
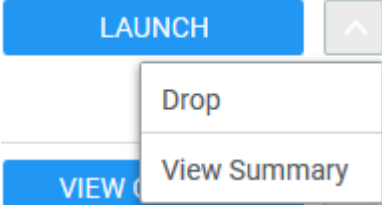
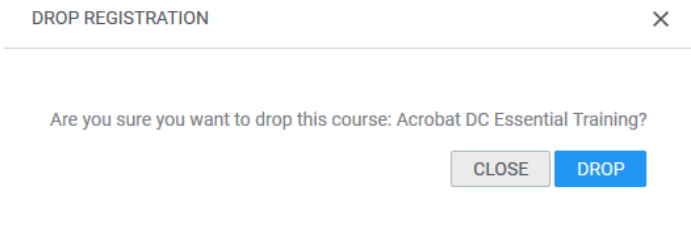
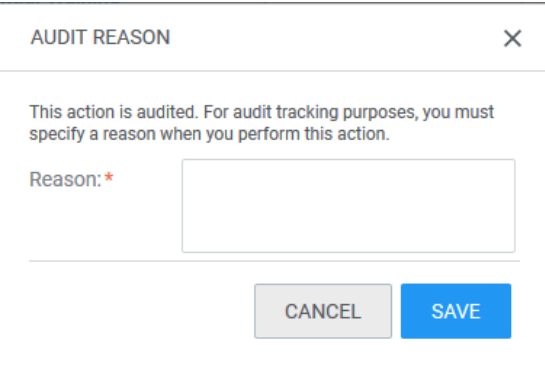
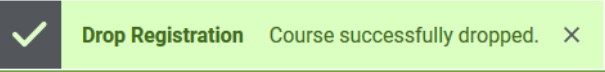


## RIT Talent Roadmap: How to Withdraw from an Instructor-led Course

1	Log in to <a href="#">RIT Talent Roadmap</a> using your RIT username and password.
2	From the homepage, click the  tab at the top of the page and the “My Plan” page will display. On that page, you will find a list of courses for which you are registered.
3	In the <b>Actions</b> column next to the name of the course you intend to drop, click on the dropdown arrow next to the Launch button and click “ <b>Drop.</b> ” 
4	After selecting drop, a box will appear confirming you want to drop the course. Click “ <b>Drop</b> ” again. 
5	Next, the <b>Audit Reason</b> box will display on asking why you chose to drop the course. Please type the reason you are withdrawing from the course and click “ <b>Save.</b> ” 
6	After clicking “ <b>Save</b> ”, another message box will appear confirming you have dropped the course. 
7	An Outlook <b>calendar cancellation</b> will be sent to your Outlook email account to remove the appointment.