

## Swapping a Class

**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.

Steps	Descriptions												
1.	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.												
2.	Click on the <b>Academic Records</b> tile												
3.	On the left side menu bar, select <b>Enrollment: Swap Classes</b> 												
4.	Select a term, if applicable. Click on Continue. <b>Select Term</b>  <table border="1" data-bbox="219 829 1161 976"> <thead> <tr> <th colspan="3">Select a term then select Continue.</th> </tr> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Spring 2023</td> <td>Undergraduate</td> <td>UH-Clear Lake</td> </tr> <tr> <td><input type="radio"/> Summer 2023</td> <td>Undergraduate</td> <td>UH-Clear Lake</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Continue"/></p>	Select a term then select Continue.			Term	Career	Institution	<input type="radio"/> Spring 2023	Undergraduate	UH-Clear Lake	<input type="radio"/> Summer 2023	Undergraduate	UH-Clear Lake
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Term	Career	Institution											
<input type="radio"/> Spring 2023	Undergraduate	UH-Clear Lake											
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5.	<p><b>Swap This Class:</b> Select the class you want to <u>swap out from</u> the list of currently enrolled classes.  <b>With This Class:</b> Select the class you want to <u>swap with</u> by using Class Search/Shopping Cart or directly entering the Class Nbr.</p> <p><a href="#">Swap a Class</a> <span style="float: right;">1 2 3</span></p> <p><b>1. Select a class to swap</b></p> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p>Spring 2023   Undergraduate   UH-Clear Lake</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Swap This Class</b></p> <p>Select from your schedule <span style="float: right;">MKTG 3343: Consumer Behavior ▼</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>With This Class</b></p> <p>Search for Class <span style="float: right;">Class Search ▼</span> <input type="button" value="Search"/></p> <p style="text-align: center;">----- OR -----</p> <p>Select from Shopping Cart <span style="float: right;">▼</span> <input type="button" value="Select"/></p> <p style="text-align: center;">----- OR -----</p> <p>Enter Class Nbr <input style="width: 50px;" type="text"/> <input type="button" value="Enter"/></p> </div>												

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	<span style="color: green;">●</span>		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

      

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	<span style="color: green;">✔</span>

▼ 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	<span style="color: green;">●</span>

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



to return to the Home Page.