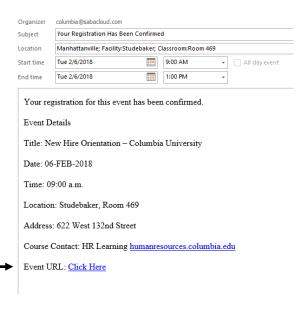


## **Canceling a Course Registration**

**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.

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



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



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



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