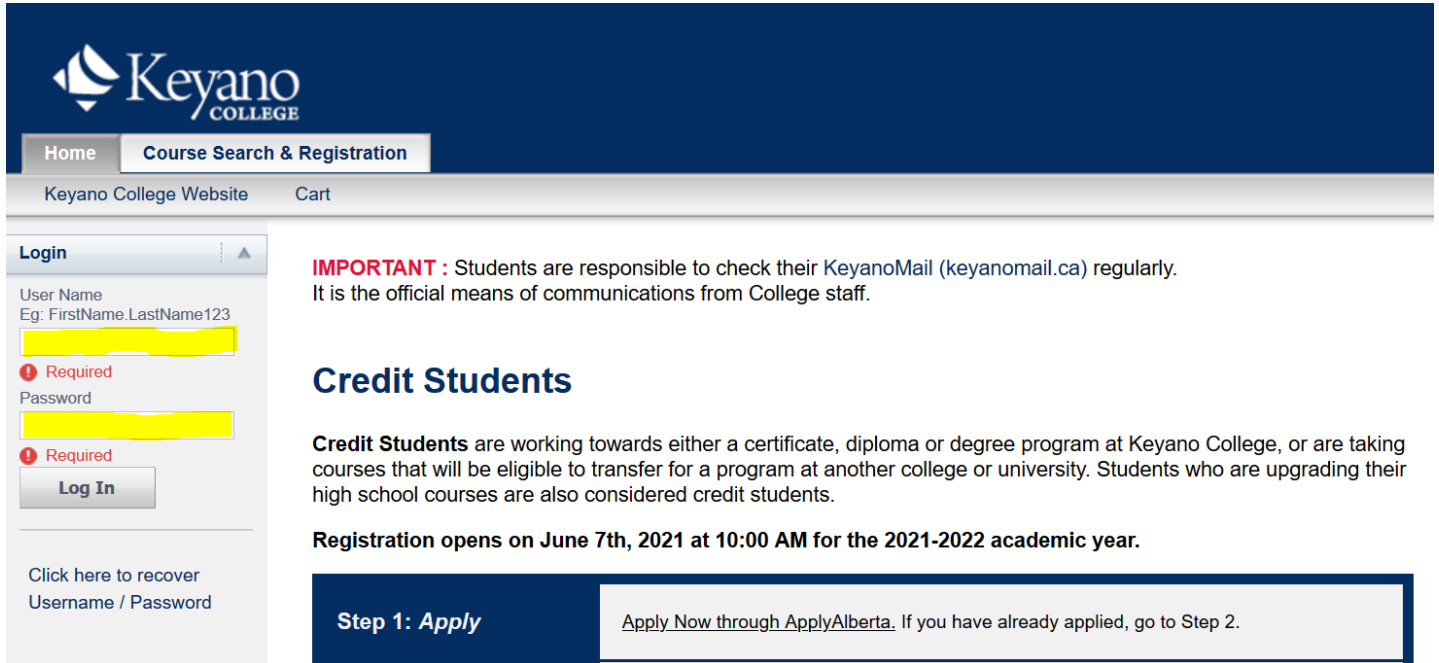


How to Drop Classes

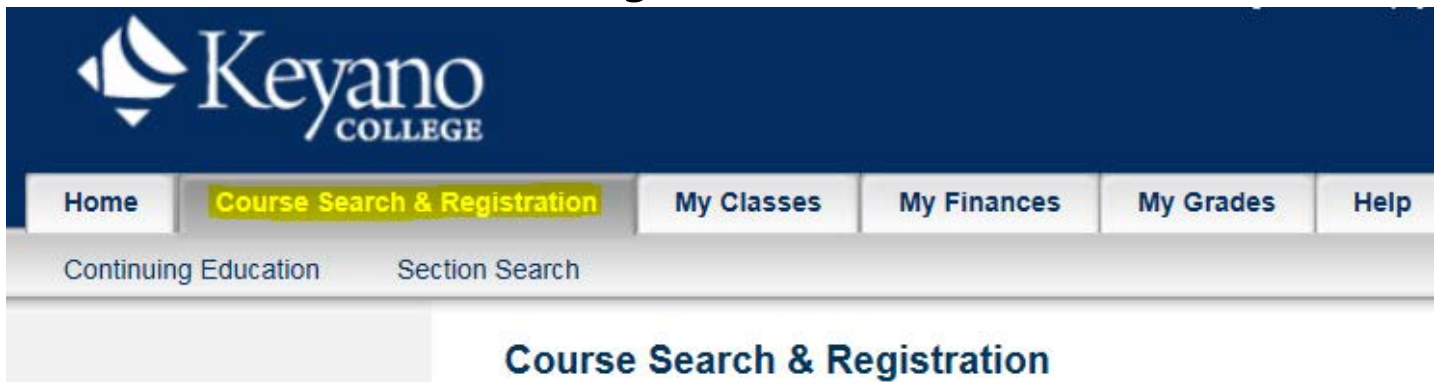
1. Login to Self Service.

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



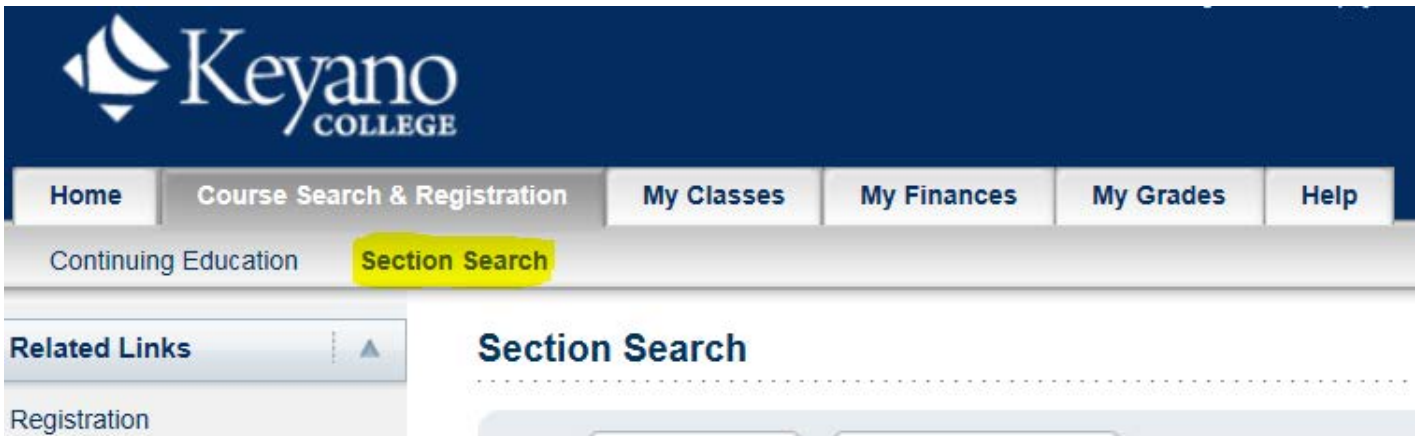
The screenshot shows the Keyano College Self Service Home page. At the top left is the Keyano College logo. Below it are navigation tabs for 'Home' and 'Course Search & Registration'. A secondary navigation bar contains 'Keyano College Website' and 'Cart'. On the left side, there is a 'Login' section 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. A link 'Click here to recover Username / Password' is also present. On the right side, an 'IMPORTANT' notice states that students are responsible for checking their KeyanoMail (keyanomail.ca) regularly. Below this is a section titled 'Credit Students' which explains that credit students are those working towards a certificate, diploma, or degree program, or those upgrading high school courses. A registration notice states: 'Registration opens on June 7th, 2021 at 10:00 AM for the 2021-2022 academic year.' At the bottom, a 'Step 1: Apply' section contains a button for 'Apply Now through ApplyAlberta' and a note that if already applied, users should go to Step 2.

2. Select **Course Search & Registration** tab.

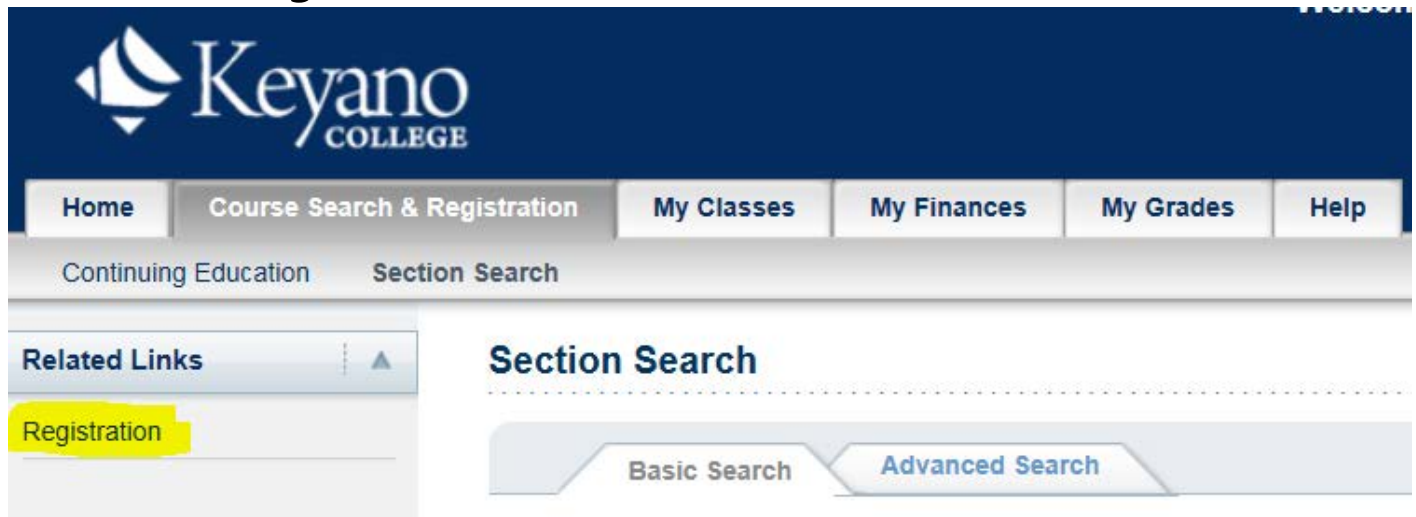


The screenshot shows the 'Course Search & Registration' page. At the top left is the Keyano College logo. Below it are navigation tabs for 'Home', 'Course Search & Registration' (which is highlighted in yellow), 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below these tabs are links for 'Continuing Education' and 'Section Search'. The main heading of the page is 'Course Search & Registration'.

3. Select *Section Search*.



4. Select *Registration*.



5. Select Semester that course is in.



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

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.