How to Un-Enroll from a Course in the UAB Learning System

1. Log In
   - Go to the UAB Learning System at www.uab.edu/learn.
   - Log in using your BlazerID and strong password.
   - Choose Campus under Student.
   - Click the green **Login** button.

2. Locate the Course
   - There are several ways to un-enroll from a course.
     a. If you enroll in a course and immediately realize you made a mistake, you can click on the red **Un-Enroll from Course** button on the right side.
     b. You can also go to your To-Do tab and un-enroll from there by clicking on the down arrow beside Start and choosing Un-Enroll.
c. You can click on the course name hyperlink and choose Un-Enroll from Course under the word Options on the right side of the screen.

3. **Warning!**
   - When you choose to un-enroll from a course, you will see the warning box below. Choose **Yes** to un-enroll or **Cancel** to remain in the course.

![Warning Box](image)

4. **Un-Enrolled Verification**
   - A box like the one below will pop up on the top left side of your screen to verify your un-enrolled status.

![Verification Box](image)

5. **Can’t Un-enroll?**
   - Some courses will not allow you to un-enroll. These courses have been assigned due to a federal, state, local, or UAB requirement (e.g., HIPAA or Code of Conduct).
     a. You are **required** to complete them promptly. Reports are sent to those who check compliance training and/or review for work purposes such as laboratory audits.
b. You can click on **My Alerts** (the image with the orange button at the top) to see if the course was assigned to you and as well as other notifications of your recent activity in the Learning System.

![My Alerts](image)

Click on the link to see a copy of the email notice, the Alert, you should have received. If you did not receive an Alert notification, check your Junk or Spam folders.

c. If you are unsure as to why you were assigned the course, speak with your supervisor, manager, or direct report.