

How to Add Classes

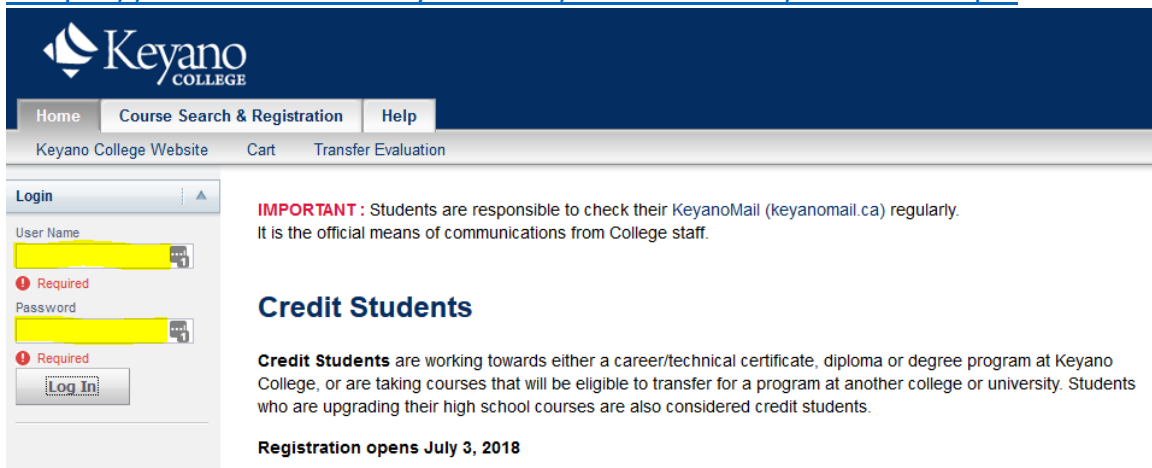
Review Program Registration Guide

<http://www.keyano.ca/Academics/CourseRegistration/RegistrationGuides>

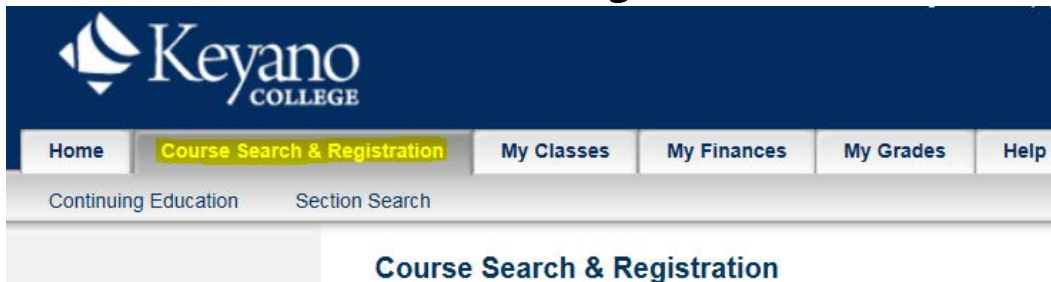
1. Your Social Insurance Number (SIN) is required to proceed with registration.

2. Login to self-service

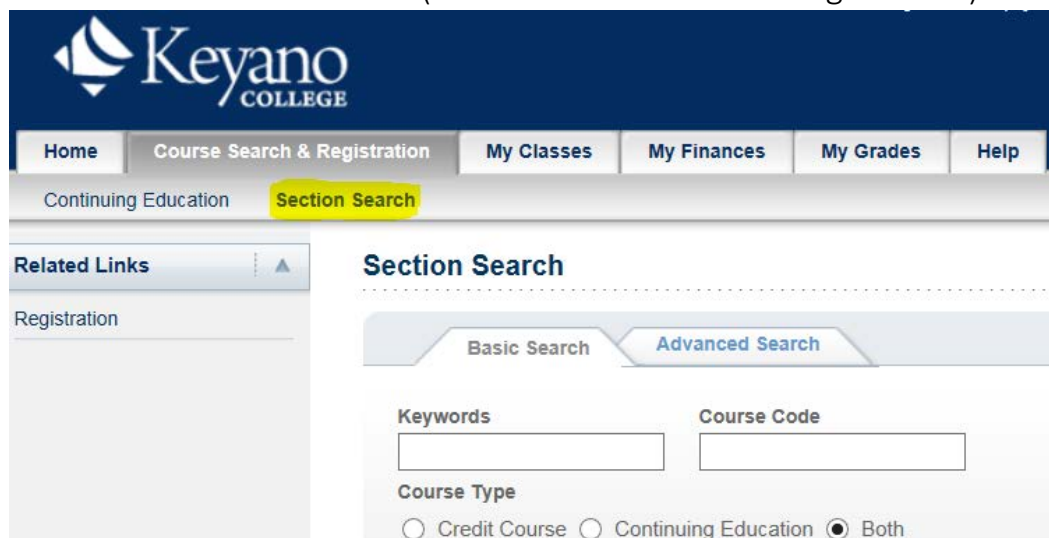
<https://selfservice.keyano.ca/SelfService/Home.aspx>



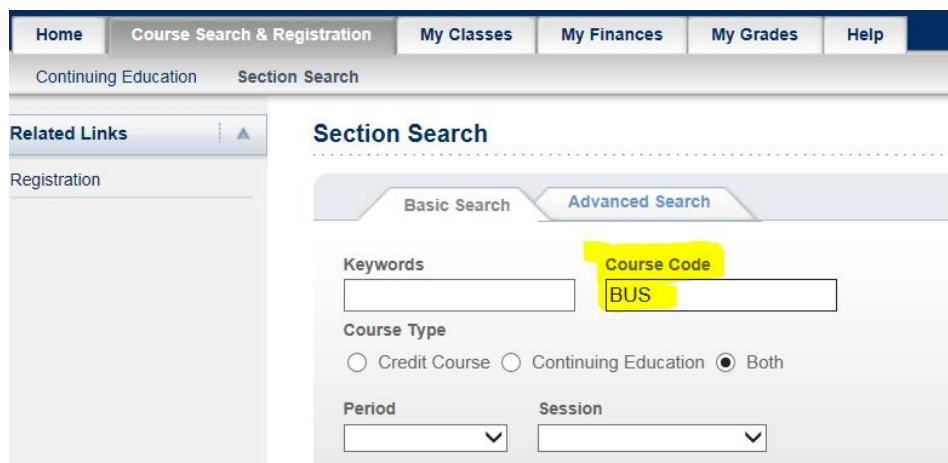
3. Select TAB - *Course Search & Registration*



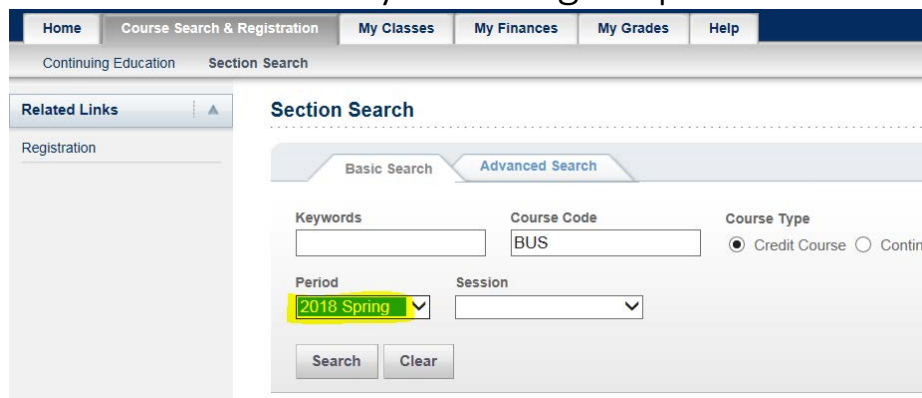
4. Select *Section Search* (below Course Search & Registration)



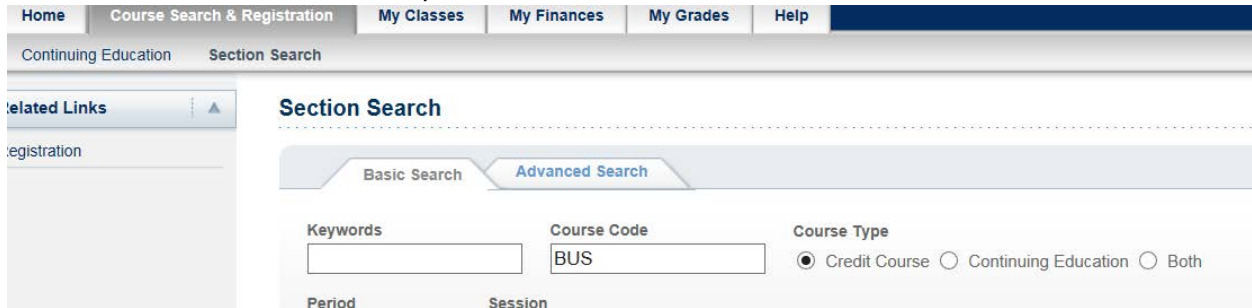
5. Enter first 3 letters of course in *Course Code*



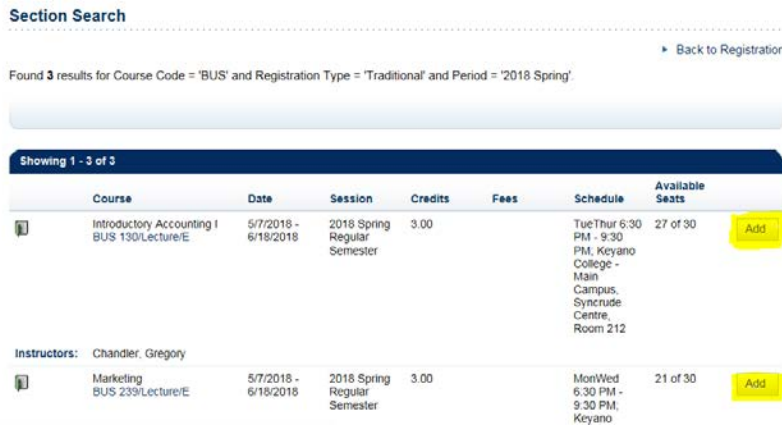
6. Choose semester by selecting drop-down button under *Period*



7. Under Course Type Select **Credit Course** then **Search** (Classes should now be visible)

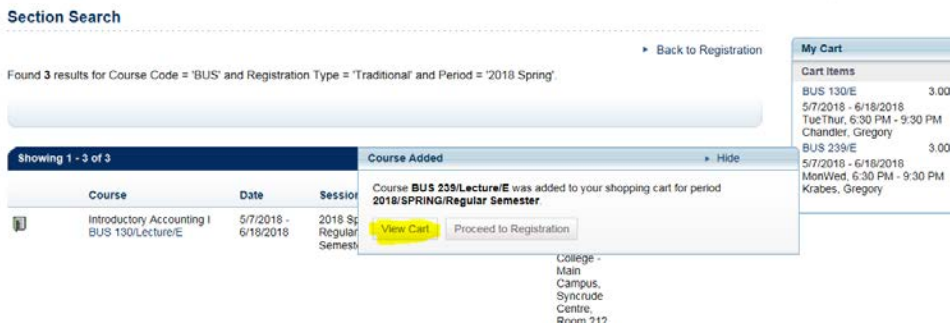


8. Choose Classes by **Adding** all courses



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		Tue/Thur 6:30 PM - 9:30 PM, Keyano College - Main Campus, Syncrude Centre, Room 212	27 of 30
Marketing BUS 239/Lecture/E	5/7/2018 - 6/18/2018	2018 Spring Regular Semester	3.00		Mon/Wed 6:30 PM - 9:30 PM, Keyano	21 of 30

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



Course	Date	Session
Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Sp Regular Semest

10. Select **Register** to add classes.

Cart

2018/Spring [Empty Cart](#) [Add Section](#) [View Schedule](#) [Register](#)

Session - Regular Semester [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	Remove
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	Remove
Instructors:	Krabes, Gregory							

[Previous](#) [Next](#)

12. 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						

[Previous](#) [Next](#)

13. Repeat steps 6-11 for each semester.

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