

Professional Development/Training Registration Cancel a Course Enrollment Video Transcription

If you are in an online course you currently cannot cancel a class enrollment in SharePoint. However if you are in a non-online course you can navigate to your My Courses along the left of the screen. Choose (any status), the term and click "Search". This will bring up the list of courses you are currently enrolled in. Along the far right of each row you will see a "cancel" button if the course is a non-online course. Click the Cancel button and then click Cancel Enrollment from the Cancel Enroll in Course Section box which pops up. Click OK and this will cancel your enrollment in that course.