#### Admissions & Records

# P.A.W.S. Self-Serve Guide

#### Logging In

Log onto "MyHartnell"	Myber           My Hartnell           My Hartnelf (formerly P.A.W.S.) is your           Faranelf (formerly P.A.W.S.) is your           access Course Registration, Financial Aid,           make paymerls, Canasa, Sudent Panil,           student Account information and morel
Click the "P.A.W.S. Self-Serve" application	P.A.W.S Self Serve
Log in with Duo	Finale Sign-On         Modificatival dor with         Passorial         Cast of the second secon

### **Adding Students**

On your dashboard, click the "Faculty" tab

@ ellucian	A Sproot
Hello, Welcome to Colleague Self-Service! Orone a collegry to get Xerted.	
Student Finance     Henryte (an version) or fisted statement and notes a payment online,	Student Planning Here yes can send for courses, plan your terms, and schedule & register your course sectors.
Course Catalog     Heavy or con view and search the course cading.	Advising Here yes can access your advases and provide guidance & feedback on their academic planning.
Excel/N Energy is can very your within discose and submit grades and names for students.	



**NOTE:** There are no longer add codes to give to students

#### Student Add Authorization

Currently there are not any Add Authorization Codes.

#### **Dropping Students**

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	Drow a cotracy to get started.	Student Planning
	Veryou can veryou state distance and make a payment only.     Course Catalog     Course Catalog     Person course and search the mana codes	New you can search for courses, plan your terms, and schedule & register your course sections.      Add schang     Now you can search use advance and monoto a Schedule in their advances registering sciences.
On your dashboard, click the "Faculty" tab	Security of the network with the security of the security	<ul> <li>under one work for a source of an order of a source o</li></ul>
		J 
	Belobia - Isuate - Teoly Overver Manage your courses by selecting a section below	
	Summe 200 Senseller Sectors Times Loosters .	Avalability() Bools Census Dana
Select the course to drop students from	COULIDED.202.000.00000         015/0121-45/0220         Hermit, IT           COULIDED.202.000.00000         T04/021-45/0220         Dist is Learner, Nethermone           COULIDED.202.000000         T04/021-45/0220         Hermit, NT           COULIDED.202.0000000         T04/021-45/0220         Hermit, NT	38/139/10         Censol 3703132 Censol           Final Exercit Annual         Final Exercit Annual           38/139/1         Censol 3703032 Censol           Final Exercit Annual         Final Exercit Annual
	Deadline Dates Waitlisted 1 of 10	
	Roster Attendance Drop Roster Census C	Srading Books Permissions Waitlist
Select the "Drop Roster" tab		
	e Grading Books Permissions Waltist	
	Never Attended     Use Date of Attendance     Phal Grade	Class Level     Creates       Fredman     1       Comp
There are two drep options:		
There are two drop options.		
<ul> <li>If a student has never attended.</li> </ul>		
check "Never Attended"	Grading Books Permissions Waitlist	
• If a student has attended but still	Never Attended	🗘 Final Grade 🗘 Class Level
dropped, enter the last day they	8/2/2023	Select Grade
attended the course	M/d/yyy	A Freshman B
<ul> <li>If their drop date is within the</li> </ul>		C D F Freshman
arading period. select "W" for their		P P Freehman
grade	M(d))))	W 12

## **Completing Course Census**

On your dashboard, click the "Faculty" tab Select the course to complete the census for	On Calculate     One of Calculate       Teles Vestioner the Calculates Self Serviced Term independent entropy of entropy.       One Calculate Term independent entropy of entropy.       One Calculate Term independent entropy.       One Calculate entropy.
Click "Census" tab	COU-21-5503: SSS: Orientation Summe 203 Semester Distance Education G26/2023-9/5/2023 Internet, NT Ditt Ed Letture: Asynchronous Seats Available () 30/39/0 Deadline Date: Wattlisted of 10 Roster Attendance Drop Roster Census Grading Books Permissions Wattlist Census Final Drop Census 7/3/2023 Census
<ul> <li>For each student:</li> <li>If they're currently enrolled, leave blank</li> <li>If they have already been dropped but still appear in the census, go back to the "Drop Roster" tab and drop student from there</li> </ul>	Inver Attended     Last Date of Attendance     Class Level     Credits       MidSyyy     Freshman     1
After you have verified the status of all students, please make sure to click the blue "Certify" button, then "Submit."	Census  Census  Census  Certify Census Attendance  I certify that these students are in attendance, except those marked not in attendance.  Student Name Cancel Submit Falls

#### **Finalizing Grades**

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On your dashboard, click the "Faculty" tab	Dubble France     Dubble France     monocore per una second and assignment with     monocore per una second and assignment     monocore per una second and assignment wit
Select the course to finalize grades for	actions Tasks Transporteres Manage your Classifies by selecting a section below Nerve: Terme Terme Terme Internet Analog Internet Orientation Terme Terme Terme Internet I
Click on "Grading," then "Final Grades"	Waitlisted 0 of 10           Roster         Attendance         Drop Roster         Census         Grading         Books         Permissions         Waitlist           Overview         Final Grade
<ul> <li>Enter final grades for each student</li> <li>NOTE: If entering a grade of "Incomplete," need to add an expiration date</li> </ul>	Overview     Final Grade     Expraction Date     C       Student Name     1     Student D     Final Grade     Expraction Date     C       Student Name     1     Student D     Final Grade     Expraction Date     C       Student Name     1     Student D     Final Grade     Expraction Date     C       Student D     Student D     Student D     Student D     Expraction Date     C       Student D     Student D     Student D     Student D     Expraction Date     C       Student D     Student D     Student D     Student D     Expraction Date     C       Student D     Student D     Student D     Student D     Expraction Date     C       Student D     Student D     Student D     Student D     Expraction Date     C       Student D     Student D     Student D     Student D     Expractic D     Expractic D       Student D     Student D     Student D     Student D     Expractic D     Expractic D       Student D     Student D     Student D     Student D     Expractic D     Expractic D       Student D     Student D     Student D     Student D     Expractic D     Expractic D       Student D     Student D     Student D     Student D     Expr

#### **Other Information**

Deadlines may be different for each course; deadlines can be found under "Deadline Dates" on each course

Section Details			
< Bask to Courses			
COU-21-5503: SSS: Orientation Summe: 2023 Semester balance Education 6/20/2023 Hitternet, WTO BE (Subture: Annohronous			
Seats Available (j) 30/39/0 Dendra Dates Walksness V 0/10	Deadline Dates COU-21-6502: SSE: Orientation Summer 2023 Semester		×
	Last Day to Add	7/3/2023	
	First Day to Drop Last Day to Drop without a Grade	6/26/2023	
Student Name	Last Day to Drop with a Grade	7/28/2023	
Barbosa Salvador		Close	

The earliest a student can be added or dropped is the first day of the course

Distance Education		
6/26/2023 8/5/2023 Anternet JNT Dist Ed Lecture: Asynchronous		
Seats Available () 30 / 39 / 0		
Deadline Dates	Deadline Dates	
Waltlisted 0 of 10 Rester Attendance Drop Poster Censur Grading	COU-21-5503: SSS: Orientation Summer 2023 Semester	
Koster Attendance bropikoster Censos Grading	Last Day to Add	7/3/2023
	First Day to Drop	6/26/2023
	Last Day to Drop without a Grade	6/29/2023
Churdrent Manage	Last Day to Drop with a Grade	7/28/2023

#### **Questions**?

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