

Canceling a Course Registration

Note: A course registration must be canceled at least seven days prior to the scheduled course date to ensure the full cost of the course is waived. If the cancellation is not received within seven days, the full cost of the course will be charged to the registrant.

1. Open the course confirmation email or calendar invite.
2. Click on the **Event URL** at the bottom of the email.

Organizer: columbia@sabadcloud.com
Subject: Your Registration Has Been Confirmed
Location: Manhattanville; Facility:Studebaker; Classroom:Room 469
Start time: Tue 2/6/2018 9:00 AM All day event
End time: Tue 2/6/2018 1:00 PM

Your registration for this event has been confirmed.

Event Details

Title: New Hire Orientation – Columbia University
Date: 06-FEB-2018
Time: 09:00 a.m.
Location: Studebaker, Room 469
Address: 622 West 132nd Street
Course Contact: HR Learning humanresources.columbia.edu
Event URL: [Click Here](#)

3. The course description page launches, click on the drop down arrow to the right of View Summary and click on **Drop**.

The Five Choices to Extraordinary Productivity
(ID: 00013135)

Course description: The Five Choices to Extraordinary Productivity combines timeless principles with current neuroscience research to help better manage decisions, attention, and energy to consistently make choices that give the greatest return on time. By the end of this workshop, participants will learn how to: - Manage technology in a better way so it doesn't manage you - Recognize ho...
[more...](#)

You have registered for the following class

Class ID: 00022941
Instructor-Led REGISTERED
21-MAR-2018
Manhattanville, Studebaker

Language: English Available seats: 25
Duration: 16:00 Waitlisted: 0

290 USD
[VIEW SUMMARY](#)

[View detail](#) [Attachments](#) > 21-MAR-2018 (9:00 AM - 5:00 PM EDT) >

4. The Drop Registration window displays, click **Yes** to confirm your cancelation.

CANCEL THIS ORDER

You are about to cancel this purchase. Please review and confirm before you do so. You will not be able to revert this action.

Order number 00003549
Status Confirmed
Learning Items associated with order 1
Total order amount (USD) 0
Cancellation Policy N/A

You will receive an email confirmation that your registration has been canceled.