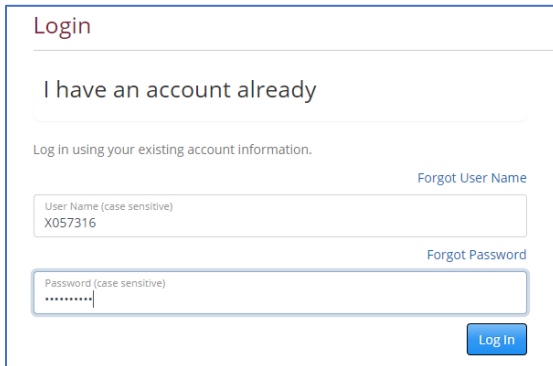
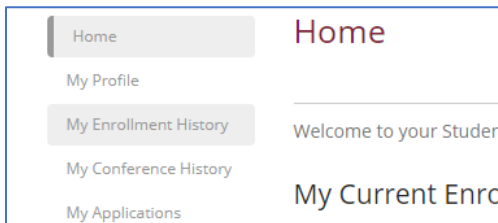


## Request Drop from Public Registration Site


1. Visit <https://register.cpe.vt.edu/portal/logon.do?method=load>
2. Login using username and password



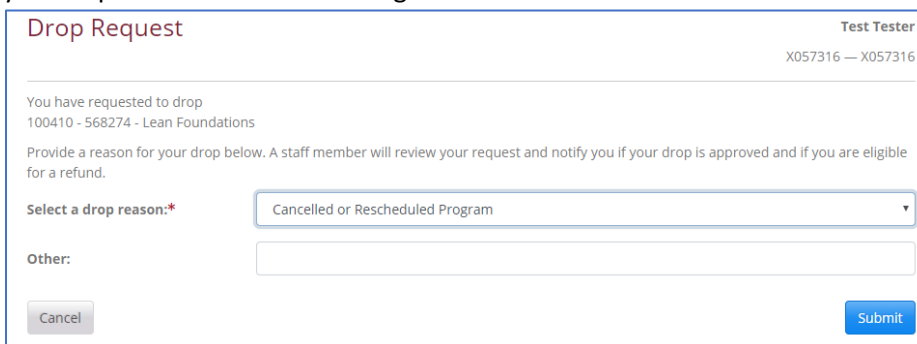
3. Select *My Enrollment History* from options on left side of screen




4. Find the program you wish to be dropped from and click *Request Drop*. If the program you wish to be dropped from does not appear within *My Enrollment History*, please skip ahead to step 7.

Program	Enrolled	Term	CEUs	Actions and Status
 100410 - 568274 - Lean Foundations	Mar 18, 2020	2019 - 2019		<input type="button" value="Request Drop"/> <input data-bbox="1079 1150 1133 1180" type="button" value="Print..."/>

5. Select applicable drop reason OR enter unique details within *Other* field. Then click *Submit* for your request to be sent to our registration team for review.



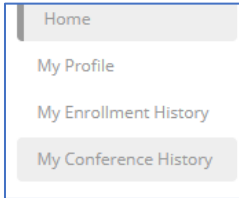
6. You can check the status of your drop request by viewing the *My Enrollment History* page.

Program	Enrolled	Term	CEUs	Actions and Status
 100410 - 568274 - Lean Foundations	Mar 18, 2020	2019 - 2019		Drop requested on Mar 18, 2020 Status: Pending Decision <input data-bbox="987 1795 1040 1824" type="button" value="Print..."/>

If you performed the drop request, your process is complete. Otherwise, continue to Step 7

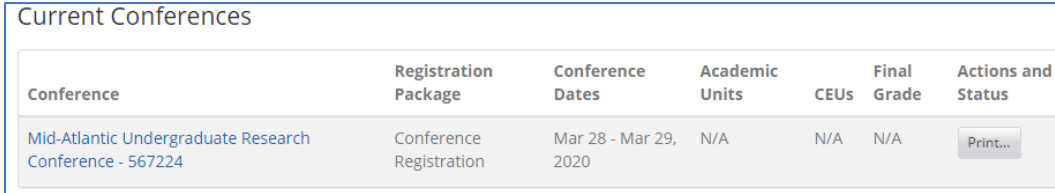
**NOTE: Steps 7-12 only apply if your program was not shown on the *My Enrollment History* page**

7. If your program was not shown under *My Enrollment History*, select *My Conference History*



A vertical navigation menu with four items: Home, My Profile, My Enrollment History, and My Conference History. The 'My Conference History' item is highlighted with a grey background.

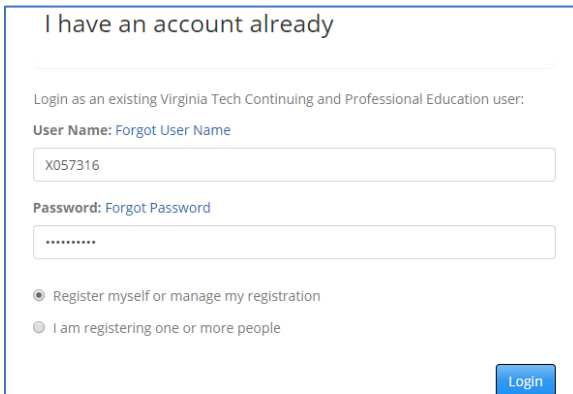
8. Find the program you wish to be dropped from and click on the program name



A table titled 'Current Conferences' with the following columns: Conference, Registration Package, Conference Dates, Academic Units, CEUs, Final Grade, and Actions and Status. The first row contains the following data: Mid-Atlantic Undergraduate Research Conference - 567224, Conference Registration, Mar 28 - Mar 29, 2020, N/A, N/A, N/A, and a Print... button.

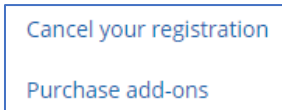
Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
<a href="#">Mid-Atlantic Undergraduate Research Conference - 567224</a>	Conference Registration	Mar 28 - Mar 29, 2020	N/A	N/A	N/A	<a href="#">Print...</a>

9. The direct program registration page will appear. Login using your username and password



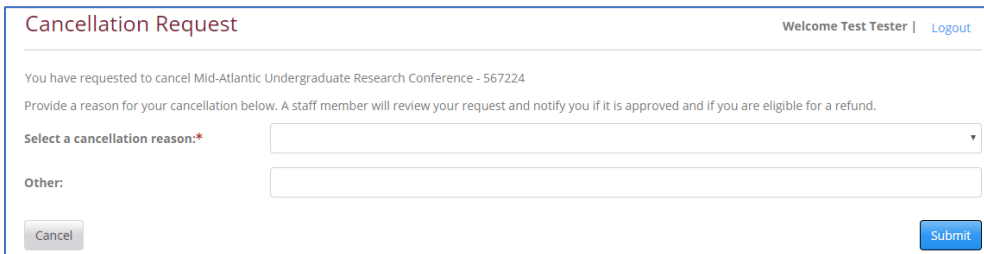
A login page titled 'I have an account already'. It includes a text input field for the user name, a password input field, and two radio buttons: 'Register myself or manage my registration' (selected) and 'I am registering one or more people'. A 'Login' button is at the bottom right.

10. Select *Cancel your registration* from the list of available options



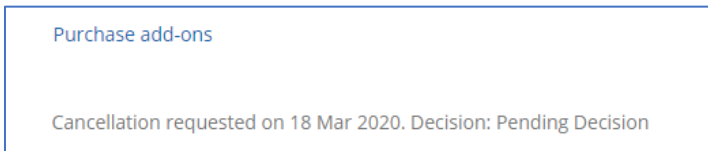
A menu with two options: 'Cancel your registration' and 'Purchase add-ons'. The 'Cancel your registration' option is highlighted in blue.

11. Select applicable drop reason OR enter unique details within *Other* field. Then click *Submit* for your request to be sent to our registration team for review.



A 'Cancellation Request' form. It includes a dropdown menu for 'Select a cancellation reason:\*' and a text input field for 'Other:'. There are 'Cancel' and 'Submit' buttons at the bottom.

12. You can check the status of your drop request from the main program landing page upon login



A program landing page with two main sections: 'Purchase add-ons' and 'Cancellation requested on 18 Mar 2020. Decision: Pending Decision'.