The Archive a Course Request form allows you to remove old courses from your course list. It is found in the D2L Support widget.

**Request a Course Be Archived**

1. Click on the **Support Widget** and choose **Course Design**.

2. Click on the **Archive a Course Request** link.

3. In the window that opens, click the checkboxes next to the courses that you want to be removed. Finally, click **Submit**.

**NOTE:**
You will immediately lose access to those courses, so make sure that you are ready for them to be removed. Make sure you have retrieved any materials you need out of those courses.