

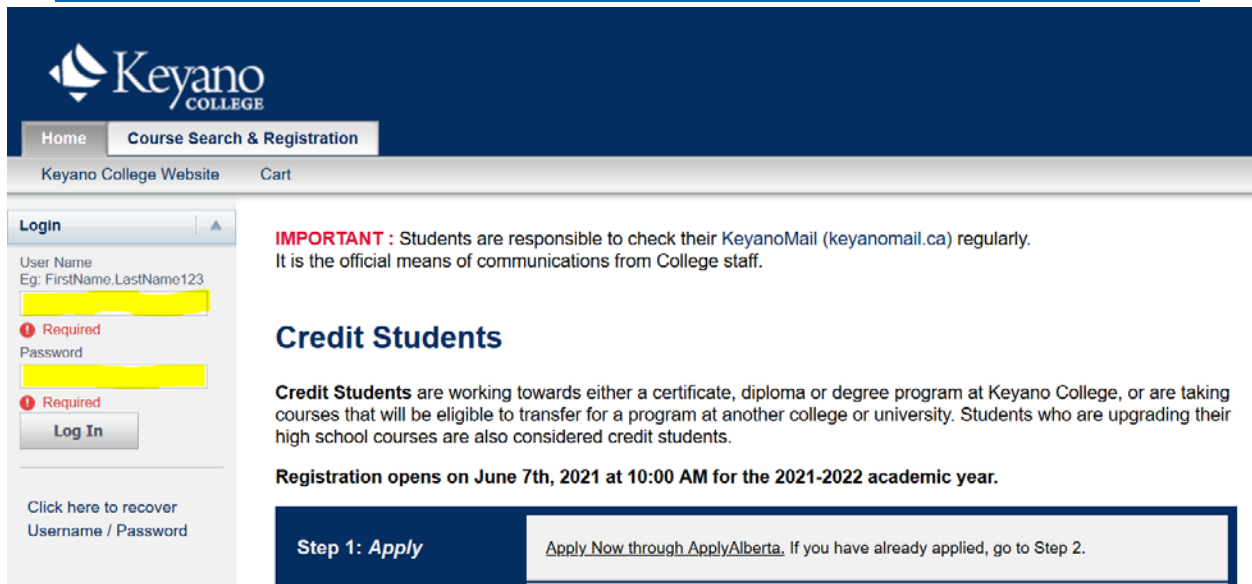
How to Add Credit Classes

Review your Program Registration Guide

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

1. Login to Self Service.

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



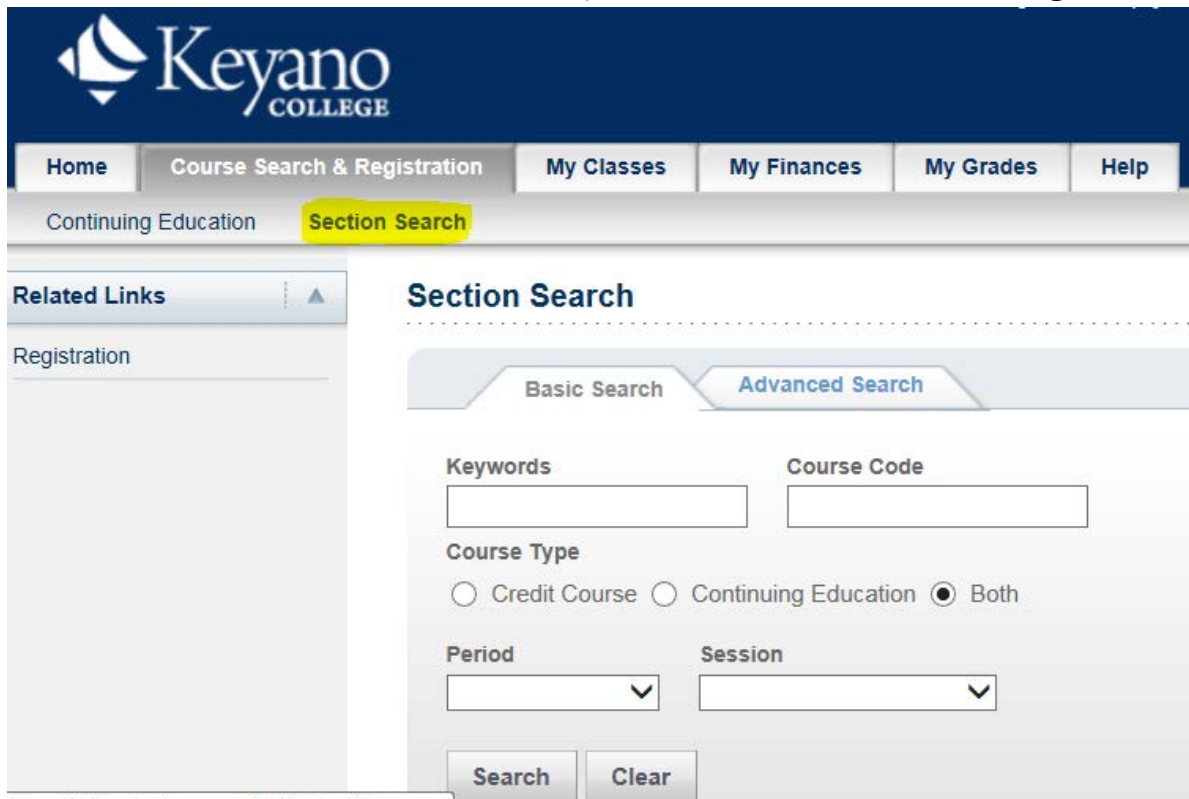
The screenshot shows the Keyano College Self Service Home page. At the top left is the Keyano College logo. Below it is a navigation bar with 'Home' and 'Course Search & Registration' tabs. Underneath is a secondary navigation bar with 'Keyano College Website' and 'Cart' links. On the left side, there is a 'Login' section with fields for 'User Name' (with an example 'Eg: FirstName.LastName123') and 'Password', both marked as 'Required'. A 'Log In' button is below these fields. Below the login section is a link: 'Click here to recover Username / Password'. On the right side, 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 this is a section titled 'Credit Students' with a definition: '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 definition is a note: '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 dark blue banner with 'Step 1: Apply' and a light grey box containing the text: '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 Course Search & Registration page. At the top left is the Keyano College logo. Below it is a navigation bar with tabs: 'Home', 'Course Search & Registration' (highlighted in yellow), 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below this is a secondary navigation bar with 'Continuing Education' and 'Section Search' links. Below the secondary navigation bar is a large dark blue banner with the text 'Course Search & Registration' in white.

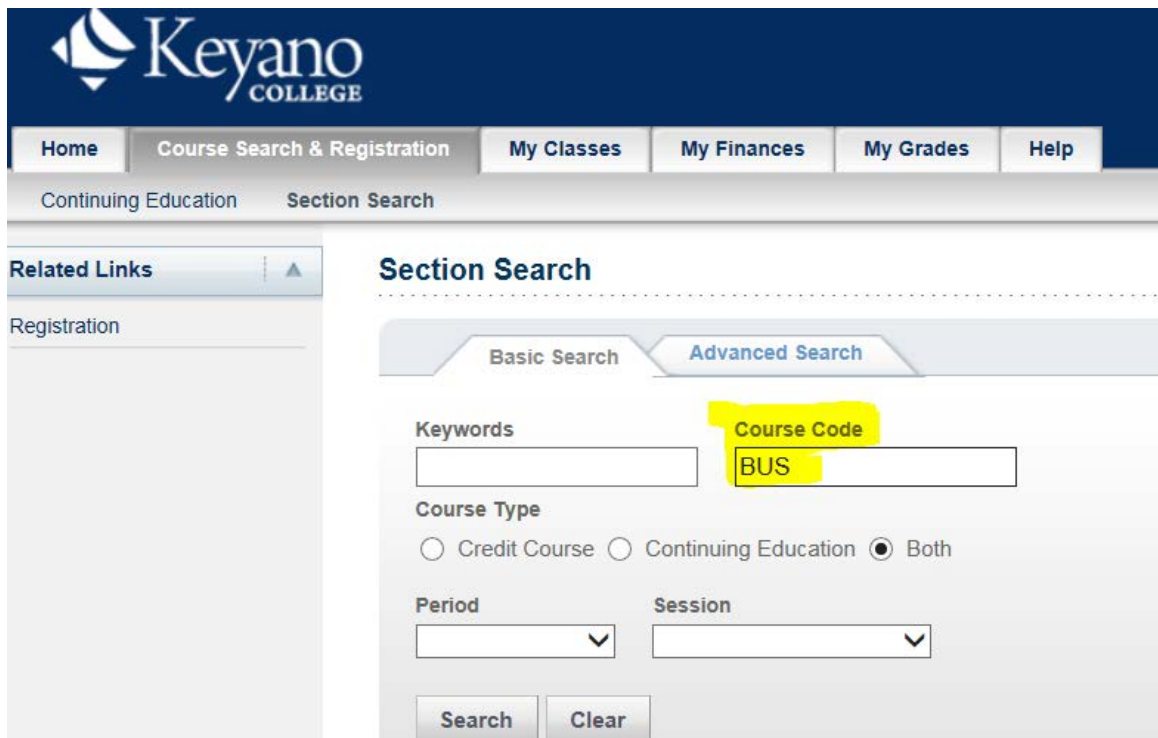
3. Select **Section Search** (below Course Search & Registration).



The screenshot shows the Keyano College website's navigation menu with 'Section Search' highlighted. Below the navigation, the 'Section Search' form is displayed. The form has two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active. The form contains the following fields and options:

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

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



This screenshot shows the same 'Section Search' form as above, but with the 'Course Code' field highlighted in yellow and containing the text 'BUS'. The 'Both' radio button under 'Course Type' is also selected.

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 green 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'. Other fields include 'Course Code' set to 'BUS'.

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

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

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

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	
	Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Sp Regular Semest	College - Main Campus, Syncrude Centre, Room 212

Course Added [Hide](#)

Course **BUS 239/Lecture/E** was added to your shopping cart for period **2018/SPRING/Regular Semester**.

[View Cart](#) [Proceed 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	

9. 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				

10. 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

11. 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

12. Repeat steps 6-11 for each semester.
13. Follow prompts to complete registration.
14. Remember to log out of Self Service and close the browser when you are finished.