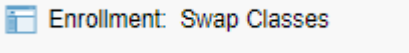# Swapping a Class

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 **Academic Records** tile
3.	On the left side menu bar, select **Enrollment: Swap Classes**
4.	Select a term, if applicable. Click on Continue.
5.	**Swap This Class**: Select the class you want to swap out from the list of currently enrolled classes. **With This Class**: Select the class you want to swap with by using Class Search/Shopping Cart or directly entering the Class Nbr.

Using **Search for Class:**
Select Class Search/My Requirements. Click on **Search**.
For Class Search, enter the filters to search for the classes; for My Requirements, select the class from the degree requirement. Click on **Select** for the class you want to swap with. Click on Next.

▼ARTS 1304 - World Art Survey II

Class	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Status	Textbook List	
20430	01-LEC Regular	TBA	TBA			01/17/2023 - 05/08/2023	UH - Clear Lake	100% Online	●		Select

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**.

| 6. | Validate the class information, enter Permission Nbr as needed, click on **Next**. |

1. Select a class to swap - Enrollment Preferences

Spring 2023 | Undergraduate | UH-Clear Lake
ARTS 1304 - World Art Survey II

Class Preferences

ARTS 1304-01   Lecture   ● Open   Permission Nbr [   ]

   Session Regular Academic Session   **Grading** Graded
   Career Undergraduate   **Units** 3.00

                                                            Instructor [▾]

                              [Cancel]   [Previous]   [Next]

| 7. | Click on **Finish Swapping**. |

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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▼ **You are replacing this class**

| | ✔Enrolled | ⊗Dropped | ⚠Wait Listed |

Class	Description	Days/Times	Room	Instructor	Units	Status
MKTG 3343-02 (10187)	Consumer Behavior (Lecture)	TBA	TBA		3.00	✔

▼ **With this class**

| | ●Open | ☐Closed | ⚠Wait List |

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTS 1304-01 (20430)	World Art Survey II (Lecture)	TBA	TBA		3.00	●

                              [Cancel]   [Finish Swapping]

8.	The system will indicate if you have successfully swapped the class.
	3. View results
	View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.
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	✔ Success: Classes were swapped ✖ Error: Unable to swap class
		Class	Message	Status	
		Swap MKTG 3343 with ARTS 1304	**Success:** This class has been replaced.	✔	
	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.
9.	Click on [🏠] or [‹ Student Home] to return to the Home Page.