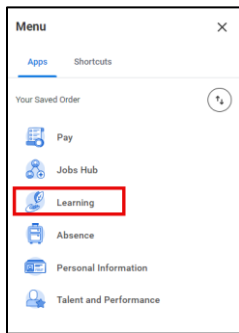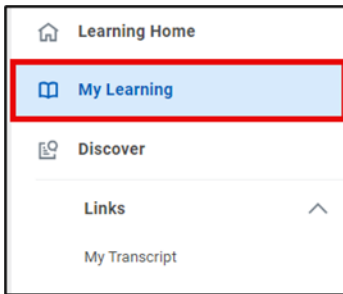# Drop a Course

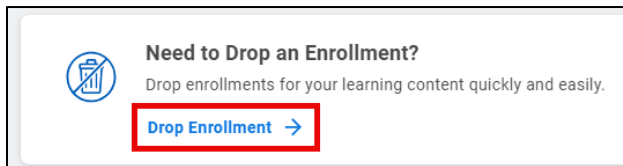If you no longer wish to take a non-mandatory course, you may drop it. To drop a course:

1. From the home page, select the **Menu** in the left-hand corner.

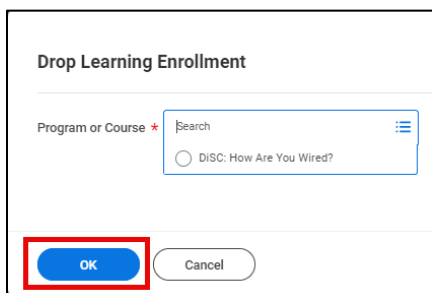2. Then, select the **Learning** app.

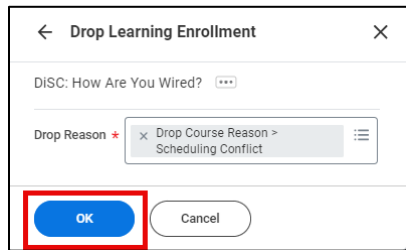3. Select the **My Learning** tab within the Learning app.

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**.

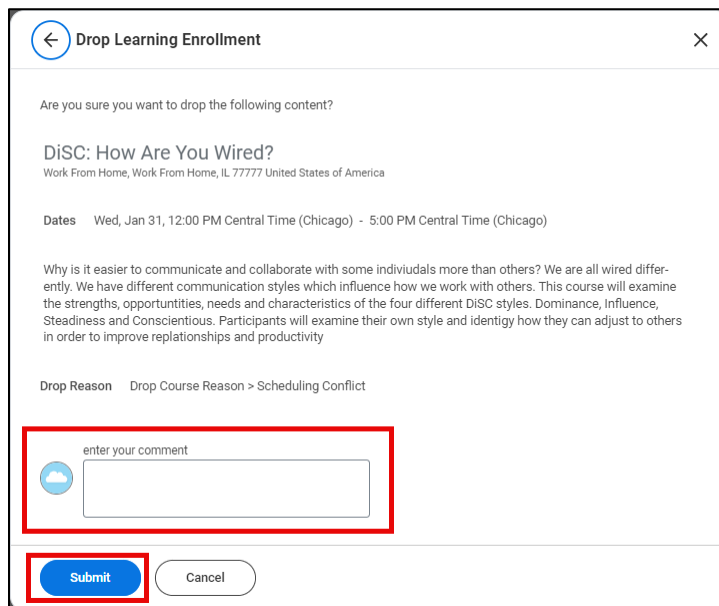7. Select a **Drop Reason** for dropping the course.

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

9. Then, click **Submit**.

> **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.