How to Add Credit Classes


Course Registration

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:

- 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

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

4. Enter first 2 or 3 letters of course code in **Course Code** *Do not add any spaces or numbers*
5. Choose semester by selecting drop-down button under \textit{Period}.

6. Under \textit{Registration Type} select \textbf{Traditional} then \textbf{Search}.

7. Choose a class by clicking \textbf{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.
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?

- 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?

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.

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

11. Select **NEXT** (Status “in Cart”)
12. Wait for the webpage refresher indicator at top of page to revert, indicating the process has completed, and select **NEXT** again *(Status “Registered”)*

13. Repeat steps 6-11 for each semester.

14. Click **NEXT** to view Completed Registration message.

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