

Cancelling/Dropping a Request

Use the **Drop** function if it is necessary for you to cancel your registration.

Use these steps to cancel/drop a request:

Select an Activity. Click on the **Manage** button to view the activity details screen. Click **Drop** to cancel the request.

Once the course is dropped, it is fully removed from the system. If a substitute was scheduled for you, verify that the substitute is cancelled.


▼ Activity Details


▼ Approval Status


#	Administrator	Approval Type	Comments	Status
1.	Sean Macisaac	Pre-Approval		PENDING
2.	Karin Devon	Pre-Approval		
3.	Philip Afonso	Pre-Approval		
4.	Sean Macisaac	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

▼ Actions

Revise/Resubmit Form 

View/Print Form 

Drop 

Click **Yes** to confirm the drop.