

How to Drop or Withdraw from Classes

You may add and drop classes in Self Service up until the last day to add/drop classes for each term.

After that date, please submit a <u>Self-Registration form</u> to add classes and a <u>Withdraw/Drop form</u> to drop classes.

Note that there is a deadline in each term, after which it is not possible to withdraw from a class. It is the student's responsibility to know how dropping classes affects their athletics, student housing, student loan/sponsorship, and Study Permit status.

These important dates can be found on the academic schedule: Academic Schedule - Keyano College

1. Login to Self Service. https://selfservice.keyano.ca/SelfService/Home.aspx

Note that for Self Service ONLY, you do not add the "@keyanomail.ca" to the end of your User ID.



2. Select Course Search & Registration tab.



Course Search & Registration

3. Select Section Search

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Home	Course Se	arch & I	Registration	My Classes	My Finances	My Grades	Help
Continuir	ng Education	Secti	on Search			11	
Related Lin	iks		Sectior	Search			
Registration					2010.041.040.040.040.040. 2		



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4. Select *Registration*.

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Home	Course Search & F	Registration	My Classes	My Finances	My Grades	Help
Continuin	ig Education Section	on Search				
Related Lin	iks 🕴 🔺	Section	n Search			
Registration			Basic Search	Advanced Sea	rch	

5. Select Term that course is in.

Related Links	A Credi	it Courses			
Section Search	() s	elect Period	Review Schedule	Finalize	Comple
View Schedule	In order	r to begin the reg	istration process, please se	elect a registration	n period.
			Peri	od	
	(III)	201	8/Spring		
	1	201	8/Winter		

6. Check the drop box to select course to be dropped, then *Next*.

prop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
	Introduction to Crit - ENGL 104 / Lecture /	5/6/2024 - 6/14/2024	Regular Semester	3.00	Letter Grade	Thursday, 6:30 PM - 9:30 PM; Tuesday, 6:30 PM - 9:30 PM;	Keyano College - Main Campus, Syncrude Centre, Room 205 Keyano College - Main Campus, Syncrude Centre, Room 205	Registered
structors:	Ashouri Talooki, Reza							
5	Intro Sociology - SOCY 100 / Lecture /	5/6/2024 - 6/18/2024	Regular Semester	3.00	Letter Grade			Registered
nstructors:	Cheshire, Kory							
	Basic Psych Process - PSYCH104 / Lecture /	5/6/2024 - 6/14/2024	Regular Semester	3.00	Letter Grade	Monday, 9:00 AM - 10:20 AM; Thursday, 9:00 AM - 10:20 AM; Tuesday, 9:00 AM - 10:20 AM; Wednesday, 9:00 AM - 10:20 AM;	Location to be announced Location to be announced Location to be announced Location to be announced	Registered
structors:	TBA, To be announced							

7. If you have dropped all the courses you are registered for, your screen will indicate that.

Continuing Education Se	ction Search
Related Links	Credit Courses - 2018/Spring
Section Search	Select Period Review Schedule Finalize Complete
View Schedule	
	Updated Schedule

Remember to log out of Self Service and close the browser when you are finished.