In most cases, the learner has the ability to drop the class directly without contacting a registrar for assistance. There are several ways to drop a class.

1. Classes for which the learner is registered are listed in the In-Progress Learning Activities section of the home screen on the Duke LMS.
2. Click the class that you want to drop.
3. Click the Drop button or link. You may need to click this link several times.
4. The class is removed from the list. You may receive an automatic e-mail notification of the drop as well.

If you do not have the Drop link available, the course has been set up to be required and will not allow learners the ability to drop. In this case, contact LMS-adminsupport@duke.edu for assistance.