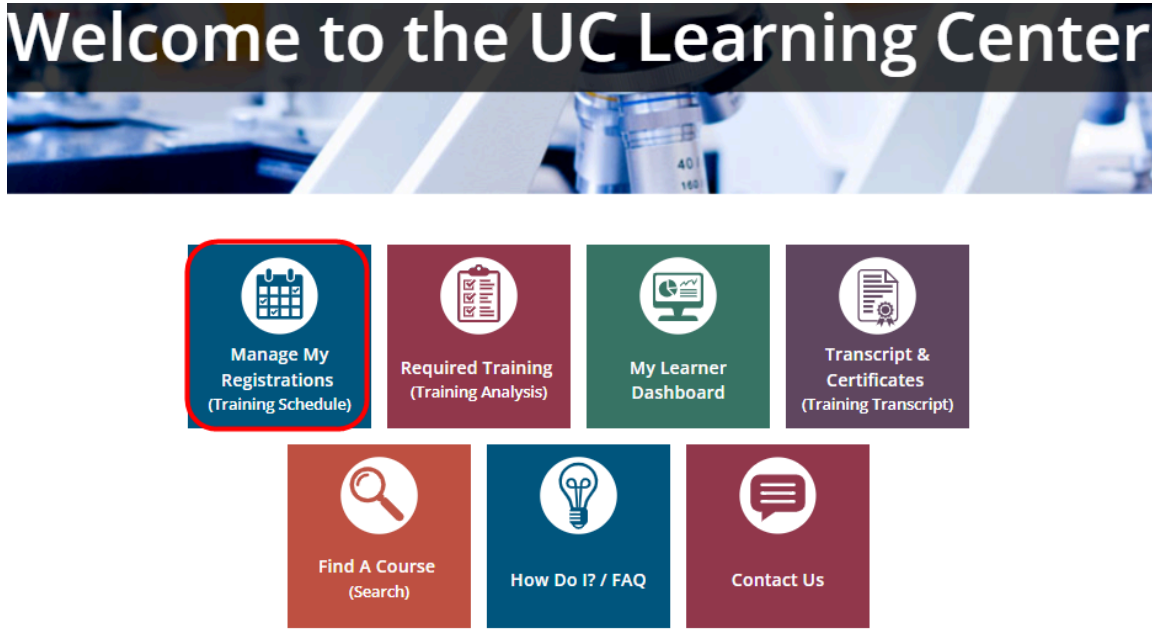
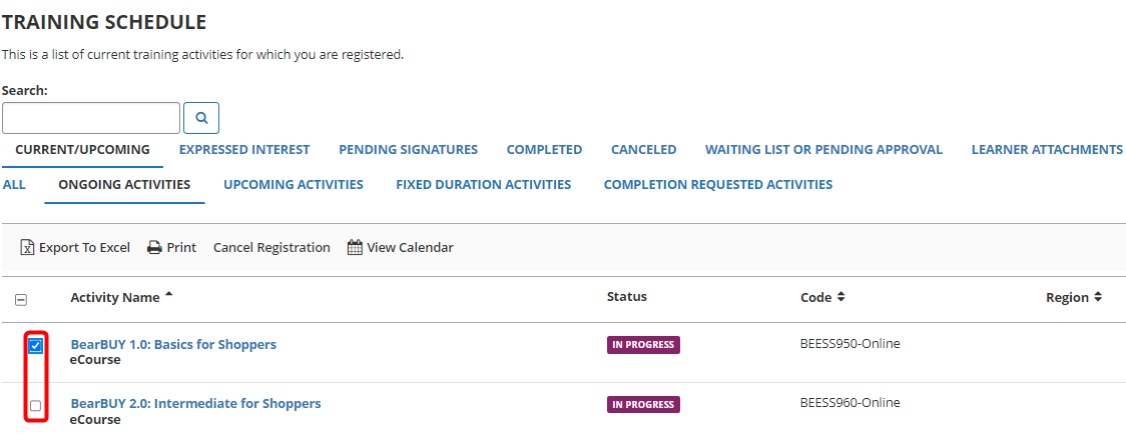


Berkeley People & Culture

How to Cancel a Course

To get to the Learning Center, go to: <https://uc.sumtotal.host/Core/dash/home?domain=4>

Step	Screen View	Instructions
1.	 <p>The screenshot shows the UC Learning Center homepage. At the top, there is a banner that says "Welcome to the UC Learning Center". Below the banner, there are several navigation buttons. The button "Manage My Registrations (Training Schedule)" is highlighted with a red box. Other buttons include "Required Training (Training Analysis)", "My Learner Dashboard", "Transcript & Certificates (Training Transcript)", "Find A Course (Search)", "How Do I? / FAQ", and "Contact Us".</p>	<p>The first step in canceling a recent course attempt/being in-progres for a course, you must first click on the Manage My Registrations (Training Schedule) button on the Learning Center homepage.</p>
2.	 <p>The screenshot shows the "TRAINING SCHEDULE" page. It includes a search bar, navigation tabs for "CURRENT/UPCOMING", "EXPRESSED INTEREST", "PENDING SIGNATURES", "COMPLETED", "CANCELED", "WAITING LIST OR PENDING APPROVAL", and "LEARNER ATTACHMENTS". Below the tabs, there are options to "Export To Excel", "Print", "Cancel Registration", and "View Calendar". A table lists training activities with columns for "Activity Name", "Status", "Code", and "Region". The first row, "BearBUY 1.0: Basics for Shoppers eCourse", has a checkbox checked and is highlighted with a red box. The second row, "BearBUY 2.0: Intermediate for Shoppers eCourse", has an unchecked checkbox.</p>	<p>Select the checkbox next to the Activity you want to cancel.</p>

3.

TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

Search:

- [CURRENT/UPCOMING](#) [EXPRESSED INTEREST](#) [PENDING SIGNATURES](#) [COMPLETED](#) [CANCELED](#) [WAITING LIST OR PENDING APPROVAL](#) [LEARNER ATTACHMENTS](#)
- [ALL](#) [ONGOING ACTIVITIES](#) [UPCOMING ACTIVITIES](#) [FIXED DURATION ACTIVITIES](#) [COMPLETION REQUESTED ACTIVITIES](#)

Export To Excel Print **Cancel Registration** View Calendar

<input type="checkbox"/>	Activity Name ^	Status	Code ↕	Region ↕
<input checked="" type="checkbox"/>	BearBUY 1.0: Basics for Shoppers eCourse	IN PROGRESS	BEESS950-Online	
<input type="checkbox"/>	BearBUY 2.0: Intermediate for Shoppers eCourse	IN PROGRESS	BEESS960-Online	

Click on the "Cancel Registration" button.

4.

CANCELLATION CONFIRMATION

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page.

Select All

eCourse: **IN PROGRESS** BEESS950-Online
BearBUY 1.0: Basics for Shoppers

CONFIRM CANCELLATION

BEESS950-Online

CONFIRM CANCELLATION

Click "Confirm Cancellation."