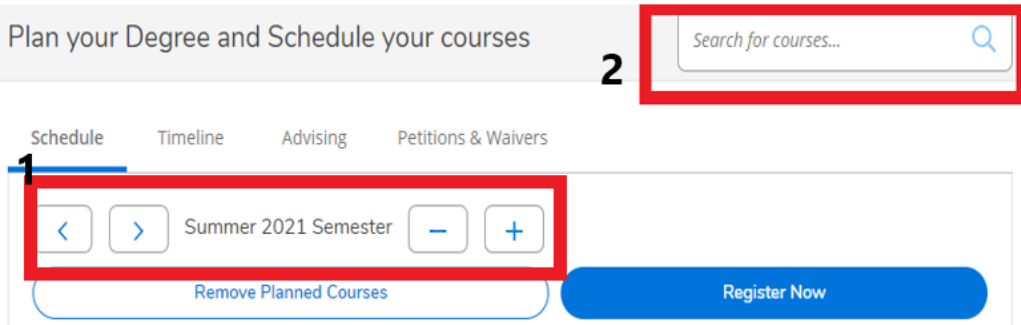
Step 2: Click on **Student Planning**

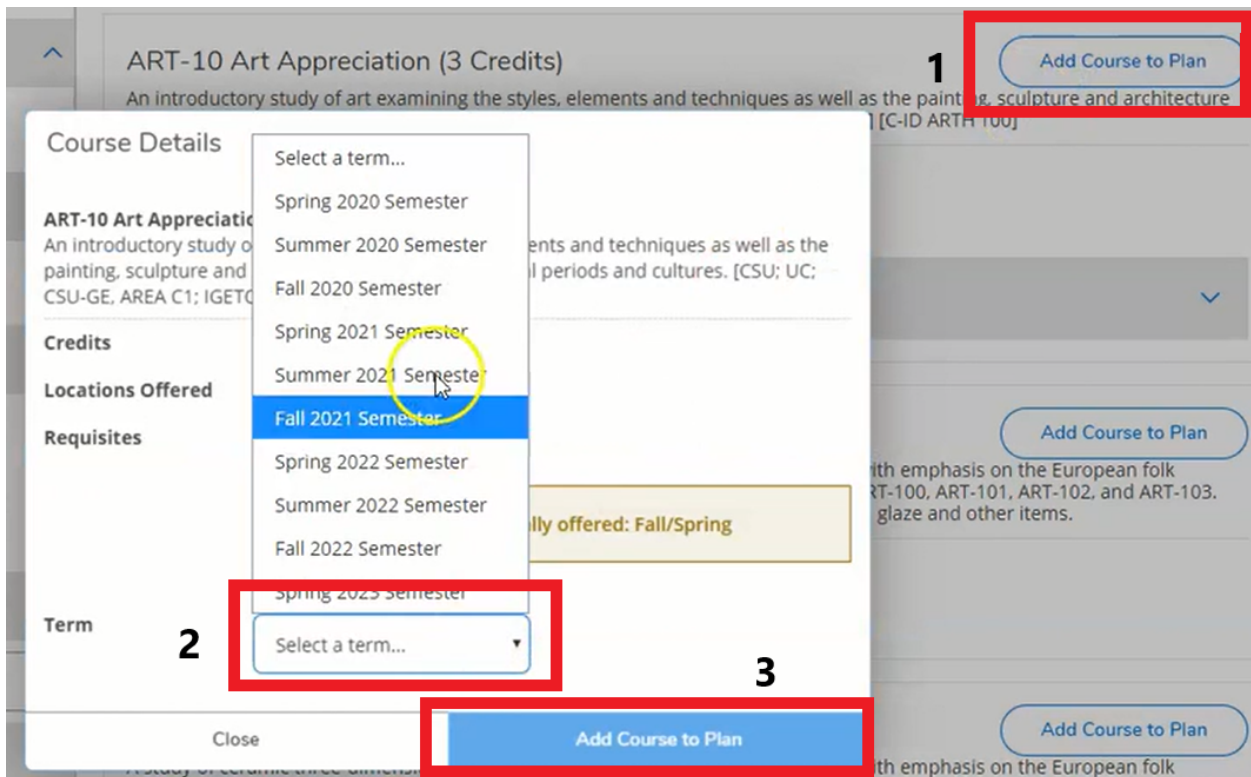**Step 3**: Click on **Go to Plan & Schedule**

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.
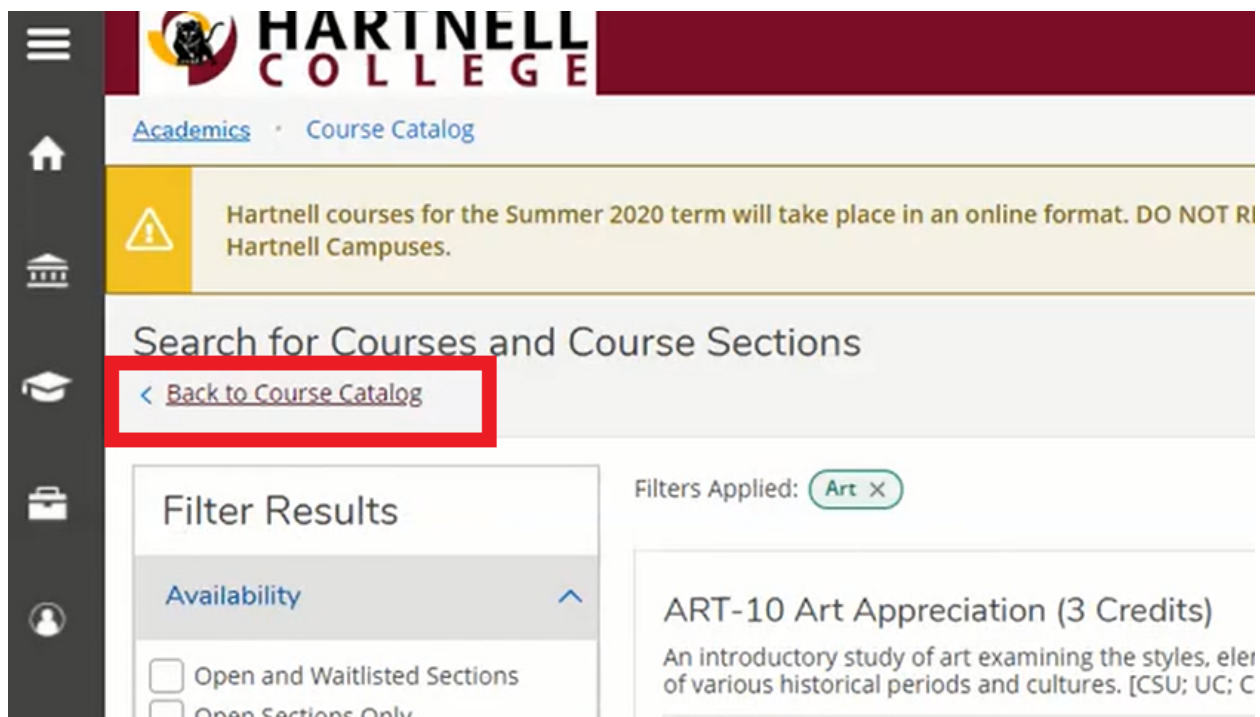
For example: ENG-1A

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**.
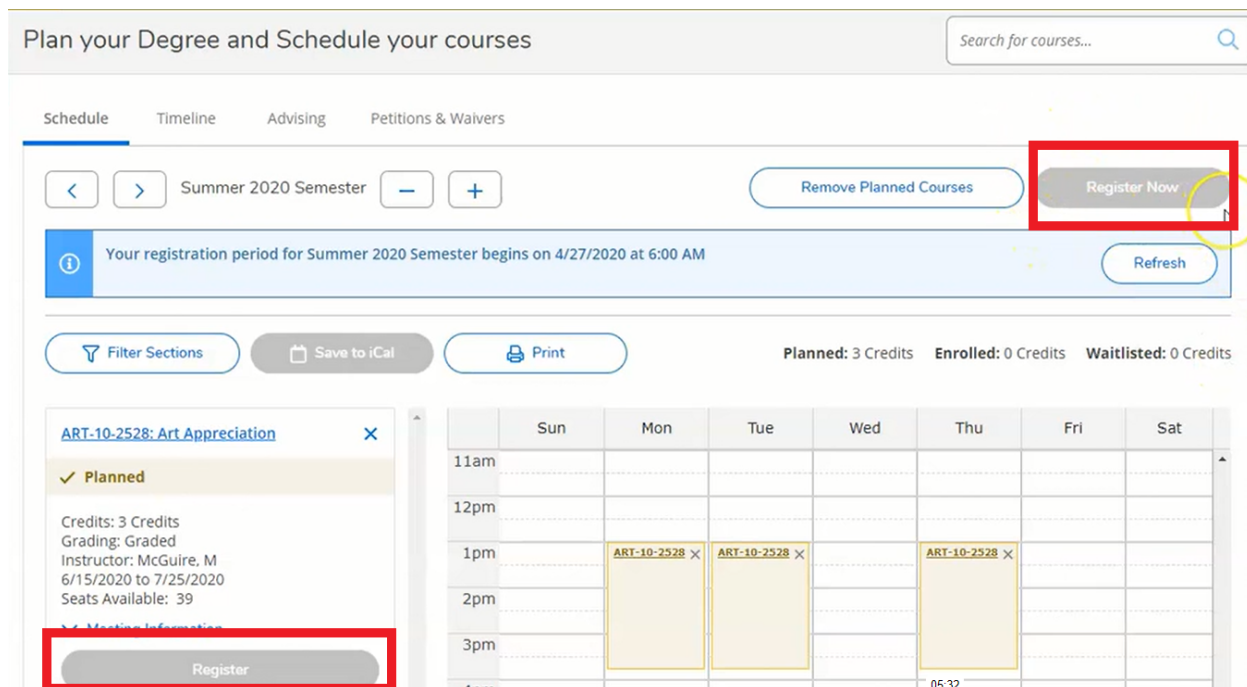

NOTE: Pay attention to the term you are adding the course to.

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

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.

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