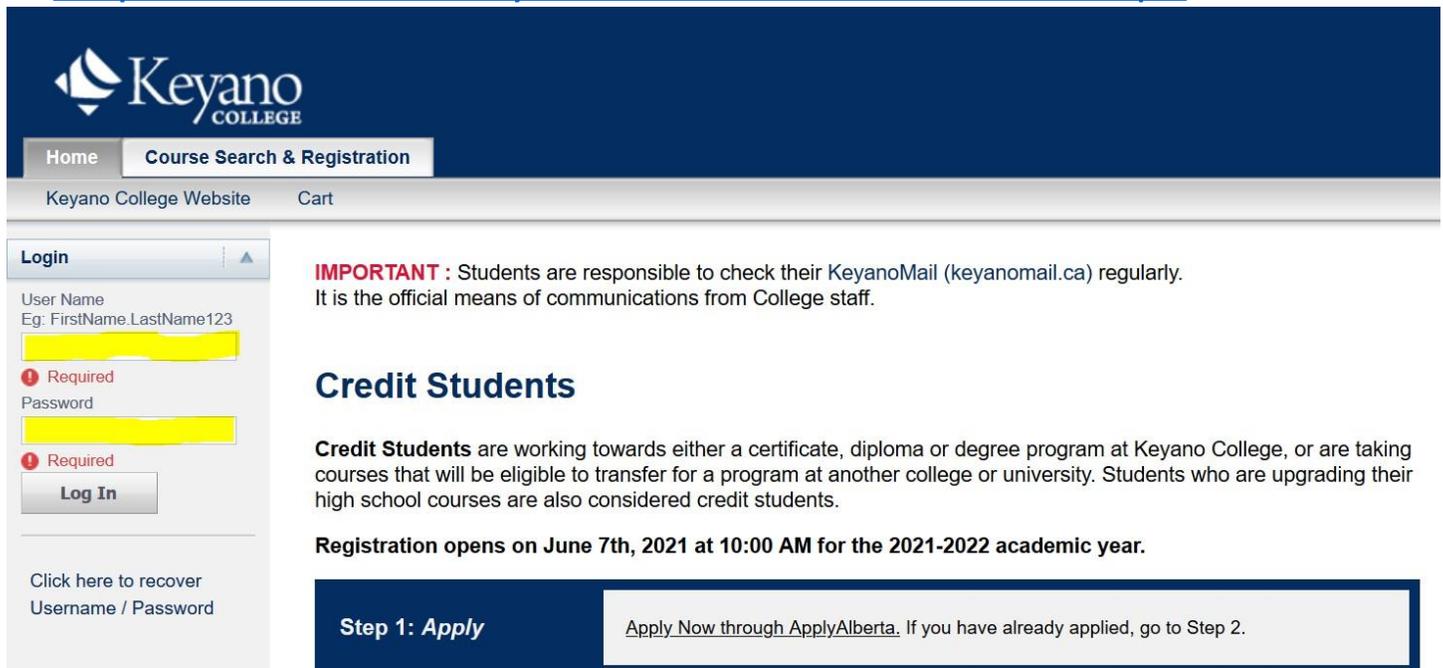


How to Drop Classes

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>



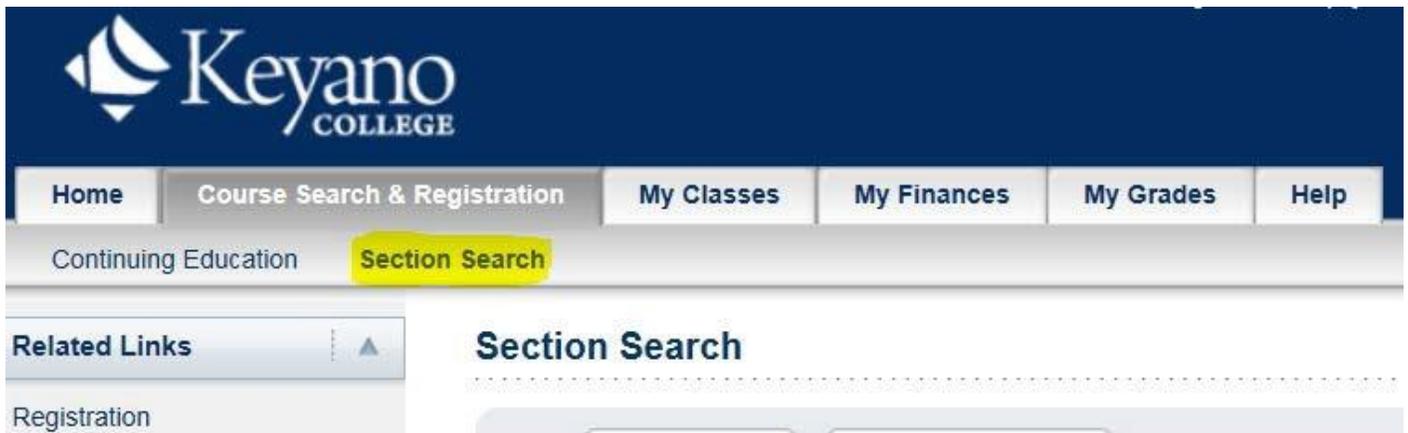
The screenshot shows the Keyano College Self Service login page. The header includes the Keyano College logo and navigation tabs for Home and Course Search & Registration. Below the header, there is a login form with fields for User Name (Example: FirstName.LastName123) and Password, both marked as required. A Log In button is present. To the right of the login form, an important notice states: "IMPORTANT : Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff." Below this notice, there is a section for Credit Students, explaining that they are working towards a certificate, diploma, or degree program, or are taking courses eligible for transfer. A registration notice indicates that 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 step indicator for "Step 1: Apply" and a button for "Apply Now through ApplyAlberta. If you have already applied, go to Step 2."

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

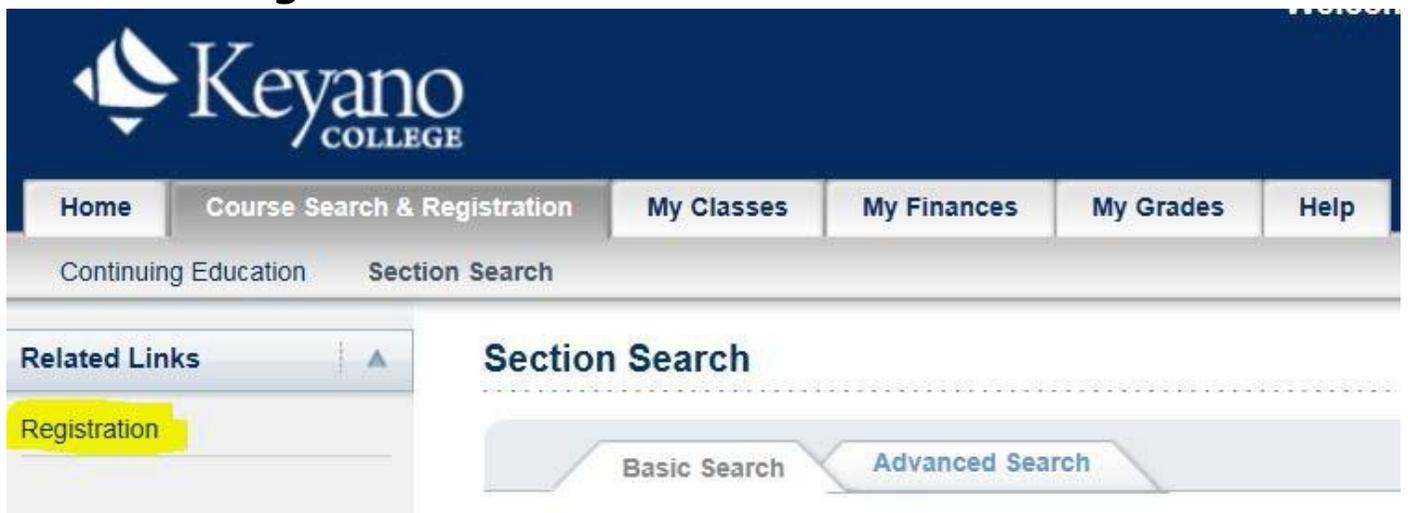


The screenshot shows the Keyano College Self Service Course Search & Registration page. The header includes the Keyano College logo and navigation tabs for Home, Course Search & Registration (highlighted), My Classes, My Finances, My Grades, and Help. Below the header, there are links for Continuing Education and Section Search. The main content area is titled "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
▶ 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.