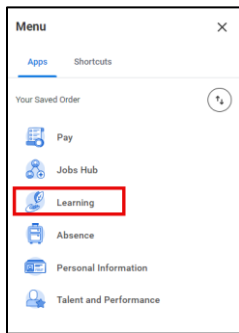


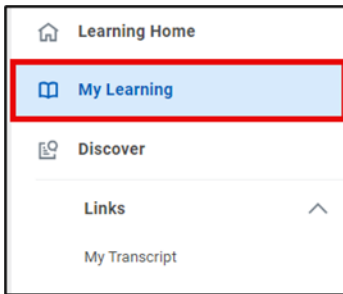
# Drop a Course

If you no longer wish to take a non-mandatory course, you may drop it. To drop a course:

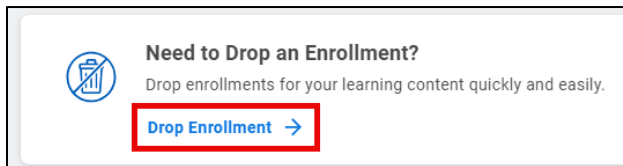
1. From the home page, select the **Menu** in the left-hand corner.
2. Then, select the **Learning** app.



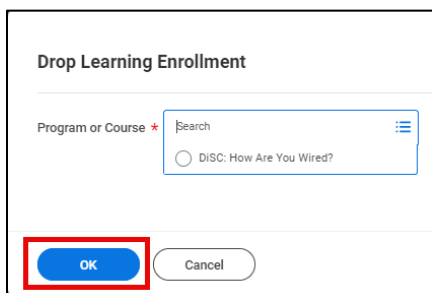
3. Select the **My Learning** tab within the Learning app.



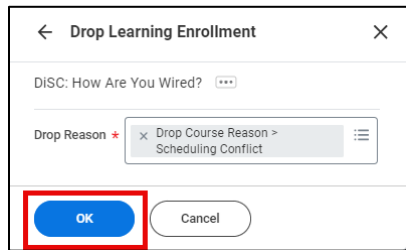
4. Select **Drop Enrollment**.



5. Select the Option button to the left of the program or course you wish to drop.
6. Then click **OK**.



7. Select a **Drop Reason** for dropping the course.



Drop Learning Enrollment

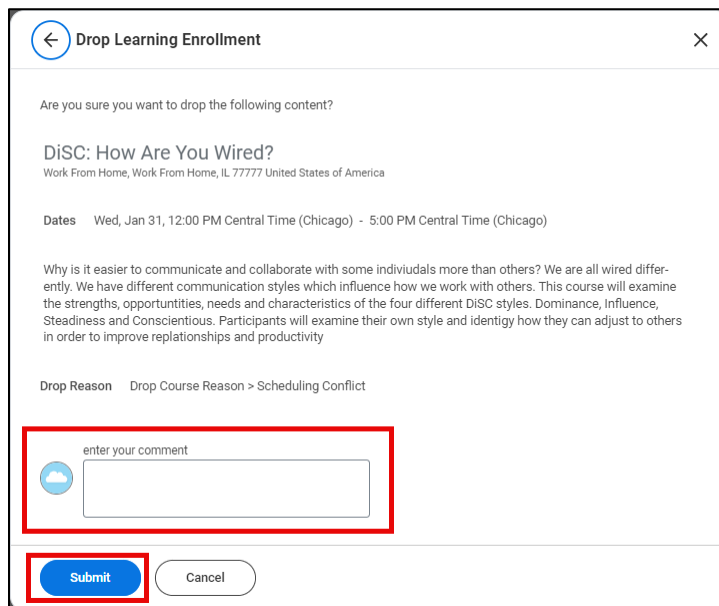
DISC: How Are You Wired?

Drop Reason \* x Drop Course Reason > Scheduling Conflict

OK Cancel

8. Confirm the details you have entered for dropping the course. Enter your comment to provide additional information.

9. Then, click **Submit**.



Drop Learning Enrollment

Are you sure you want to drop the following content?

DISC: How Are You Wired?  
Work From Home, Work From Home, IL 77777 United States of America

Dates Wed, Jan 31, 12:00 PM Central Time (Chicago) - 5:00 PM Central Time (Chicago)

Why is it easier to communicate and collaborate with some individuals more than others? We are all wired differently. We have different communication styles which influence how we work with others. This course will examine the strengths, opportunities, needs and characteristics of the four different DISC styles. Dominance, Influence, Steadiness and Conscientious. Participants will examine their own style and identify how they can adjust to others in order to improve relationships and productivity

Drop Reason Drop Course Reason > Scheduling Conflict

enter your comment

Submit Cancel

**Note:** To drop a course, cancellations must be made within 10 business days of the scheduled course. Otherwise, your cost center will be charged for your spot.

You cannot drop a required course.