

How to Add Credit Classes

Review your Program Registration Guide <https://www.keyano.ca/programs-and-courses/course-registration-guides.aspx>

Course Registration

Registration status

Full-time students

Part-time students

Program welcome letters

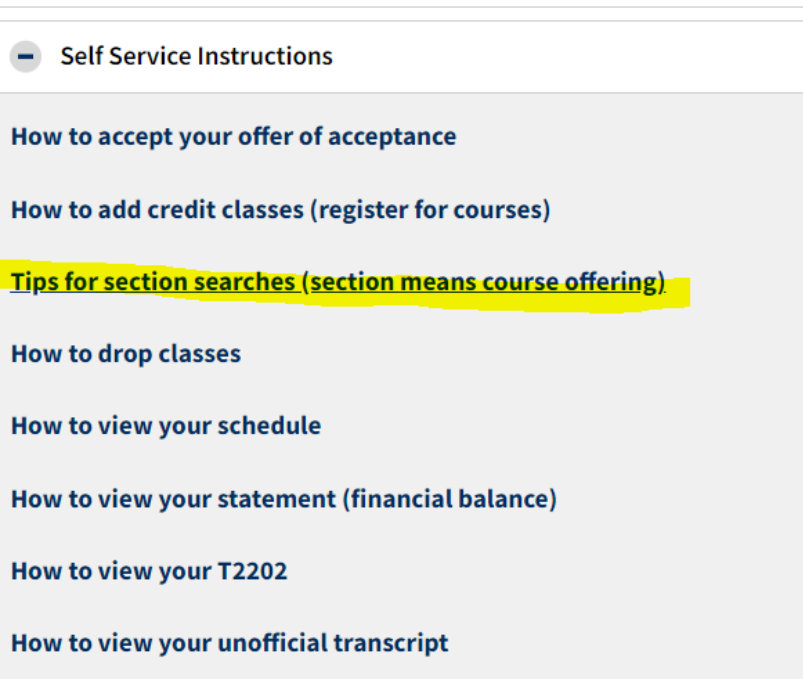
Self Service instructions

After **you've applied** and been accepted into a credit program at Keyano College, you must register for your courses. Your acceptance package will include how to register for courses and how much your tuition and student fees will cost.

To assist you in selecting your courses please review the program specific **registration guides**.

IMPORTANT: With the exception of International students, students are now required to provide their Social Insurance Number at the point of registration. This is a requirement of the **Canada Revenue Agency**.

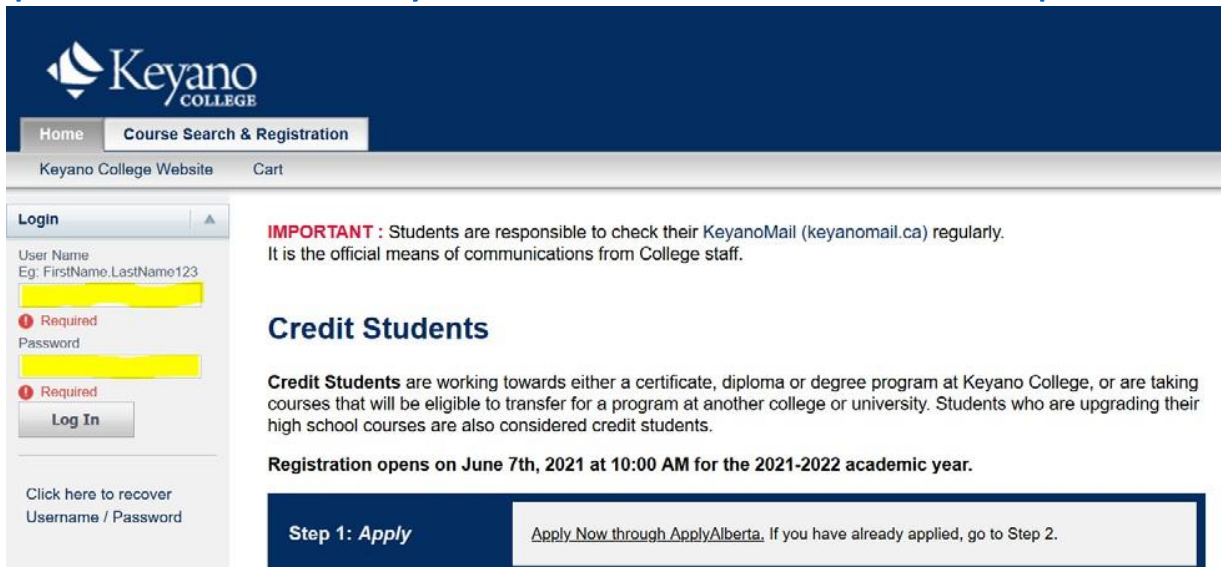
Refer to the Tips to make your search more efficient:



- Self Service Instructions
 - How to accept your offer of acceptance
 - How to add credit classes (register for courses)
 - Tips for section searches (section means course offering)
 - How to drop classes
 - How to view your schedule
 - How to view your statement (financial balance)
 - How to view your T2202
 - How to view your unofficial transcript

1. Login to Self Service.

<https://selfservice.keyano.ca/SelfService/Home.aspx>



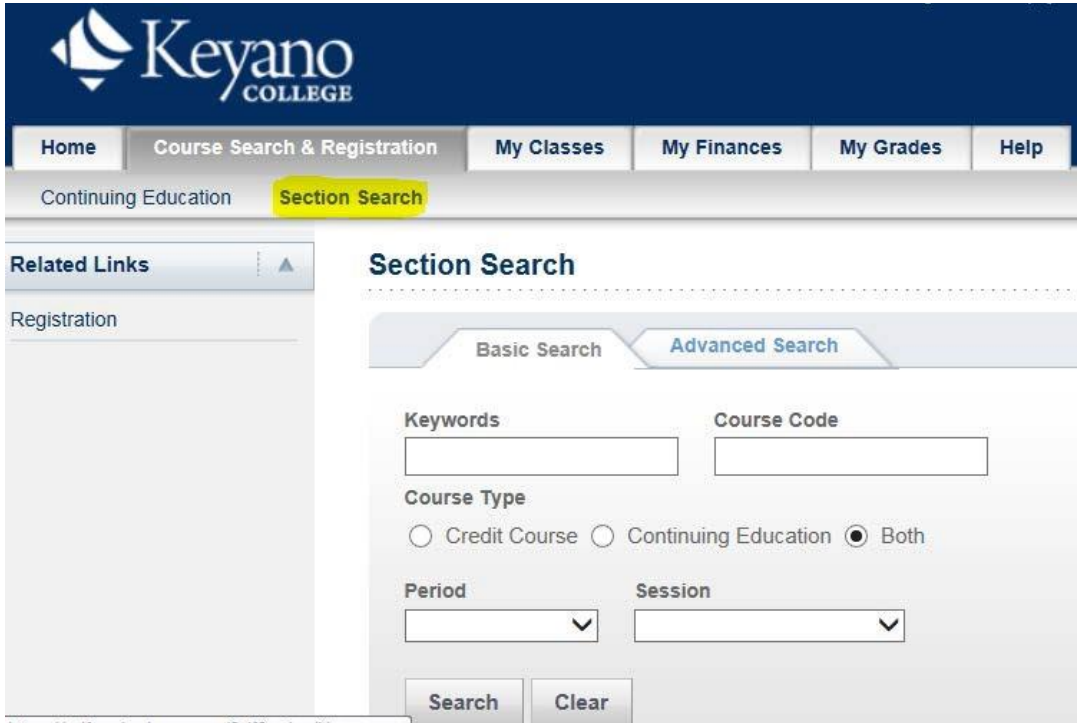
The screenshot shows the Keyano College Self Service Home page. At the top, there is a navigation bar with the Keyano College logo and the text "Keyano COLLEGE". Below the logo, there are two tabs: "Home" and "Course Search & Registration". The "Course Search & Registration" tab is selected. Below the navigation bar, there is a "Login" section on the left with a "Log In" button. The "Log In" section has two input fields: "User Name" (with a red "Required" indicator) and "Password" (with a red "Required" indicator). Below the "Log In" button, there is a link: "Click here to recover Username / Password". To the right of the "Log In" section, there is an "IMPORTANT" notice: "Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff." Below the notice, there is a "Credit Students" section with a heading "Credit Students" and a paragraph: "Credit Students are working towards either a certificate, diploma or degree program at Keyano College, or are taking courses that will be eligible to transfer for a program at another college or university. Students who are upgrading their high school courses are also considered credit students." Below the paragraph, there is a registration notice: "Registration opens on June 7th, 2021 at 10:00 AM for the 2021-2022 academic year." At the bottom of the page, there is a blue box with the text "Step 1: Apply" and a link: "Apply Now through ApplyAlberta. If you have already applied, go to Step 2."

2. Select the *Course Search & Registration* tab.



The screenshot shows the Keyano College Self Service Course Search & Registration page. At the top, there is a navigation bar with the Keyano College logo and the text "Keyano COLLEGE". Below the logo, there are six tabs: "Home", "Course Search & Registration", "My Classes", "My Finances", "My Grades", and "Help". The "Course Search & Registration" tab is selected and highlighted in yellow. Below the navigation bar, there is a "Continuing Education" section with a "Section Search" link. Below the "Section Search" link, there is a large blue box with the text "Course Search & Registration".

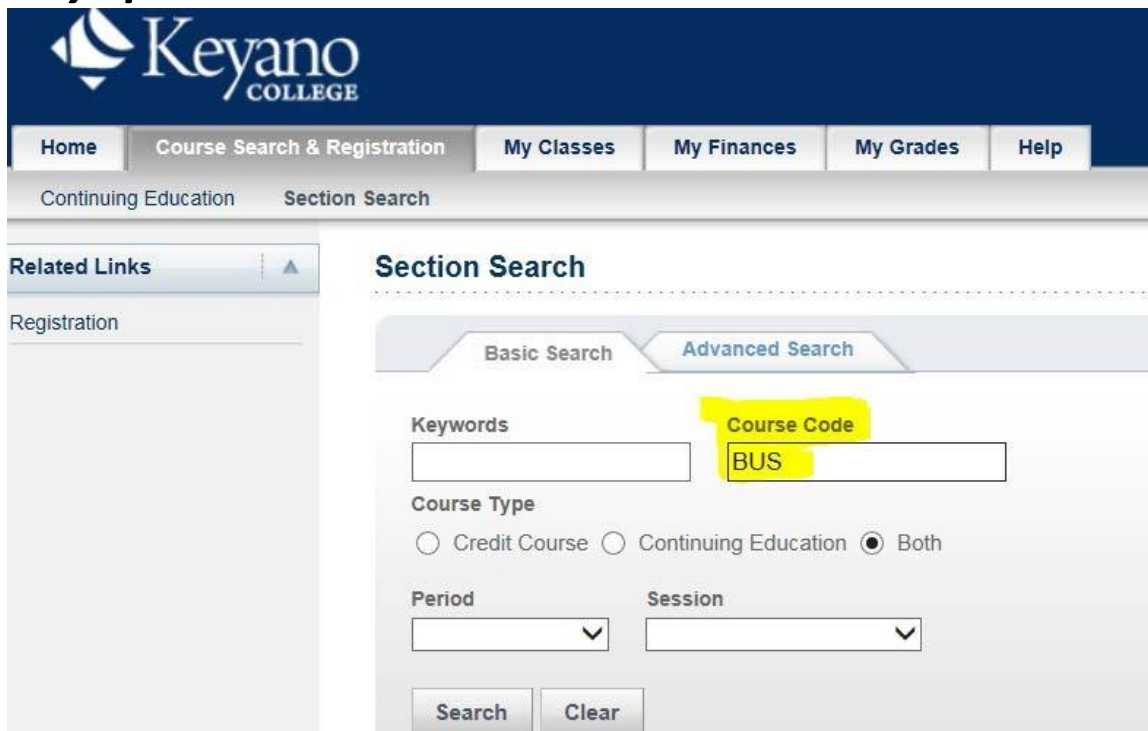
3. Select **Section Search** (below Course Search & Registration).



The screenshot shows the Keyano College website interface. At the top, there is a navigation bar with 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below this, a secondary navigation bar includes 'Continuing Education' and 'Section Search', with 'Section Search' highlighted in yellow. On the left, there is a 'Related Links' section with a 'Registration' link. The main content area is titled 'Section Search' and features two tabs: 'Basic Search' and 'Advanced Search'. The search form contains the following elements:

- Keywords:** An empty text input field.
- Course Code:** An empty text input field.
- Course Type:** Three radio buttons labeled 'Credit Course', 'Continuing Education', and 'Both'. The 'Both' option is selected.
- Period:** A dropdown menu.
- Session:** A dropdown menu.
- Buttons:** 'Search' and 'Clear' buttons.

4. Enter first 2 or 3 letters of course code in **Course Code** *Do not add any spaces or numbers*



This screenshot is identical to the previous one, but the 'Course Code' field now contains the text 'BUS'. The label 'Course Code' above the field and the text 'BUS' inside the field are highlighted in yellow. The rest of the page layout remains the same.

5. Choose semester by selecting drop-down button under **Period**

The screenshot shows the 'Section Search' interface with the 'Advanced Search' tab selected. The 'Period' dropdown menu is highlighted in yellow and set to '2018 Spring'. Other fields include 'Course Code' set to 'BUS' and 'Course Type' set to 'Credit Course'.

6. Under *Registration Type* select **Traditional** then **Search**.

The screenshot shows the 'Section Search' interface with the 'Advanced Search' tab selected. The 'Registration Type' radio button for 'Traditional' is highlighted in yellow. The 'Period' dropdown menu is also highlighted in yellow and set to '2021 Spring'.

7. Choose a class by clicking **ADD**.

Note that your course may have multiple parts. If it does, you will need to add ALL of Lecture, Lab, Tutorial, Seminar sections that are listed under “SECTION” on your registration guide.

Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
CHEM 105	A & X & V	Introductory University Chemistry II	*D	3

Section Search

▶ Back to Registration

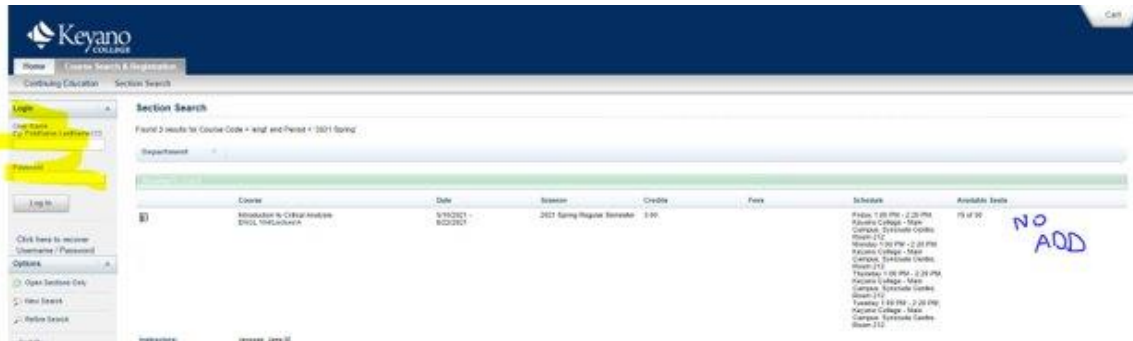
Found 3 results for Course Code = 'BUS' and Registration Type = 'Traditional' and Period = '2018 Spring'.

Showing 1 - 3 of 3

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Spring Regular Semester	3.00		TueThur 6:30 PM - 9:30 PM; Keyano College - Main Campus, Syncrude Centre, Room 212	27 of 30	Add
Instructors: Chandler, Gregory								
	Marketing BUS 239/Lecture/E	5/7/2018 - 6/18/2018	2018 Spring Regular Semester	3.00		MonWed 6:30 PM - 9:30 PM; Keyano	21 of 30	Add

If there is more than one SECTION option, indicated by a red “OR”, then only choose one of them.

What if there is no Add button?



- Are you logged in to Self Service? The ADD button only appears if you are logged in.
- Is the course already in your Cart? The ADD button disappears once the course has been added to your Cart.
- Try using a different browser. Self Service works most reliably in Firefox or Chrome.
- If you've all of these things and you still have no ADD button, please email a screenshot to Student.Advisors@keyano.ca to troubleshoot.

What if the course is full?

Showing 11 - 20 of 160

Course	Date	Session	Credits	Fees	Schedule	Available Seats
Introductory Accounting II BUS 131/Lecture/A	5/9/2022 - 6/22/2022	2022 Spring Regular Semester	3.00			28 of 28 WAIT
Instructors: Erasmus, Coert						
Introductory Accounting II BUS 131/Lecture/INT	5/9/2022 - 6/22/2022	2022 Spring Regular Semester	3.00			20 of 28 Add
Instructors: Erasmus, Coert						

Legend

Open Closed

- If the course you want to add is full, see if there is another section of that course that you can take instead.
- If it **must** be that full section, skip it and complete the registration process for your other courses first, and then go back and waitlist yourself for the full course(s).
- If you try to waitlist for the full course first, the system will lock you out for further registration, and you'll have to email Student.Advisors@keyano.ca so that they can manually change your status back.

How can I find more information about the course?

As seen in Self Service

Hyperlink to more info
incl course description

Course Code:

- Always starts with letters, ends with numbers.
- Inconsistent spaces.

Course

Introduction to Critical Analysis
ENGL 104/Lecture/A

Type of Session:

- Lecture
- Laboratory
- Tutorial
- Etc.

Section Code:

- A-D weekdays
- E & E2 weekday evenings
- INTA online, self-paced
- INTS online, must log in at scheduled times
- ?HF HyFlex
- BAV restricted to Business Aviation students
- ES restricted to E-Sport Mgt students
- HR restricted to Human Resources students

8. If you find the small My Cart window distracting, you can click on **Hide** to minimize it while you search for more courses.

9. Select **View Cart** once all classes have been added.

Section Search

Found 3 results for Course Code = 'BUS' and Registration Type = 'Traditional' and Period = '2018 Spring'.

▶ Back to Registration

My Cart

Cart Items

BUS 130/E 3.00
5/7/2018 - 6/18/2018
TueThur, 6:30 PM - 9:30 PM
Chandler, Gregory

BUS 239/E 3.00
5/7/2018 - 6/18/2018
MonWed, 6:30 PM - 9:30 PM
Krabes, Gregory

Showing 1 - 3 of 3			Course Added
Course	Date	Session	
Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Sp Regular Semest	<p>Course BUS 239/Lecture/E was added to your shopping cart for period 2018/SPRING/Regular Semester.</p> <p>View Cart Proceed to Registration</p>

College - Main Campus, Syncrude Centre, Room 212

10. In Cart view, for each semester at a time, select **Register** to add classes.

Cart

2018/Spring Empty Cart Add Section View Schedule Register

▶ Delete Session

Course	Date	Credits	Credit Type	Schedule	
Intro Account I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	3.00	Letter Grade	TueThur 6:30 PM - 9:30 PM; Keyano College Campu, Syncrude Centre, Room 212	Remove
Instructors:	Chandler, Gregory				
Marketing BUS 239/Lecture/E	5/7/2018 - 6/18/2018	3.00	Letter Grade	MonWed 6:30 PM - 9:30 PM; Keyano College Campu, Clearwater Building, Room 228	Remove
Instructors:	Krabes, Gregory				
Organize Behaviour BUS 270/Lecture/E	5/7/2018 - 6/18/2018	3.00	Letter Grade	MonWed 6:30 PM - 9:30 PM; Keyano College Campu, Syncrude Centre, Room 212	Remove
Instructors:	Efu, Sandra				

11. Select **NEXT** (Status "in Cart")

Credit Courses - 2018/Spring

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add								
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	Intro Account I - BUS 130 / Lecture / E	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	TueThur, 6:30 PM - 9:30 PM;	Keyano College - Main Campus, Syncrude Centre, Room 212	In Cart
Instructors:	Chandler, Gregory							
<input checked="" type="checkbox"/>	Marketing - BUS 239 / Lecture / E	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	MonWed, 6:30 PM - 9:30 PM;	Keyano College - Main Campus, Clearwater Building, Room 228	In Cart
Instructors:	Krabes, Gregory							

Previous **Next**

- Wait for the webpage refresher indicator at top of page to revert, indicating the process has completed, and select **NEXT** again (Status "Registered")

Credit Courses - 2018/Spring

Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule							
Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Intro Account I - BUS 130 /Lecture /	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	TueThur. 6:30 PM - 9:30 PM	Keyano College - Main Campus, Syncrude Centre, Room 212	Registered
Instructor:	Chandler, Gregory						
Marketing -BUS 239 /Lecture /	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	MonWed. 6:30 PM - 9:30 PM	Keyano College - Main Campus, Clearwater Building, Room 228	Registered
Instructor:	Krabes, Gregory						

- Repeat steps 6-11 for each semester.
- Click **NEXT** to view Completed Registration message.
- Remember to log out of Self Service and close the browser when you are finished.