# **Withdrawing from a Course**

1. To Withdraw from a course, click on the “Withdraw from a Course” link on the on the left-hand side of the learner dashboard.



1. Click on the “Withdraw from a Course”link on the upper left-hand side of your screen.



1. Once selected, a pop-up windowwith a drop-down menu will appear, asking you to select the course you wish to drop and provide a reason for doing so.



1. After making your selection, click “Submit”to send the course withdrawal request to the course instructor and/or manager.



## **Checking the Status**

1. To check the status of the course you attempted to withdraw from, simply review the Status section to see whether the withdrawal has been instantly approved or if it requires a waiting or review period.



1. To return to the main screen, click on Dashboard on the left-hand side of the page.



## **Removing a Course from your Cart**

There are two ways to remove courses from your cart.

Option 1:

1. To remove a course from your cart, click the Cart icon. A small preview of the courses in your cart will deploy.

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1. On the right-hand side of each course, a Trash icon will be available. Click that icon to remove the course from your selection.



Option 2:

1. If you selected Proceed to Checkout but would like to remove the course from your cart, Select the Remove icon located on the right-hand side of the course listing.

 

**For more information, please visit the Blackboard Learning Management System (LMS) page, located on the DOR website.**