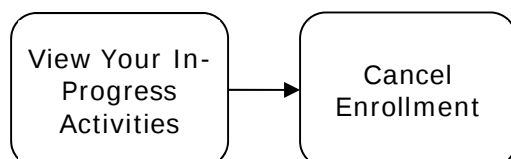


Job Aid: Canceling an Enrollment

Process

Process flow



Process steps

Step	Action
1. View Your In-Progress Activities	• Navigate to: Menu > Me • The My Plan page displays. • Click the Learning and Certifications link. Your My Plan page displays with your Learning & Certifications.. • Click the name of the desired course.
2. Cancel Enrollment	➤ <i>Note: Depending on the class settings, you may not be able to cancel the enrollment.</i> • Click the Drop link. The Drop Registration for the selected enrollment pop up window displays. • Click the Drop button. Confirmation of course drop displays in pop-up window. ➤ <i>Note: If cancellation penalties apply, the amount will display to confirm.</i>

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page