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:

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:
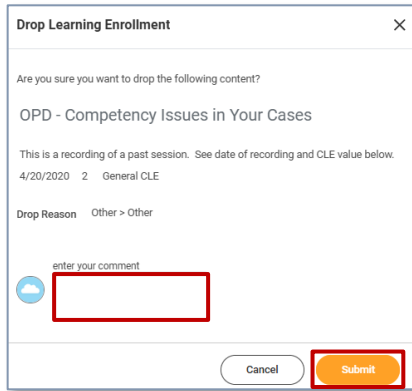   - Click the Add Apps button at the bottom of the Menu list.
   - Type the name of the app in the search field.
   - Select the plus sign next to the name.

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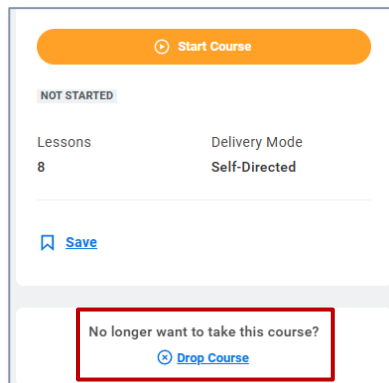
Information: In some cases, the drop action link may be labeled as **Drop Enrollment**.

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.

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.