**Swapping a Class (Manage Classes tile)**

IMPORTANT! Please consider the billing/refund schedule before swapping a class. Swap performs enroll then drop functionality, which follows the enroll/drop dates on the academic calendar as well as the refund schedule for each session.

<table>
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<tr>
<th>Steps</th>
<th>Descriptions</th>
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<tbody>
<tr>
<td>1.</td>
<td>Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a>. Enter your UHCL network ID and password or your 7 digit ID and password.</td>
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<td>2.</td>
<td>Click on the <strong>Manage Classes</strong> tile</td>
</tr>
<tr>
<td>3.</td>
<td>On the left side menu bar, select <strong>Swap Classes</strong></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Swap This Class</strong>: Select the class you want to swap out from the list of currently enrolled classes. <strong>With This Class</strong>: Select the class you want to swap with by using Class Search/Shopping Cart or directly entering the Class Nbr.</td>
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**Swap Classes**

Select the class you wish to swap then select the class you wish to replace it with.

**Swap This Class**

Select from your schedule

- **ACCT 2301: Principles of Accounting I (10032)**

**With This Class**

Search for Classes

- Class Search

Or

Select from Shopping Cart

Or

Enter Class Number

Using **Search for Class**:

Select Class Search. Click on **Search**.

For Class Search, enter the filters to search for the classes.
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.**

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.**

7. **Click on Submit.**
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| **8.** | The system will indicate if you have successfully swapped the class.  
✔️ **Swap ACCT 2301 - Principles of Accounting I - Financial with ARTS 1304 - World Art Survey II**  
This class has been added to your schedule.  

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 ![Home Icon](image) or ![Student Home Icon](image) to return to the Home Page. |