



How to Drop a Class

1. If you are not already on the EDGE Learning home page, use the University of Arizona Logo to return there.



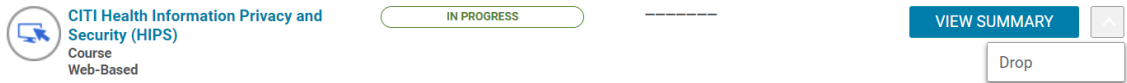
2. Under Learning & Certifications, select **Go to plan**.

Learning & Certifications



→ **Go to plan**

3. Locate the course you wish to drop on the course list.
4. Open the drop-down arrow to the far right of the course name. Select **Drop**.



5. A pop-up window will appear on the screen, asking you to confirm your choice to drop the course. Select **Drop** again to confirm.

6. A text field opens next, asking you to enter the reason you are dropping the course. You must enter an explanation to proceed. Then select **Save**. A green confirmation bar will appear, indicating success.

This action is audited. For audit tracking purposes, you must specify a reason when you perform this action.

Reason: *

Registered in error

CANCEL

SAVE

7. **Note:** You cannot drop a required compliance-based training or a course your supervisor has assigned to you.