How to Add/Drop/Swap Classes Online

➢ Log In
   o www.hccs.edu
   o Student System Sign-In
   o Retrieve your user and reset password if you don’t have one
     ▪ Click “Retrieve User ID”
     ▪ Click “Reset Password”.
     ▪ Web ID:__________________
     ▪ Password:________________

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

➢ Search for Classes Online
   o Term: Current term
   o Course Subject: Ex. BIOL, ENGL
   o Course Number: 1301,1406,2305
   o College: Ex. Southwest
   o Campus: Stafford, West Loop
   o Pay attention to the time, date and location

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

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

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