### Swapping a Class (Manage Classes tile)

<table>
<thead>
<tr>
<th>Steps</th>
<th>Descriptions</th>
</tr>
</thead>
<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>
</tr>
<tr>
<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>&lt;br&gt;<img src="image" alt="Swap Classes" /></td>
</tr>
</tbody>
</table>
| 4.    | **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.**

**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.

**Additional ways to search**
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.**

![Step 1 of 3: Review Class Selection](image)

**You have selected:**
ACCT 2301 - Principles of Accounting I - Financial
Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - 10023</td>
<td>Regular Academic Session</td>
<td>01/17/2023 - 06/08/2023</td>
<td>Monday Wednesday Friday</td>
<td>10:00AM to 10:50AM</td>
</tr>
</tbody>
</table>

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](image)

**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: **Select**

7. Click on **Submit.**

![Step 3 of 3: Confirm Class Swap](image)

**You are replacing this Class:**
ACCT 2301 - Principles of Accounting I - Financial
Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - 10023</td>
<td>Regular Academic Session</td>
<td>01/17/2023 - 06/08/2023</td>
<td>Tuesday Thursday</td>
<td>2:30PM to 3:50PM</td>
</tr>
</tbody>
</table>

**With this Class:**
ARTS 1304 - World Art Survey II
Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - 20430</td>
<td>Regular Academic Session</td>
<td>01/17/2023 - 06/08/2023</td>
<td>To be Announced</td>
<td>Open Seats 36 of 75</td>
</tr>
</tbody>
</table>

Click on **Yes.**

**Are you sure you want to submit?**

[Yes] [No]
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] or [Student Home] to return to the Home Page.