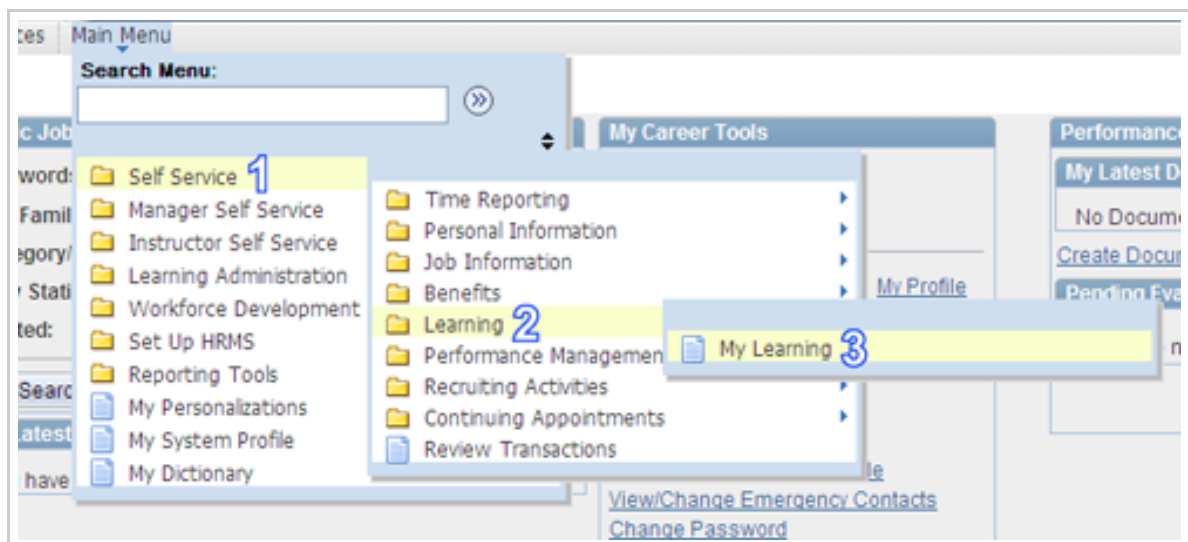


HOW TO DROP A COURSE

1. Go to the Main Menu > Self Service > Learning > My Learning

Click "Main Menu" then hover over "Self Service", "Learning", and click "My Learning".



2. Ensure that you are enrolled in the course

All successfully registered and enrolled courses will appear in your "My Learning Activities" pane.

Check the status, it should read "Enrolled."

If dropping the course is a valid action, you should see a drop button in the "Action" column.

Clicking the button will bring you to the "Drop Activity" dialog.

My Learning

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link.

My Learning Tools	Search Learning Catalog
All My Learning Request for Learning	Select Search Category: All Search the Catalog: <input type="text"/> <input type="button" value="Search"/> Browse Catalog

My Learning Activities 1-2 of 2				
Title	Type	Status	Date	Action
Arabic - Level 1	Live Classroom Instruction	Enrolled	26/12/2012	<input type="button" value="Drop"/>
GSD III/IV - Managing Upwards: Power Dynamics and Influencing Skills Workshop	Live Classroom Instruction	Enrolled	13/12/2012	

My Registrations
No registration available to be shown.

3. Review drop information and confirm

Review the information concerning the drop action. Be advised that some courses may have an additional fee for dropping the course. If there is a drop charge, it will be listed here under "Drop Charge."

You must cite a reason for dropping the course by selecting an item in the "Drop Reason" drop-down menu.

Once you have reviewed the information, click the "Drop" button to continue.

Drop Activity

Review Information

Are you sure you want to drop this activity?

Confirmation Number: 9130

Activity Name: [Arabic - Level 1](#)

Type: Live Classroom
Instruction

Activity Code: LMS-1129-1

Contact: --

Price Per Seat: 500.00 USD

Drop Charge: 0.00 USD

Enrollment Status: Enrolled

Confirmation Number: 9130

Start Date: 07/01/2013

End Date: 29/03/2013

Last Enrollment Date: 13/01/2013

Last Drop Date: 11/01/2013

Drop Reason

4. Confirm your enrollment status

Your status, listed under "Enrollment Status" should have change to "Dropped".

Drop Activity

Drop Confirmation

✓ You have successfully dropped this activity.

Activity Name:	Arabic - Level 1	Type:	Live Classroom Instruction
Activity Code:	LMS-1129-1	Contact:	--
Price Per Seat:	500.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Dropped	Confirmation Number:	9130
Start Date:	07/01/2013	End Date:	29/03/2013
Last Enrollment Date:	13/01/2013	Last Drop Date:	11/01/2013

[Search Catalog](#) [Browse Catalog](#) [My Learning](#)


5. Actions reflected on My Learning page

You can also see the record of your actions on your "My Learning" page. The course you have dropped should reflect the new status.

My Learning

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link.

My Learning Tools		Search Learning Catalog	
All My Learning	Request for Learning	Select Search Category: All	
		Search the Catalog: <input type="text"/>	
		<input type="button" value="Search"/>	Browse Catalog

My Learning Activities  1-2 of 2			
Title	Type	Status	Date
Arabic - Level 1	Live Classroom Instruction	Dropped	27/12/2012
GSD III/IV - Managing Upwards; Power Dynamics and Influencing Skills Workshop	Live Classroom Instruction	Enrolled	13/12/2012

My Registrations
No registration available to be shown.

This concludes the guide to Checking Enrollment Status and Course Location