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 you 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:
      o No to withdraw from the class but keep the course in My Learning Assignments; or,
      o 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.