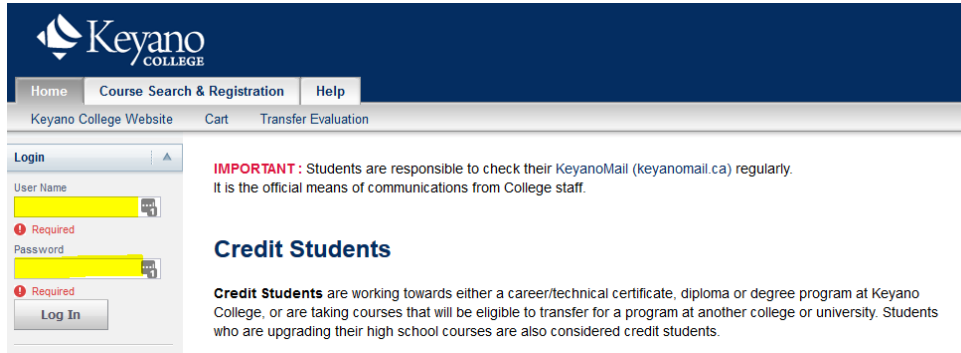


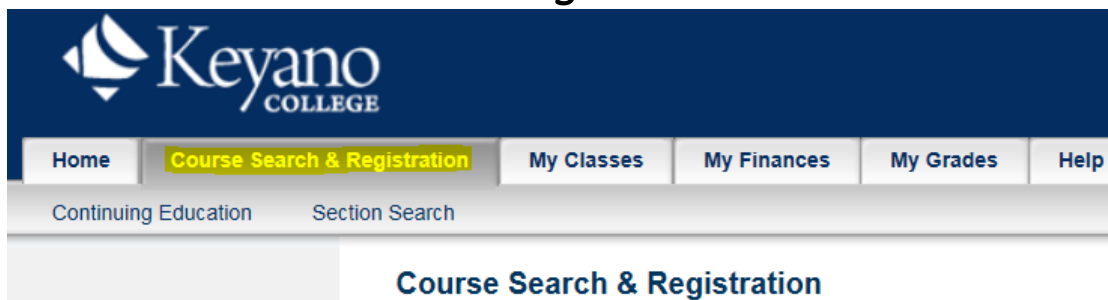
How to Drop Classes

1. Login to self-service selfservice.keyano.ca



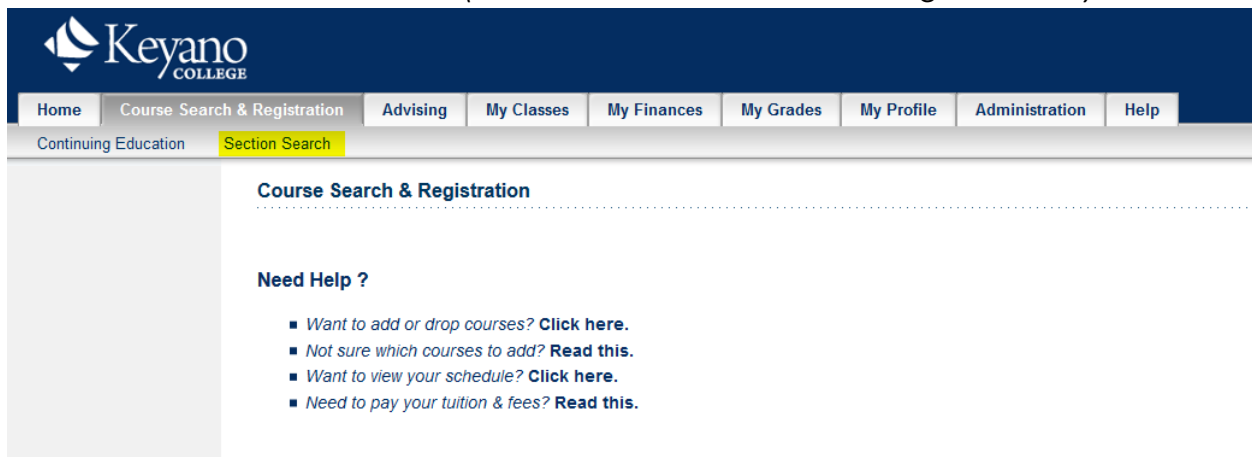
The screenshot shows the Keyano College self-service login page. At the top, there is a navigation bar with 'Home', 'Course Search & Registration', and 'Help'. Below this, there is a 'Login' section with fields for 'User Name' and 'Password', both marked as 'Required'. A 'Log In' button is located below the password field. To the right of the login fields, 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 the notice, there is a section titled 'Credit Students' with a paragraph explaining that credit students are working towards a career/technical 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.

2. Select *Course Search & Registration*



The screenshot shows the Keyano College self-service page with 'Course Search & Registration' selected in the navigation bar. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below the navigation bar, there is a section titled 'Course Search & Registration'.

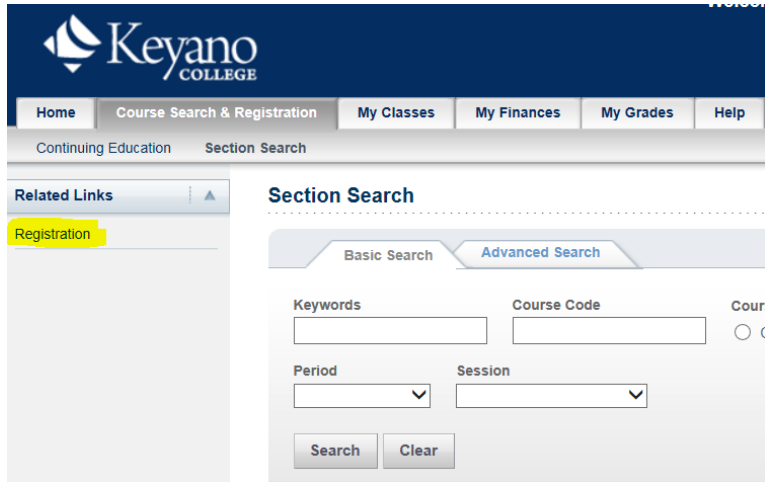
3. Select *Section Search* (below Course Search & Registration)



The screenshot shows the Keyano College self-service page with 'Section Search' selected in the navigation bar. The navigation bar includes 'Home', 'Course Search & Registration', 'Advising', 'My Classes', 'My Finances', 'My Grades', 'My Profile', 'Administration', and 'Help'. Below the navigation bar, there is a section titled 'Course Search & Registration' with a 'Need Help?' section containing four bullet points:

- Want to add or drop courses? **Click here.**
- Not sure which courses to add? **Read this.**
- Want to view your schedule? **Click here.**
- Need to pay your tuition & fees? **Read this.**

4. Select *Registration*



The screenshot shows the Keyano College website's 'Section Search' page. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below the navigation bar, there are tabs for 'Continuing Education' and 'Section Search'. On the left, a 'Related Links' sidebar has 'Registration' highlighted in yellow. The main content area is titled 'Section Search' and features two tabs: 'Basic Search' and 'Advanced Search'. The 'Basic Search' form includes fields for 'Keywords', 'Course Code', and 'Course' (with a radio button), and dropdown menus for 'Period' and 'Session'. 'Search' and 'Clear' buttons are at the bottom of the form.

5. Select Semester that course is in



The screenshot shows the 'Credit Courses' registration process on the Keyano College website. The navigation bar is the same as in the previous screenshot. The 'Section Search' tab is active, and the 'Credit Courses' section is displayed. A progress bar at the top of the section includes 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar, a message reads: 'In order to begin the registration process, please select a registration period.' A table titled 'Period' lists two options: '2018/Spring' (highlighted in yellow) and '2018/Winter'. Each option has a small icon to its left.

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

Registered Courses								
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	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
Instructors: Chandler, Gregory								
<input type="checkbox"/>	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
Instructors: Krabes, Gregory								

Home | Course Search & Registration | My Classes | My Finances | My Grades | Help

Continuing Education | Section Search

Related Links

- Section Search
- View Schedule

Credit Courses - 2018/Spring

Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

There are no courses on your schedule.

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