How to Drop Classes

Students may drop classes via Self Service up to the Last Day to Add and Drop classes for each semester, per the academic schedule. If you wish to withdraw from a class after the Drop date, please submit a Withdrawal/Drop form. Note that there is a deadline in each semester, after which it is not possible to withdraw from a class. It is the student’s responsibility to know how dropping classes affects their athletics, student housing, student loan/sponsorship, and Study Permit status.

1. Login to Self Service.
   https://selfservice.keyano.ca/SelfService/Home.aspx

   **IMPORTANT:** Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff.

   **Credit Students**

   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.

   Registration opens on June 7th, 2021 at 10:00 AM for the 2021-2022 academic year.

   **Step 1: Apply**
   - Apply Now through ApplyAlberta. If you have already applied, go to Step 2.

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

<table>
<thead>
<tr>
<th>Drop</th>
<th>Course</th>
<th>Date</th>
<th>Session</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intro Account I - BUS 130 / Lecture /</td>
<td>5/7/2018 - 6/18/2018</td>
<td>Regular Semester</td>
<td>3.00</td>
<td>Letter Grade</td>
<td>TueThu, 6:30 PM - 9:30 PM;</td>
<td>Keyano College - Main Campus, Syncrude Centre, Room 212</td>
<td>Registere d</td>
</tr>
<tr>
<td></td>
<td>Marketing - BUS 239 / Lecture /</td>
<td>5/7/2018 - 6/18/2018</td>
<td>Regular Semester</td>
<td>3.00</td>
<td>Letter Grade</td>
<td>MonWed, 6:30 PM - 9:30 PM;</td>
<td>Keyano College - Main Campus, Clearwater Building, Room 228</td>
<td>Registere d</td>
</tr>
</tbody>
</table>

**Instructors:** Chandler, Gregory  
**Instructors:** Krabes, Gregory

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