

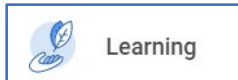
There are several ways to enroll in a course. Individuals can enroll themselves, managers can enroll their team members and learning administrators can enroll anyone in the university into a course.

This job aid details the steps required for employees to enroll in and drop a course. All instructions in this job aid start from the Learning application.

MANAGE YOUR COURSES

ENROLL IN A COURSE

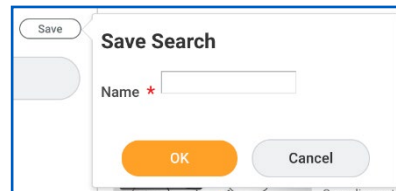
From the Learning Application:



1. Select the **Learning** app.
2. Select the **Discover** tab.
3. Click **Browse Learning**.
4. All available courses and lessons display. You can narrow your results using the search bar or the faceted search filters on the left side of the page.



Tip: You can easily access previous search results by saving your faceted search parameters.



5. Select a course or lesson to enroll in by clicking its title.
6. Click the **Enroll** or **Select Offering** button. The Enroll button displays for digital-only courses. The Select Offering button displays for courses with an instructor-led lesson.



Note: Some courses and lessons do not require enrollment. For those select courses, rather than selecting **Enroll** or **Select Offering** you can start the class by clicking the **Start Course** button.

7. For courses with an instructor-led lesson, the Select Offering page displays. Here, view the offering information such as the date, time, location, and instructor. Select the offering that works best for you and click **OK**.
8. From the Review page, click **Submit**.
9. Then, click **Done**. You are now enrolled in the course.

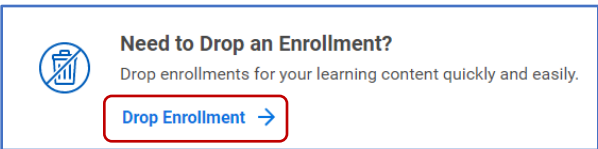
DROP AN ENROLLMENT FROM A COURSE

To drop a course for which you have enrolled, do the following:

From the Learning Application:



- 1. Select the **Learning** app.
- 2. Select **My Learning**.
- 3. On the My Learning page, select **Drop Learning Enrollment**.



- 4. From the Program or Course prompt, select the course you want to drop.
- 5. Click **OK**.
- 6. From the Drop Reason prompt, select a reason, if applicable.
- 7. Click **OK**.
- 8. Enter a comment and click **Submit** to drop the course, then click **Done**.

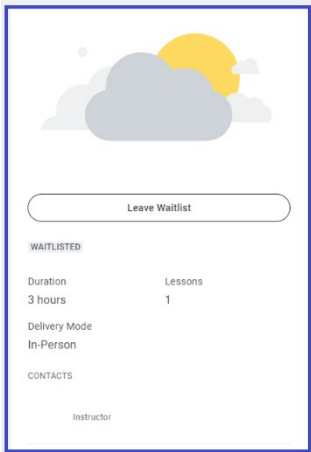
DROP FROM A COURSE WAITLIST

If you have been placed on a waitlist for a course due to no available seats remaining in the course, and you would like to remove yourself from the waitlist, then you can do the following:

From the Learning Application:



- 1. Select the **Learning** app.
- 2. Select the **Discover** tab.
- 3. Click **Browse Learning**.
- 4. Search the Catalog for the course in which you have been placed on the waitlist.
- 5. Select the course and select **Leave Waitlist**
- 6. From the Drop Reason Prompt, select a reason, if applicable.
- 7. Click **OK**.
- 8. Enter a comment and click **Submit** to drop the course, then click **Done**.



CREATE A LEARNING PATH

You can create *optional* personalized curriculums called learning paths of courses you want to take in the future. Only you will be able to see your learning paths. Follow the steps below to collect and organize courses into learning paths.

1. From the Learning menu, select **My Learning** and scroll down to **Learning Paths**.
2. Click the **Create Learning Path** button.
3. Enter a name for your new learning path.
4. Click **OK**. Your new learning path now displays in My Library.

ADDING A COURSE TO A LEARNING PATH

1. From the Learning menu, select the **Discover** tab, then click the **Browse Learning** button.
2. Select a course by clicking its title.
3. Click **Save**.



4. You have the option to:
 - a. Save the learning content to an existing learning path.
 - b. Create a new learning path to save the learning content to.
5. Once you save the learning content to an existing or new learning path, you can find the learning paths and content in **My Learning**.