


How to Withdraw from a Course

If you wish to withdraw from a course you are enrolled in, perform the following steps to use our U-MAS membership administration system to request removal from the course. One of our administrators will withdraw you from the course and your course leader will be informed.

<p>1. From the U3A Southern Highlands website https://sohiu3a.org.au, pass the cursor over LOGIN at the top right corner of the screen, then click Member Login.</p>	
<p>2. Enter your Member number or email address and your current Password and click SUBMIT to log in.</p>	
<p>3. When your My Membership page displays, click on the menu item My Enrolments to the left of the screen.</p>	
<p>4. Your Membership Subscriptions and Enrolments are shown for a default range of dates.</p> <p>To change the dates to include only the term you are interested in, click on the pencil icon  for Enrolments.</p>	

5. Click on the calendar icons



to select the From date and To date to include the start and end dates of the term.

Click APPLY CHANGES.

Enrolments Display Settings

These settings control the display of **Membership Subscriptions** and **Enrolments**: All subscriptions or enrolments that are running within the selected date range are displayed. **Waitlist** enrolments are displayed for the current timetable only.

From date *

01/01/2022



To date *

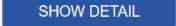
31/12/2022




CANCEL APPLY CHANGES





6. Scroll down to Enrolments to observe the courses you are enrolled in.


If there are more courses than the screen can display, click on the scroll arrows to scroll through the remaining courses.

Click on  for any course to see its details.

Enrolments

28 Jan 2022 - 31 Dec 2023 

Course	Start	End date	Actions
News in Review 221DAY02	10 Oct 2022 2:00 PM	15 Dec 2022	 
Creating Better Photographs + Writing 221LRG03	11 Oct 2022 2:00 PM	6 Dec 2022	 

Enrolments: 1-2 of 2 

7. To withdraw from a course you are enrolled in, click on



, and on the Course Withdrawal Request that pops up, click on



and then Close the pop up Course Withdrawal Request.

Course Withdrawal Request

Are you sure?

To request to be withdrawn from **Creating Better Photographs + Writing (221LRG03)**, use the SUBMIT button below. Your request will be sent to a course administrator.







8. Your Enrolments screen will change to confirm you have requested to be withdrawn from the course.

Log out of U-MAS.

Enrolments

28 Jan 2022 - 31 Dec 2023 


Course	Start	End date	Actions
News in Review 221DAY02	10 Oct 2022 2:00 PM	15 Dec 2022	SHOW DETAIL REQUEST REMOVAL
Creating Better Photographs + Writing 221LRG03  You have requested to be withdrawn from this course.	11 Oct 2022 2:00 PM	6 Dec 2022	SHOW DETAIL


Enrolments: 1-2 of 2 |< < > >|

9. After our administrator updates U-MAS to perform the course withdrawal, the next time you log in to U-MAS, your Enrolments screen will show that you have been withdrawn from the course.

Please allow some time for this to happen.

Enrolments

28 Jan 2022 - 31 Dec 2023 

Course	Start	End date	Actions
News in Review 221DAY02	10 Oct 2022 2:00 PM	15 Dec 2022	SHOW DETAIL REQUEST REMOVAL
Creating Better Photographs + Writing 221LRG03  You have been withdrawn from this course.	11 Oct 2022 2:00 PM	6 Dec 2022	SHOW DETAIL

Enrolments: 1-2 of 2 |< < > >|