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

   **TIP** If “Withdraw” is not available, contact the person who enrolled you, or 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.
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.