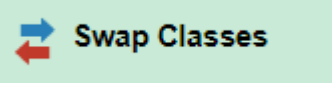


Swapping a Class (Manage Classes tile)

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Manage Classes tile
3.	On the left side menu bar, select Swap Classes 
4.	<p>Swap This Class: Select the class you want to <u>swap out from</u> the list of currently <u>enrolled</u> classes. With This Class: Select the class you want to <u>swap with</u> by using Class Search/Shopping Cart or directly entering the Class Nbr.</p> <p>Swap Classes</p> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p>Swap This Class</p> <p>Select from your schedule</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">ACCT 2301: Principles of Accounting I (10032) ▼</div> <p>With This Class</p> <p>Search for Classes</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Class Search ▼</div> <p>Or</p> <p>Select from Shopping Cart</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">▼</div> <p>Or</p> <p>Enter Class Number</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Class Number</div> <p>Using Search for Class: Select Class Search. Click on Search. For Class Search, enter the filters to search for the classes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Search For Classes i </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Enter keyword e.g. course, subject, class, topic </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Additional ways to search </div>

Using **Select from Shopping Cart:**

Click on the drop-down to select courses from the shopping cart, then click on **Select**. If you don't have any courses in the Shopping Cart, this option will not be available.

Using **Enter Class Nbr:**

Enter the correct class number, then click on **Enter**.

5.

Click on **Next**.

Next >

Step 1 of 3: Review Class Selection

You have selected

ACCT 2301 Principles of Accounting I - Financial

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10033	Regular Academic Session	01/17/2023 - 05/08/2023	Monday Wednesday Friday 10:00AM to 10:50AM	Open Seats 36 of 50

6.

If class is closed and has a waitlist, select **Yes** for Add to waitlist if class is full.

If permission is required, enter the Permission Nbr in the **Permission Number** field.

Click on **Accept**.

Step 2 of 3: Review Class Preferences

ARTS 1304 World Art Survey II

Lecture - 20430 - Open

Add to waitlist if class is full? No

Permission Number

Not required unless department/instructor consent is required

Instructor

Accept

7.

Click on **Submit**.

Step 3 of 3: Confirm Class Swap

You are replacing this Class

ACCT 2301 Principles of Accounting I - Financial

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10032	Regular Academic Session	01/17/2023 - 05/08/2023	Tuesday Thursday 2:30PM to 3:50PM	Open Seats 23 of 50

With this Class

ARTS 1304 World Art Survey II

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 20430	Regular Academic Session	01/17/2023 - 05/08/2023	To be Announced	Open Seats 38 of 75

Class Preferences



Submit

Click on **Yes**.

Are you sure you want to submit?

Yes

No

8.	<p>The system will indicate if you have successfully swapped the class.</p> <p>✔ Swap ACCT 2301 - Principles of Accounting I - Financial with ARTS 1304 - World Art Survey II This class has been added to your schedule.</p> <p>Note: If you swap out a class with a waitlisted class, you will not be dropped from the swapped-out class until you have successfully enrolled in the waitlisted class.</p>
9.	<p>Click on  or  to return to the Home Page.</p>