



How to Withdraw from a Course in MyPGS

This document provides a step-by-step walkthrough for on how to withdraw from a course within MyPGS

Go to your "Professional Development" Tab in MyPGS

The screenshot shows the MyPGS interface. At the top is a navigation bar with tabs: Home, Professional Development (highlighted in blue), External PD, Help Guides, My Evaluations, and Evaluation Pa. Below the navigation bar is a section titled "My Courses". Underneath, there is a header for "My Learning Opportunities" with a "View All" link and a right arrow icon. A course entry is displayed with a three-dot menu icon on the left, the text "Test Course", "Section: 93036", and "Location: 2320 New Beginnings Road, Building # 1, Kissimm...". Below the course name is a "Show More" link. At the bottom of the course entry are two buttons: "My Transcript" and "Learning Opportunity". On the right side of the course entry, there is a circular icon containing a square with a right-pointing arrow, which is highlighted by an orange arrow pointing from the text below.

You can withdraw yourself from a course that you have signed up for yourself, by clicking on this icon

Once clicked, this page would appear and you can then click on withdraw

Withdraw From Course

Please confirm that you wish to withdraw from the following course

Learner's Name	SALISHA HARGREAVES
Course	Test Course
Section	Test Course Section 1

[Withdraw](#) [Cancel Withdraw Request](#)

Once you withdraw, you will then see this screen that confirms that you have been withdrawn from the course

Withdraw

You have been withdrawn

You will then receive an email on your inbox, the content of the email will be as follows:

This message is to inform you that you have been unregistered from the course titled Test Course, section Test Course Section 1. There are two possible reasons that you have received this message:

- 1) You withdrew yourself from the course
- 2) The instructor removed you from the roster

If you feel you have received this message by mistake, please re-register for the course, or contact for assistance.

Sincerely,
Professional Development

Please note that you are unable to withdraw from a course on the actual day of it. You would need to contact the instructor of the course via email or phone and advise of your withdrawal or non-attendance, to view the details of the instructor, Click on the course title

The screenshot shows a web application interface with a dark navigation bar at the top containing the following items: Home, Professional Development (highlighted in blue), External PD, Help Guides, My Evaluations, and Evaluation Pa. Below the navigation bar is a section titled 'My Courses'. Underneath this title is a light blue bar with an upward-pointing chevron on the left, the text 'My Learning Opportunities', and 'View All' with a right-pointing chevron icon on the right. Below this bar is a list item for a course. It starts with a purple circle containing three dots. To its right is the text 'Test Course', followed by 'Section: 93036' and 'Location: 2320 New Beginnings Road, Building # 1, Kissimm...'. To the right of the course title is a purple circle containing a right-pointing chevron icon. Below the course details is a 'Show More' link. At the bottom of the 'My Courses' section are two rounded rectangular buttons: 'My Transcript' and 'Learning Opportunity'. An orange arrow originates from the text above and points to the 'Test Course' title.

It will then open up the details of the course, click on the tab – Section Details

The screenshot shows a web interface for course details. At the top left, there is a purple circular icon with a calendar and a person, labeled 'Instructor Led'. To its right, the text reads 'Test Course | Test Course Section 1'. Below this, a date selector shows 'Nov 30' and the dates 'November 30, 2018 - November 30, 2018' with the time '8:00 AM - 11:00 AM'. On the right side, the section number is '# Section Number: 93036' and the location is 'Location: 2320 New Beginnings Road, Building # 1 Kissimmee, FL 34744'. Below this is a tabbed interface with 'Course Details' and 'Section Details' tabs. The 'Section Details' tab is active. Below the tabs is a list of details:

Section Number	:	93036
Section Title	:	Test Course Section 1
Section Notes	:	
Date	:	November 30, 2018 - November 30, 2018 8:00 AM - 11:00 AM
Stipend Amount	:	
Instructor(s)	:	test instructor1
Address	:	2320 New Beginnings Road, Building # 1 Kissimmee, FL 34744
Max Class Size	:	40
Registered	:	1
Location/Room Number	:	PDL C/Room 12

You will then see the instructor's name listed – this is the person you need to advise of your withdrawal from the course or non-attendance.

This will also apply for courses that you were registered for as "Invitation Only" - contact the instructor or person who invited you to attend the course

Please note that instructors are also not permitted to withdraw you from courses, you will be kept on the roster for records purposes, unless it is preventing you from taking another course with the same content.