# Register-Now Course Cancellation Policy

A. The employee must initiate an electronic cancellation request in eDACM via Manage Career/DON Continuous Learning/Choose Request Cancellation from the Student Menu.

B. Cancellations may be requested for emergency situations up to the last working day before the class start date.

C. Cancellation requests go directly from the employee to the Continuous Learning Registrar with an e-mail notification to the Supervisor. The Registrar should approve the requests the same day they are received.

D. Cancellation approval notices from the Registrar go to both the employee and supervisor.