

How to Add/Drop/Swap Classes Online

➤ Log In

- www.hccs.edu
- Student System Sign-In
- Retrieve your user and reset password if you don't have one
 - Click "Retrieve User ID"
 - Click "Reset Password".
 - Web ID: _____
 - Password: _____

➤ Add Classes

- Sign-In Student Account
- Verify your home address, home and emergency phone number
- Click "**Continue**"
- Click "**Enroll**" under Academic
- Select the desire **Term**
- Click "**Search**" if you don't have the class number (see [Search for Classes Online](#))
- Click "**Select**" green button
 - Pay attention to location (West Loop, Stafford, Missouri City or other campuses)
 - Time and date of your class begins
- Confirm your class then click "**Next**"
- Click "**Proceed to Step 2 of 3**"
- Click "**Continue**"
- Select the **Payment Type**
- Click on "**Finish Enrolling**"
- Ready status to confirm: Green check is enrolled successfully, Red X is for errors (not enrolled)
- View your schedule and print it out.
- Check your tuition and pay for your class.

➤ Search for Classes Online

- **Term:** Current term
- **Course Subject:** Ex. BIOL, ENGL
- **Course Number:** 1301,1406,2305
- **College:** Ex. Southwest
- **Campus:** Stafford, West Loop
- **Pay attention to the time, date and location**

➤ Drop Classes

- Sign-In Student Account
- Click "**Enroll**"
- Click "**Drop**" tab on the top
- Select the class that you want to drop
- Click "**Drop Selected Classes**"
- Select the "**Drop Reason**"
- Click "**Confirm Drop**"
- Click "**Finish Dropping**"
- Wait until the Success Message: *The class has been removed from your schedule.*

➤ SWAP Classes

- Sign-In Student Account
- Click "**Enroll**"
- Click "**SWAP**" tab on the top
- Select class you want to drop from "Select from your schedule"
- Then Search for class want to swap
- **Or** Enter the class number
- Click "**Finish SWAPPING**"
- Wait until the Success Message

**** See the Academic Calendar before dropping or swapping classes.**