

1) Locate your program specific Registration Guide

Go to keyano.ca/Academics/CourseRegistration/RegistrationGuides and find the **Registration Guide** for your program. Download this Guide (or print) for future reference.

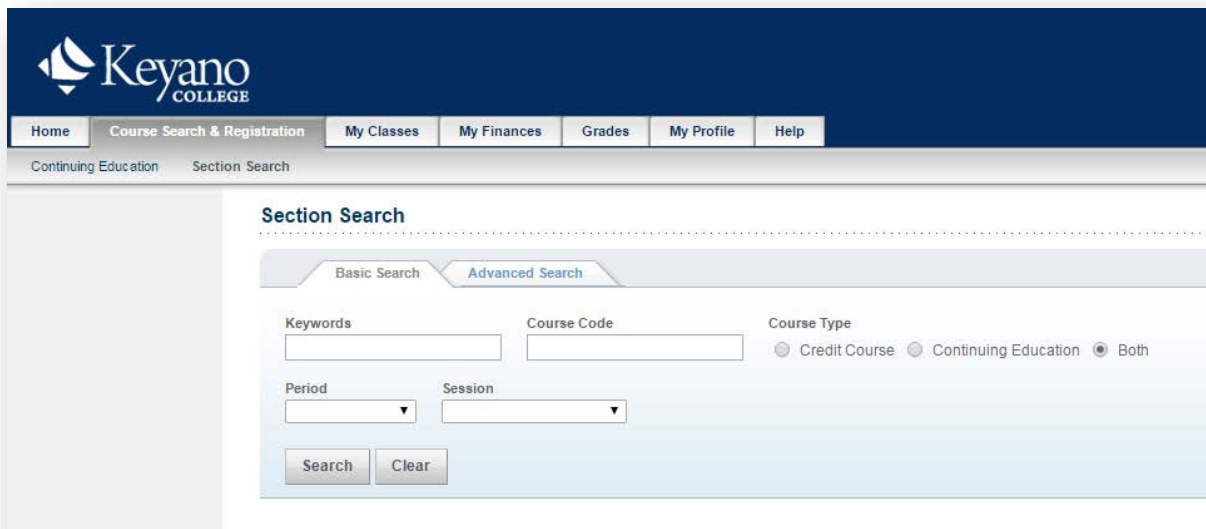
2) Login to Self-Service with your Student Network Account User Name and Password

- Go to selfservice.keyano.ca
- New Students:
ITS helpdesk will email user names and initial passwords to students' personal emails within 24-hours of acceptance. If you have not received information call 780-791-4965 or email itshelpdesk@keyano.ca
- Continuing Students:
Use your current Student Network Account user name and password. If you forgot your password please call 780-791-4965 or email itshelpdesk@keyano.ca.

3) Select the **Course Search and Registration** tab to search for Courses. There are 3 ways to search for courses.

- a) Basic Search
- b) Advanced Search
- c) Quick Links

- a) Basic Search
 - Click on **Section Search** to use **Basic Search** to search for specific courses



The screenshot displays the Keyano College website's navigation menu and the 'Section Search' page. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'Grades', 'My Profile', and 'Help'. Below the navigation bar, there are tabs for 'Continuing Education' and 'Section Search'. The 'Section Search' page features a search form with the following fields and options:

- Keywords:** A text input field.
- Course Code:** A text input field.
- Course Type:** Radio buttons for 'Credit Course', 'Continuing Education', and 'Both' (selected).
- Period:** A dropdown menu.
- Session:** A dropdown menu.
- Search:** A button to execute the search.
- Clear:** A button to reset the search criteria.

- **Note:** Students who have a hold on their account are not eligible to register online. If you have a Financial Hold you must pay your balance. If you have an Admissions Hold please see a Student Advisor at the Office of the Registrar

- Select **Credit Course** to limit your search to credit courses

Course Type

Credit Course Continuing Education Both

- Select a term under the Period menu and **Regular Semester** under the Session menu

Period: 2016 Fall ▼

Session: Regular Semester ▼

- Enter the **Course Code** for the course you wish to search to search for.

Basic Search | **Advanced Search**

Keywords:

Course Code: ENGL 124

Course Type: Credit Course Continuing Education

Period: 2016 Fall ▼

Session: Regular Semester ▼

Search Clear

- **Course Code** you can search for your course by searching the first 3 or 4 letters in your course code. This will generate a list of all courses that begin with these letters.
- You can also do a more specific search for your course code, the letter value must be 5 characters followed by the number value. Use spaces to fill the 5 characters if needed.

Examples: EA 100 (EA followed by 3 spaces followed by 100)
 ART 240 (ART followed by 2 spaces followed by 240)
 ENGL 124 (ENGL followed by 1 space followed by 124)
 PSYCH104 (no space)

b) Advanced Search:

- You can limit your search adding additional search restrictions in the fields listed under Advanced Search

c) Quick Links

- From here you can do a “Quick Search” by choosing your Course Department.
- This will show you all courses assigned to a particular department.

Course Department	Core Courses for the Programs Included
Business Administration	Business Admin Financial Management Business Admin Accounting Business Admin Management HR Management
Childhood Studies	Early Learning and Child Care Educational Assistant
Environmental Technology	Environmental Technology
Fine Arts	Art and Design Certificate
Health, Wellness & Human Services	Social Work Diploma
Nursing	Nursing Collaborative Emergency Medical Technician Paramedic Health Care Aide Practical Nurse
Office Administration	Office Administration Certificate and Diploma
University Studies	Students registered in University Studies should refer to the Credit Calendar of the institution in which they intend to transfer to prior to registration, as each institution sets its own program structure and policies on transfer credit.

- **Please note not all electives in your particular program may be listed under the Course Department you are searching in.**
- If you are looking for a course you can't find, you will need to use **Section Search**.

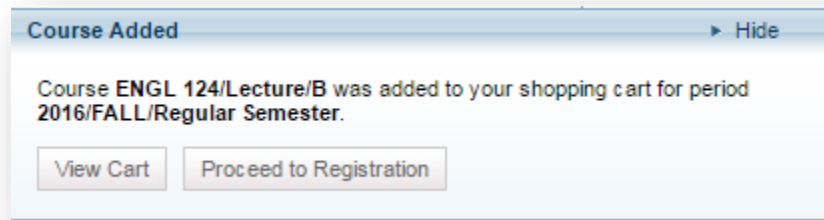
4) **Add courses to your cart**

- Add the courses your cart by clicking the **Add** button next to each course.

Literary Analysis ENGL 124/Lecture/B	9/7/2016 - 12/19/2016	2016 Fall Regular Semester	3.00	Friday 2:00 PM - 2:50 PM; Keyano College - Main Campus, Syncrude Centre, Room 207 Monday 9:00 AM - 10:50 AM; Keyano College - Main Campus, Syncrude Centre, Room 218	30 of 30	Add
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- If you do not have an add button you may not be eligible to add this course as it is outside of your program, or you may not be eligible to register at this time.
- Please contact the Office of the Registrar for further information

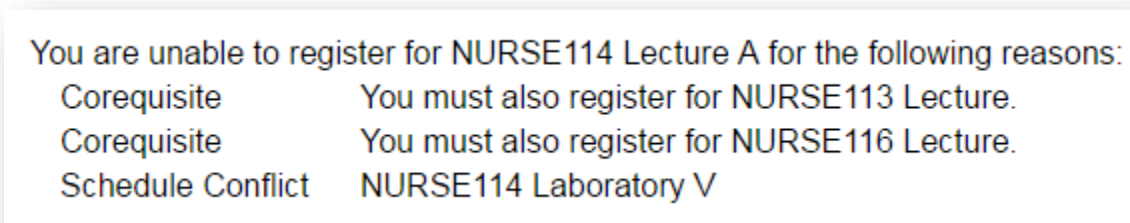
- View Cart to review selected course



- You do not need to review the cart each time you add a course, you can review once you have added all courses to the semester.

5) Confirm Course Selection and Register for *Fall Term*

- To finalize your registration click *Cart* and *Register*.
- Review your courses and click *Next*
- If you have any registration errors they will be listed here.
 - Possible Errors: Missing Pre-requisite; Schedule Conflict; Class Availability (course is not open to your program)



- Remove any courses with errors.
- If you have no errors, select "I accept" click *Next* to proceed to payment section

6) Pay Tuition Deposit (\$100 domestic, \$200 international)

- Read and accept the Tuition deposit policy
- Select payment option and click *Next* to proceed to payment



- Fill in the required information to submit Visa or Master Card payment (Visa Debit cards are not accepted, however Visa gift cards are accepted).

7) Winter Term Registration

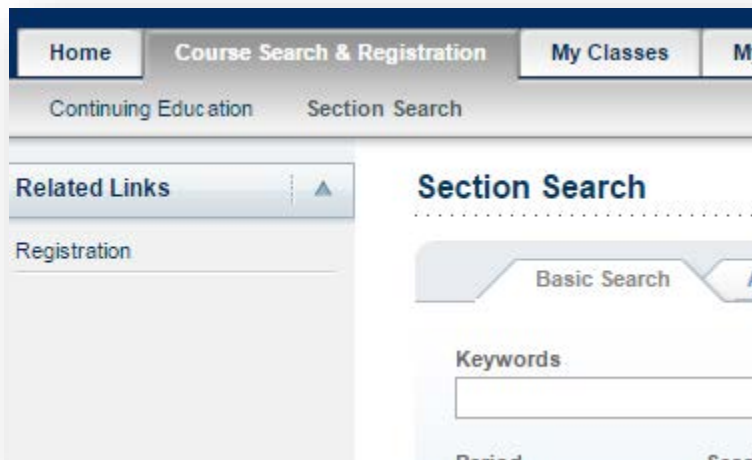
- Repeat **Steps 2-5** to **Register** for Winter Term
- If you have already added courses to your cart for Winter term, you can proceed to **Step 5** and go directly to your **Cart** to registration for that term (no additional payment required).

8) Fee Assessment

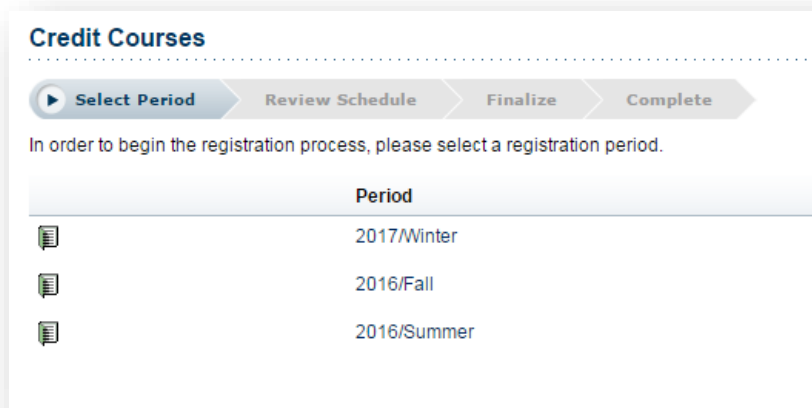
- Corresponding tuition and fee charges will be assessed to your account in 1-2 business days
- Once fees are assessed you can view your balance from the **My Finances** tab
- You may view your schedule from the **My Classes** tab

9) Make Changes to your Registration (Adds/Drops)

- You can add classes online until the last day to add, as listed in the Academic Schedule found in the Credit Calendar.
- From the **Search Course & Registration** tab select **Section Search** and **Registration**



- Select the Semester you want to drop courses from



- Your Registered Courses will be listed

- To drop, check the *Drop* box next to the course you want to drop

Registered Courses			
Drop	Course	Date	Session
<input checked="" type="checkbox"/>	Medical Microbiology - MMI 133 / Lecture /	9/7/2016 - 12/19/2016	Regular Semester

- To add more sections, use **Section Search** to search and add a new course (**Steps 2-5**)
- Changes (adds/drops) to your registration may affect your tuition and fee charges. All changes will be reflected on your student account within 1-2 business days.

10) Adding College Preparation Courses

- Students outside of the College Preparation program who need to complete a College Preparation course can do so via Self-Service
- Follow the Basic Search directions as listed in **Step 2** and search for your course.
- When you click the **Complete Registration Form** button next to your course you will be
- Redirected to complete and submit an online form.

English 10 ENGL 010/Lecture/A	9/7/2016 - 12/13/2016	2016 Fall Regular Semester	5.00	Friday 10:00 AM - 10:50 AM; Keyano College - Main Campus, Clearwater Building, Room 215 Tuesday 10:00 AM - 11:50 AM; Keyano College - Main Campus, Clearwater Building, Room 215 Wednesday 8:00 AM - 9:50 AM; Keyano College - Main Campus, Clearwater Building, Room 215	20 of 20	Complete Registration Form
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- The form will be forwarded to the Office of the Registrar for review and processed within 1-2 business days. Please review **My Classes** for your new class schedule.

Need Help? Student Advisors are available in the Office of the Registrar
Advising Hours: Monday to Friday 9:00am to 12:00pm and 1:00pm to 4:00pm