

How do I cancel a CTL workshop?

Tell Me

1. Open your browser to access the [workshop offerings](#)
2. Click the **NinerNET Login** link located in the upper right corner and log in using your NinerNET username and password

The screenshot shows the homepage of the Center for Teaching and Learning at UNC Charlotte. The header includes the university logo and the text "The Center for Teaching and Learning, Division of Academic Affairs". In the top right corner, the "NinerNET Login" link is circled in red. Below the header is a large image of a building. A search bar and a "Browse Courses" button are visible. A "Welcome Visitor" message is displayed. A sidebar on the left contains filters for Certification, Delivery Mode, and Topic. The main content area shows a list of courses with details for "Canvas Open Swim", "Canvas Quizzing", and "Starting with a Fresh Canvas".

3. Your Dashboard is displayed
4. In the **Courses** area, verify that the **Enrolled** tab is active

The screenshot shows the user dashboard for the Center for Teaching and Learning. The header includes the university logo and the text "The Center for Teaching and Learning, Division of Academic Affairs". The user is logged in, and the "Enrolled" tab is selected in the "Courses" section. The "Courses" table shows one course: "Canvas Vericite Assi..." with a start date of 08/10/2018. The "Received Email" section shows a list of emails, including "Enrollment Confirmation" and "Cancellation Notice".

5. For the course you want to cancel, click the **Select** down-arrow

6. Choose **Cancel Course**

The screenshot shows the UNC Charlotte dashboard. At the top, there is a green header with the UNC Charlotte logo and the text "The Center for Teaching and Learning, Division of Academic Affairs". Below the header, there is a navigation bar with "Home", "My Account", "Calendar", and "Log out". A shopping cart icon shows "Empty". A welcome message says "Welcome [Name] You are currently enrolled in 1 course." Below this, there are three main sections: "Participant Information" (with fields for First Name, Last Name, College, Department, University ID, Username, Password, and E-mail Address), "Courses" (with a table of enrolled courses), and "Received Email" (with a list of recent emails). In the "Courses" section, the "Enrolled" tab is selected. A table shows one course: "2572 Canvas Versite Asst...". The "Action" column for this course has a dropdown menu open, with "Cancel Course" highlighted by a red circle and a red arrow pointing to it. Other options in the menu include "Print Receipt", "View Course", and "Work".

7. The **Confirm Action** dialog box is displayed

8. Click **Yes**

The screenshot shows a "Confirm Action" dialog box. The text inside reads: "Are you sure you want to cancel this course? If this is a fast track course, it will remove all other included courses." Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red circle, and a mouse cursor is pointing at it.

9. The dashboard reloads

10. The course is not displayed on the **Enrolled** tab

The screenshot shows the "Courses" section of the dashboard. The "Enrolled" tab is selected and highlighted with a red circle. Below the tabs, there is a table with columns: "#", "Course Name", "Enrolled by", "Start Date", and "Action". The table is empty, and the text "No courses to show" is displayed below the table header.

11. The course has been moved to the **Cancelled** tab. To verify that the course has been cancelled, In the **Courses** area, click the **Cancelled** tab

12. The courses you have cancelled are listed

Courses ←

Print Show Grid

← Enrolled Waiting Past Unofficial Transcript **Cancelled** M →

#	Course Name	Enrolled by	Start Date	Action
Order Number: C35NA0X72308446				
2595	APPQMR Quality ... <i>Selected Credit(s)</i> <i>Professional Developm...</i>		09/04/2018	select... ▼
Order Number: CE55FOHP6079658				
2598	Integrating the Lib... <i>Selected Credit(s)</i>		08/07/2018	select... ▼



NOTE!

You may need to scroll to see the most recent cancelled course

13. A confirmation email will be sent to your UNC Charlotte email

Audit date: 08/01/2018

Subject: Cancellation Notice


From: Center for Teaching and Learning (ctl@uncc.edu)

To: [REDACTED]

Pending: No

Attachments: None

Body:



UNC CHARLOTTE

CANCELLATION NOTICE

Dear [REDACTED],

This is to confirm the following cancellation:

Course: Canvas Vericite Assignments
Date/Time: 8/10/2018 9:00 AM - 10:15 AM

Thank you!

Related FAQs

- [Where do I begin with the Tuition Waiver process?](#)
- [Help With Tuition Waivers](#)
- [How do I access a transcript of the CTL workshops I have attended?](#)