Withdrawning for a language course for internal learners

2. Click on “My Learning Dashboard/My Learning”.
3. Scroll down to “My Learning Activities.”
4. Find the course you want to withdraw from and click “Drop”.

5. On the next screen, select a “Drop Reason” from the dropdown menu; then click on “Drop”.

6. You will receive an email from the Office of Human Resources Management, confirming your withdrawal from the course.