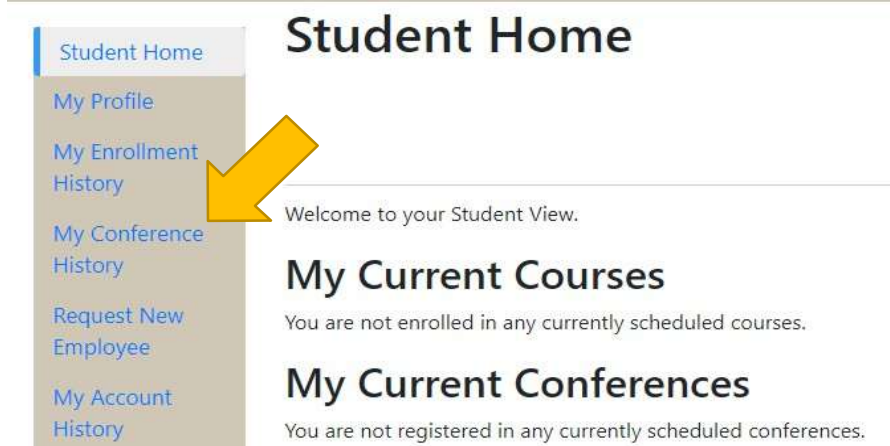


How To Cancel Your Conference Registration:

Please follow the instructions below if you are cancelling your conference registration more than 2 weeks prior to the conference start date. If you are cancelling within 2 weeks prior to the conference start date, you need to email Francisco Paredes at fip12@txstate.edu to cancel your registration.

Step 1: Log in to the conference site.

Visit <https://enroll.tjctc.org/> and log in. Click on My Conference History on the left-side menu.



The screenshot shows the 'Student Home' interface. On the left is a vertical sidebar menu with the following items: 'Student Home' (highlighted), 'My Profile', 'My Enrollment History', 'My Conference History' (indicated by a yellow arrow), 'Request New Employee', and 'My Account History'. The main content area on the right has the heading 'Student Home' and a welcome message: 'Welcome to your Student View.' Below this are two sections: 'My Current Courses' with the text 'You are not enrolled in any currently scheduled courses.' and 'My Current Conferences' with the text 'You are not registered in any currently scheduled conferences.'

Once in your Conference History, click on the link for the specific conference you want to edit.

Conference History

Sonya Rahrovi

sr41@txstate.edu — X000004

Here are your conference registrations (and cancellations).

Current Conferences

Current Conferences

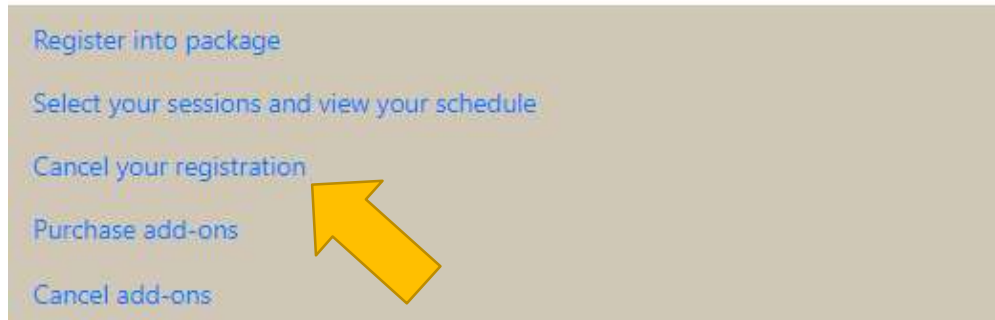
Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
20 Hour Justice of the Peace Seminar	Conference Registration	Nov 26 - Nov 29, 2023				Print...

Required fields are indicated by *.

Step 2: Choose “Cancel your registration.”

Your 20 Hour Justice of the Peace Seminar Registration

What would you like to do?



[Register into package](#)

[Select your sessions and view your schedule](#)

[Cancel your registration](#)

[Purchase add-ons](#)

[Cancel add-ons](#)

Step 3: Choose a cancellation reason.

Cancellation Request

Welcome Sonya Rahrovi | [Logout](#)

You have requested to cancel 20 Hour Justice of the Peace Seminar

Provide a reason for your cancellation below. A staff member will review your request and notify you if it is approved and if you are eligible for a refund.

Select a cancellation reason:*

Other:

Required fields are indicated by *.

Please select a reason from the dropdown and hit the Submit button. The cancellation will be sent to TJCTC staff for processing.

You will receive an email either confirming or denying your cancellation request. If your cancellation request is submitted 2 weeks prior to the event start date, you will receive a full refund.