Withdraw or Change an Enrollment in MySCLearning

1 **Log in to MySCLearning and open the *MySCLearning* page**

See the instructions in "Log in to MySCLearning."

2 **View your enrollments**

Find your courses in *My Learning Assignments* and in *Self-Assigned*.

3 **Withdraw from a class date**

Near the course title, click the down-arrow to expand Enrolled/Launch. Click *Withdraw.*

> **TIP:** *If you enrolled yourself, you can withdraw yourself. If 'Withdraw' is not available, contact the person who enrolled you, or send an email to* training.sceis@admin.sc.gov.
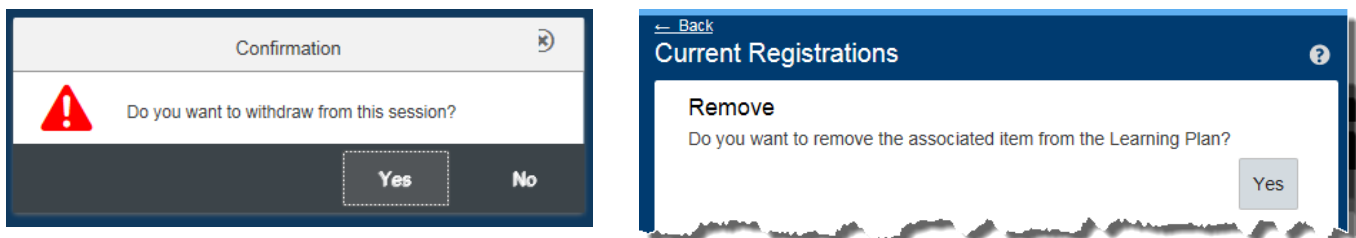
At the *Confirmation* box, click *Yes*.

At the *Current Registrations/Remove* box, select either:

- *No* to keep the course (though not the class date) in your Learning Plan; or,
- *Yes* to remove the course from your Learning Plan.

4 **Register for a different class date**

Repeat the steps in "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.