Withdraw from a Class in MySCLearning

1. **Log in to MySCLearning**
   See “Log in to MySCLearning.”

2. **View your enrollments**
   View your courses in *My Learning Assignments*. If you need to expand the tile, hover in the upper right corner and click the *Plus* sign.

3. **Withdraw from a class**
   a) Beside a course, click the down-arrow to expand *Enrolled*.
   b) Click *Withdraw*.
   
   **TIP:** When you enroll yourself, you can withdraw yourself. If “Withdraw” is not available, contact the person who enrolled you, or email training.sceis@admin.sc.gov.
   c) At the *Confirmation* box, click *Yes*.
   d) At the *Current Registrations/Remove* box, select *either*:
      - *No* to withdraw from the class but keep the course in *My Learning Assignments*; or,
      - *Yes* to withdraw from the class and remove the course from *My Learning Assignments*.

4. **If desired, register for a different class date**
   See “Register for an Instructor-Led Class.”
   
   **IMPORTANT!** Enroll for **NO MORE THAN ONE DATE** of any course. Your enrollment reserves a seat for you. If you can’t attend, WITHDRAW to release your seat for another participant.