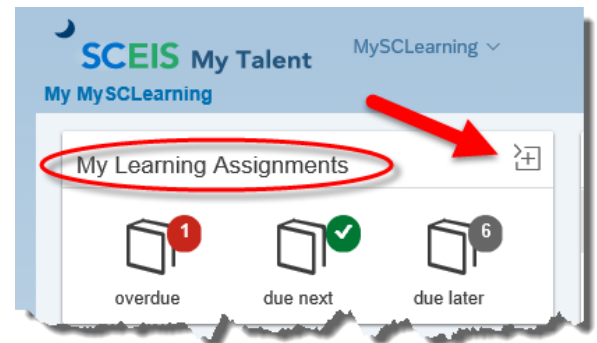


# Withdraw from a Class in MySCLearning

## 1 Log in to MySCLearning

See "Log in to MySCLearning."

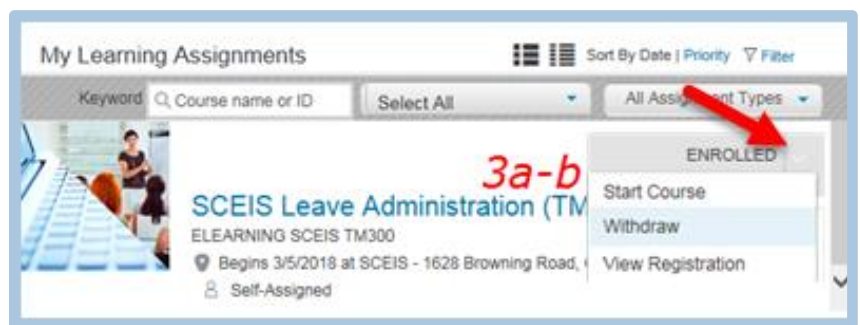


## 2 View assignments and enrollments

View your courses in *My Learning Assignments*. You may need to expand the tile. Hover in the upper-right corner and click the *Plus* sign.

## 3 Withdraw from a class

- Beside a course, click the down-arrow beside *Enrolled* to view options.
- Click *Withdraw*.



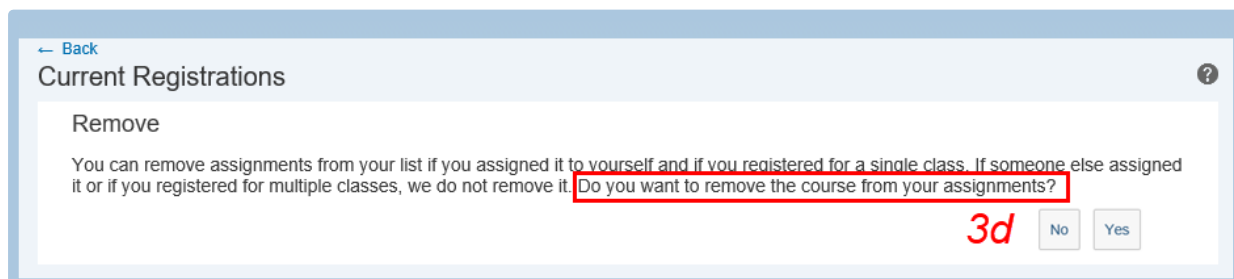
**TIP** If "Withdraw" is not available, contact the person who enrolled you, or [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).

- At the *Confirmation* box, click *Yes*.



- 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*.



# Withdraw from a Class in MySCLearning

## 4 If desired, register for a different class date

See “Register for an Instructor-Led Class.”

**Important Note:** 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.

Find more tip sheets at [MySCLearning Tools](#).