How To Drop Your Enrollment In A Course

Log into the Virtua network with your user name and password; click on the Virtua Learning System link on the VINE home page to be directed to the Virtua Learning System Welcome Page

- Click the **My Transcript** icon.

  - The below screen will appear with all current courses you have **registered** for, **withdrawn** from, **waitlisted**, or that are **in progress**.
  - When you see the course you want to discontinue, click the drop down arrow to the right of **View Training Details**.
• Click **Withdraw** from the pop-up bubble.

![Withdrawal Screen](image1)

• You will see a final screen asking for confirmation to drop course. Click the drop down menu under **Session Withdrawal Options** to select an appropriate reason for your withdrawal.

• If desirable, add additional comments in the comments box.

![Withdrawal Registration](image2)

• Lastly, click **Submit**

![Submit Button](image3)