ENROLL IN A COURSE
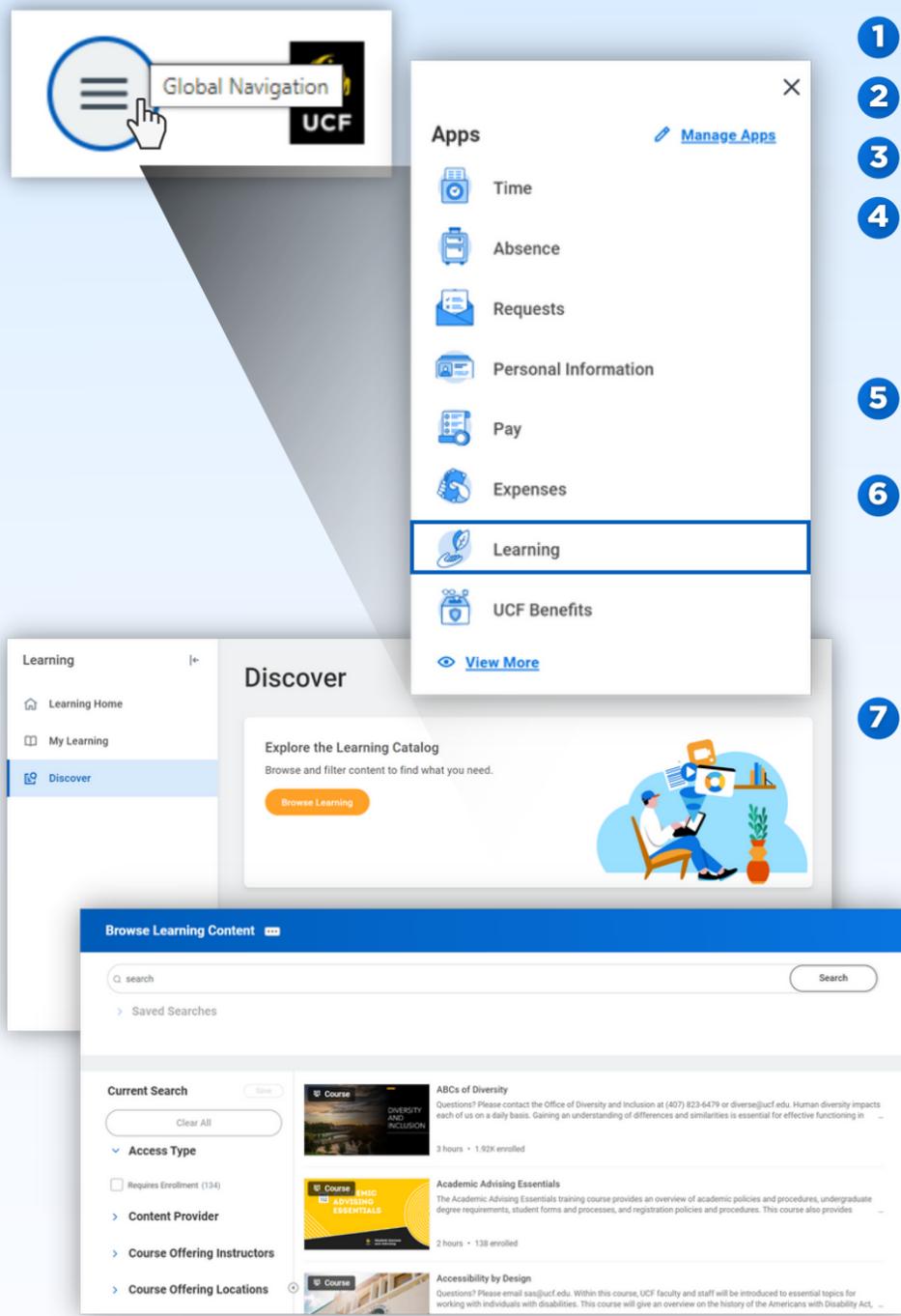

From the **Global Navigation**:
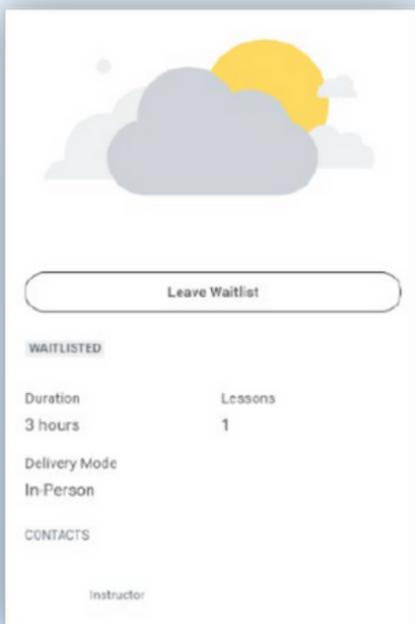
1 Select the **Learning** app.

2 Select the **Discover** tab.

3 Click **Browse Learning**.

4 All available courses and lessons display. You can narrow your results using the search bar or the faceted search filters on the left side of the page.

5 Select a course or lesson to enroll in by clicking its title.

6 Click the **Enroll** or **Select Offering** button. The Enroll button displays for digital-only courses. The Select Offering button displays for courses with an instructor-led lesson.

7 *For courses with an instructor-led lesson,* the **Select Offering** page displays. Here, view the offering information such as the date, time, location and instructor. Select the offering that works best for you and click OK.

8 From the Review page, click **Submit**.

9 Then, click **Done**. You are now enrolled in the course.

DROP A COURSE ENROLLMENT

1 Select the **Learning** app.

2 Select **My Learning**.

3 On the My Learning page, select **Drop Enrollment**.

4 From the Program or Course prompt, select the course you want to drop.

5 Click **OK**.

6 From the Drop Reason prompt, select a reason, if applicable.

7 Click **OK**.

8 Enter a comment and click **Submit** to drop the course, then click **Done**.
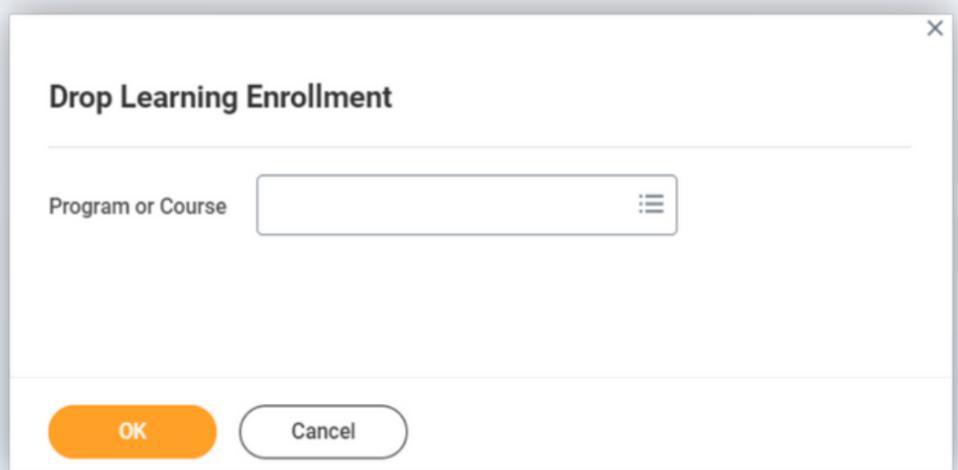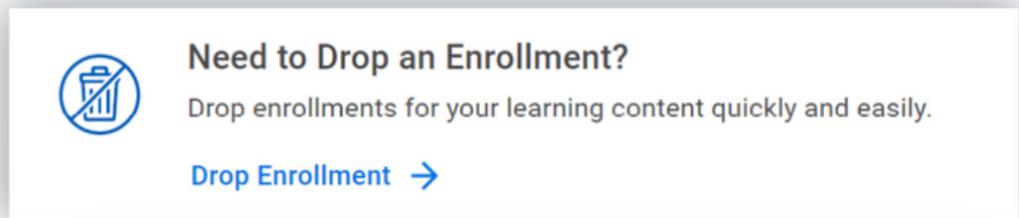
DROP FROM A COURSE WAITLIST

1 Select the **Learning** app.

2 Select the **Discover** tab.

3 Click **Browse Learning**.

4 Search the Catalog for the course in which you have been placed on the waitlist.

5 Select the course and select **Leave Waitlist**.

6 From the Drop Reason Prompt, select a reason, if applicable.

7 Click **OK**.

8 Enter a comment and click **Submit** to drop the course, then click **Done**.

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