

Adding a course after instructor grants Add Authorization



Remember to add the course immediately. The Add Authorization expires at the end of the add period.

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 Fall 2026 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. If you are experiencing issues adding after you click Register, click the Register button at the top of the page.

