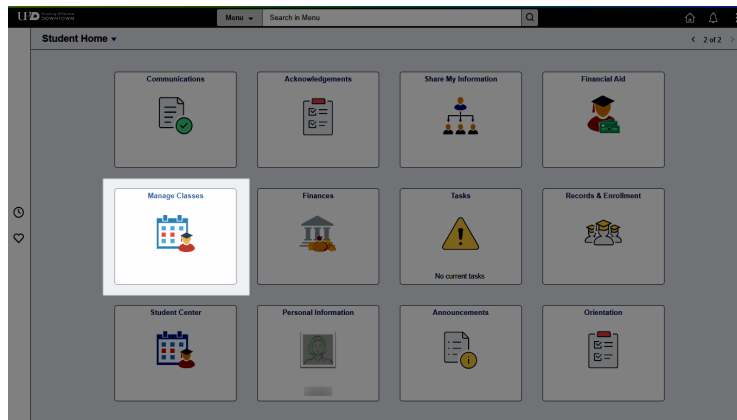


The waitlist process allows students to add themselves to a class section that is currently closed/full and to be automatically enrolled when a seat becomes available.

Automatic enrollment from Swap Waitlist: Student is already enrolled in a similar course and would prefer to swap it for a desired course that is currently full/waitlisted. If the student uses the swap waitlist feature, and a seat becomes available in the desired course, the original class will be dropped, and the student will be automatically enrolled in the preferred course.

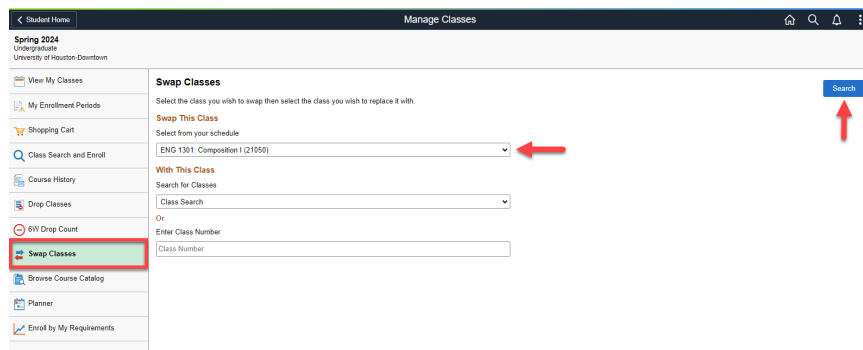
- If at any point the student no longer wants to swap the original course for the waitlisted course, they will need to remove themselves from the waitlist.
- If a seat does not become available in the desired class, the student will stay enrolled in original class. Students should decide if they will need to drop the course before any financial obligations are assessed. Please refer to the [Academic Calendar](#) for drop dates and refund dates.

Login to myUHD and select the **Manage Classes** tile.



While in the **Manage Classes** tile, select **Swap Classes**.

Select the course from your schedule that you wish to swap for a wait-listed class if a seat becomes available. You can search all classes or enter a specific Class Number. Click **Search** when ready.



Note, the first column provides a status of the class. If you wish to swap to a class that is waitlisted, select that class.

***Note:** A message will appear if a class you are currently enrolled in or waitlisted has a time conflict. Students should select a course whose meeting time does not overlap with another course.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Location
1	Open / Enrolled	Regular Academic Session	Lecture - 21050	01/16/2024 - 05/07/2024	Monday/Wednesday 11:30AM to 12:45PM	OMB N619	Sucheta Mallick Choudhuri	Open Seats 22 of 23	UH - Downtown
2	Open	Regular Academic Session	Lecture - 21051	01/16/2024 - 05/07/2024	Monday/Wednesday 11:30AM to 12:45PM		Lisa Gay Jennings	Open Seats 23 of 23	UH - Downtown
3	Wait List	Regular Academic Session	Lecture - 21049	01/16/2024 - 05/07/2024	Monday/Wednesday 10:00AM to 11:15AM	OMB N619	Sucheta Mallick Choudhuri	Waitlist Available Places 999 of 999	UH - Downtown

Review the class section information and select **Next**.

Step 1 of 3: Review Class Selection

You have selected
ENG 1301 Composition I
 Option Status: Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21049	Regular Academic Session	01/16/2024 - 05/07/2024	Monday/Wednesday 10:00AM to 11:15AM	Waitlist Available Places 999 of 999

Review class preferences. If you want the course you are currently enrolled in to be dropped if a seat in this course becomes available, toggle to **Yes** when prompted and select **Accept**.

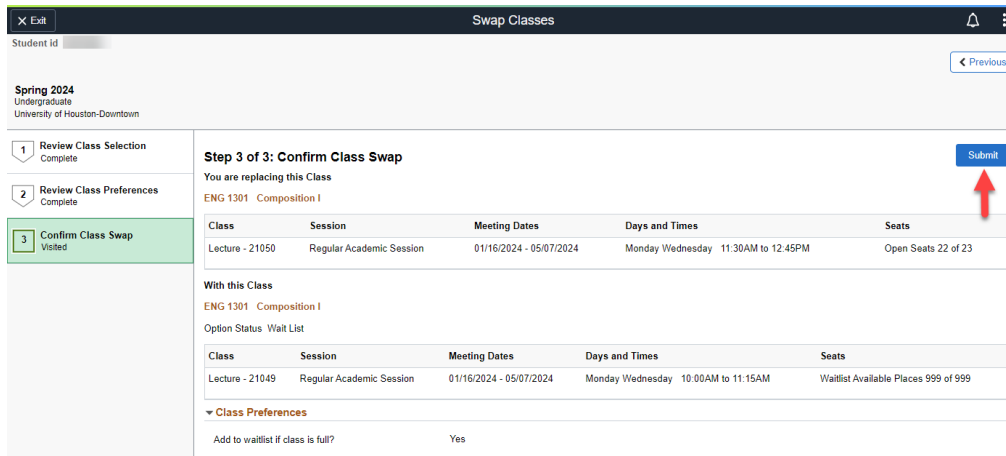
Step 2 of 3: Review Class Preferences

ENG 1301 Composition I
 Lecture - 21049 - Wait List

Add to waitlist if class is full? Yes

Accept

Confirm the class swap if a seat becomes available in the wait-listed course. **Submit** when ready.



Student id [redacted]

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1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

ENG 1301 Composition I

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21050	Regular Academic Session	01/16/2024 - 05/07/2024	Monday Wednesday 11:30AM to 12:45PM	Open Seats 22 of 23

With this Class

ENG 1301 Composition I

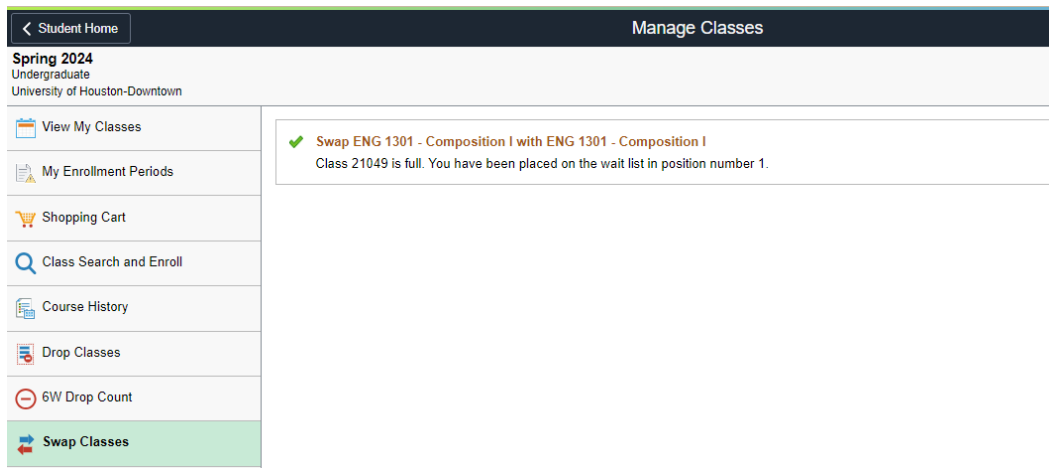
Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21049	Regular Academic Session	01/16/2024 - 05/07/2024	Monday Wednesday 10:00AM to 11:15AM	Waitlist Available Places 999 of 999

Class Preferences

Add to waitlist if class is full? Yes

The confirmation screen will display your waitlist position.



Student Home

Manage Classes

Spring 2024
Undergraduate
University of Houston-Downtown

- View My Classes
- My Enrollment Periods
- Shopping Cart
- Class Search and Enroll
- Course History
- Drop Classes
- 6W Drop Count
- Swap Classes

✓ Swap ENG 1301 - Composition I with ENG 1301 - Composition I
Class 21049 is full. You have been placed on the wait list in position number 1.