

## How to drop/transfer from a previously enrolled section

A learner can perform a self-service drop of any eLearning course, simulation session or exam section from their learner portal. This removes the learner from the class list and initiates an automatic refund minus the mandatory admin fee provided they are within the timeframe set by the drop policy (i.e. greater than 7 days before the section start date). For exam sections, if the learner has already scheduled an exam booking, the booking will be cancelled following the section drop. There is no available transfer button but a functional transfer would involve first performing the drop process listed below then registering for the desired section as a new enrollment.

1. From the home page of the learner portal, select the enrollment history menu option
2. From the list of available courses, identify the course for which the drop will be applied
3. Choose "Request Drop"
4. Select a drop reason from the drop down list provided
5. Click "Submit"
6. The drop process is now complete, the dropped course will now appear under the "Dropped" tab within the learner's enrollment history






**My Enrollment History** Sonel One  
X000097 — X000097

Click here to review our policies. Contact us at (555) 555-5555 or [email@school.edu](mailto:email@school.edu) if you have questions about making any changes to your enrollments.

Enrolled | Completed | Dropped

### My Current Courses

Your currently enrolled courses. Contact us at (555) 555-5555 or [email@school.edu](mailto:email@school.edu) if you have any questions.

Course No. and Title	Enrolled	Term	Actions and Status
 <b>BKRC-3010A - 001 - Course 1: Planning &amp; Start-Up</b>	Nov 26, 2018	Program Year 1 - T2018	Print... 
 <b>BKRC-3010A - 008 - Course 1: Planning &amp; Start-Up</b>	Nov 28, 2018	Program Year 1 - T2018	Request Drop  Print... 

Required fields are indicated by \*

Learner Home Sone1 One  
 X000097 — X000097

My Profile

**My Enrollment History**

My Course Schedule

My Applications

My Programs

My Account History

My Saved Items

Forms and Policies

Special Requests

Announcements

Help

## Drop Request

You have requested to drop BKRC-3010A - 008 - Course 1: Planning & Start-Up

Provide a reason for your drop request. We will attempt to process your drop and any applicable refunds immediately. If your drop request requires review by a staff member you will receive a decision by email.

Select a drop reason.\*

Other:

Required fields are indicated by \*

POWERED BY DISTRICT One

Learner Home Sone1 One  
 X000097 — X000097

My Profile

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## My Enrollment History

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Enrolled Completed **Dropped**

### My Dropped Courses

Courses you have dropped from. Contact us at (555) 555-5555 or email@school.edu if you have any questions.

Course No. and Title	Dropped	Actions and Status
 BKRC-3010A - 008 - Course 1: Planning & Start-Up	Nov 28, 2018	Dropped Nov 28, 2018

Required fields are indicated by \*