

Drop Enrollment

The drop enrollment feature in Workday Learning allows employees to unenroll or withdraw from a course or training session. Employees cannot drop a mandatory or required course.

Procedure:

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- 1. From the Homepage, click the **Menu** icon from the top left of the homepage.
- 2. Select **Learning** from the menu to open the Learning dashboard.

Tip: If you do not see Learning as an option, you can do the following:

- Click the Add Apps button at the bottom of the Menu list.
- Type the name of the app in the search field.
- Select the plus sign next to the name.
- 3. On the My Learning dashboard, go to the **Continue Learning** section or use the **Search** bar to find the course you wish to drop.
- 4. Click the name of the course to open the course details page.
- 5. From the course details page, click the **Drop Course**.

⊙ Start Course	
NOT STARTED	
Lessons 8	Delivery Mode Self-Directed
Save	
No longe	r want to take this course?

Information: In some cases, the drop action link may be labeled as Drop Enrollment.

- 6. Click on the **Drop Course** button.
- 7. Click on the prompt and select a **Drop Reason**.
- 8. Click the **OK** button.
- 9. Review the drop request and provide a **Comment** if needed.
- 10. If you are sure you want to drop the course, click the **Submit** button.



Drop Learning Enrollment	
Are you sure you want to drop the following content?	
OPD - Competency Issues in Your Cases	
This is a recording of a past session. See date of recording and CLE value below. 4/20/2020 2 General CLE	
Drop Reason Other > Other	
enter your comment	
Cancel	

Information: Manager or Learning Administrator Approval: If the course is required, your manager or Learning administrator approval may be necessary to drop the course.

> Automatic Notifications: You will receive a notification confirming that you have successfully dropped the course. If needed, you can re-enroll in the same course or choose a new course at any time.

11. The System Task is complete.