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.

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.

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