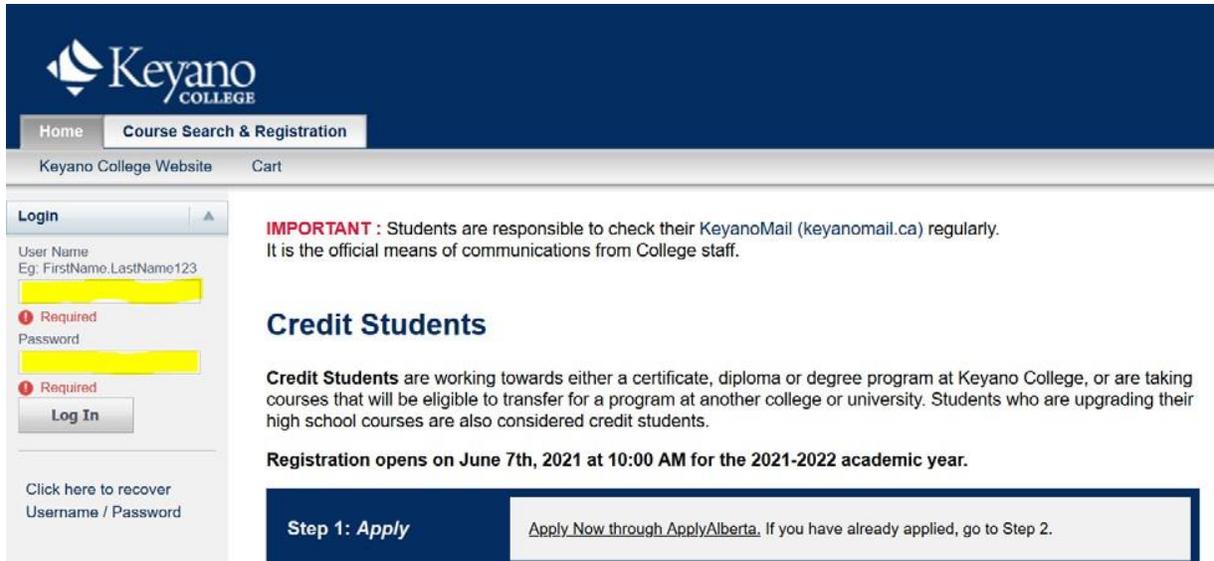


How to Remove a Credit Class from the Waitlist

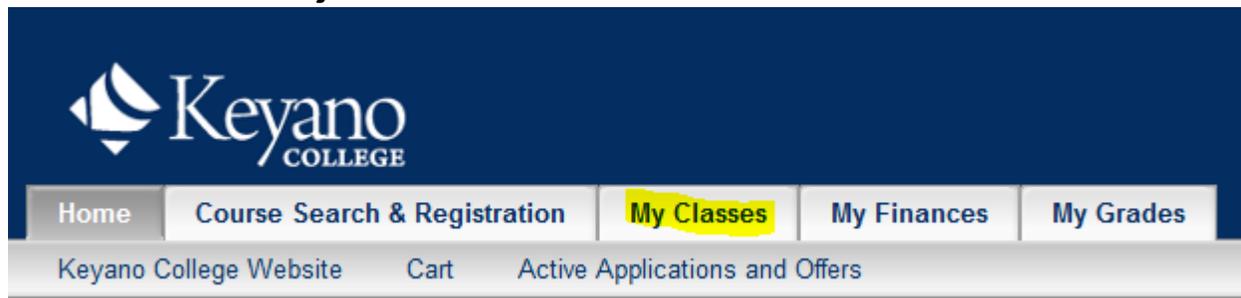
1. Login to Self Service.

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



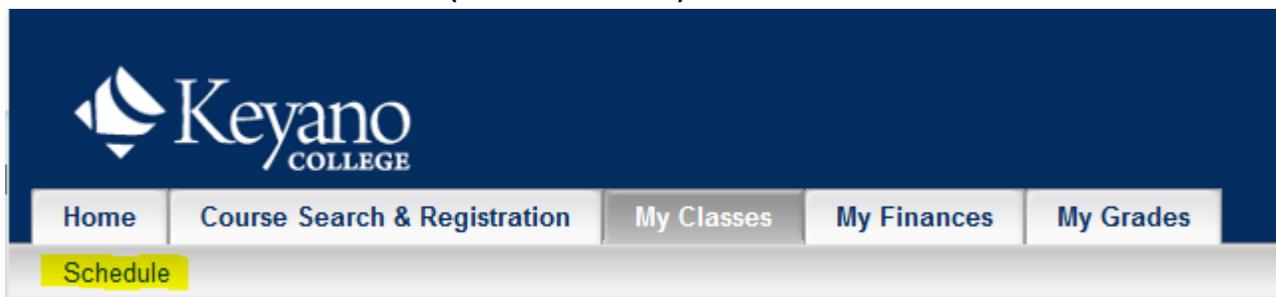
The screenshot shows the Keyano College Self Service Home page. The top navigation bar includes 'Home' and 'Course Search & Registration'. Below the navigation bar, there is a 'Login' section with fields for 'User Name' (with an example 'Eg: FirstName.LastName123') and 'Password', both marked as 'Required'. A 'Log In' button is present. To the right of the login section, 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 this, there is a 'Credit Students' section with a definition: '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.' A registration notice states: 'Registration opens on June 7th, 2021 at 10:00 AM for the 2021-2022 academic year.' At the bottom, there is a 'Step 1: Apply' section with a link to 'Apply Now through ApplyAlberta. If you have already applied, go to Step 2.'

2. Select the **My Classes** tab.



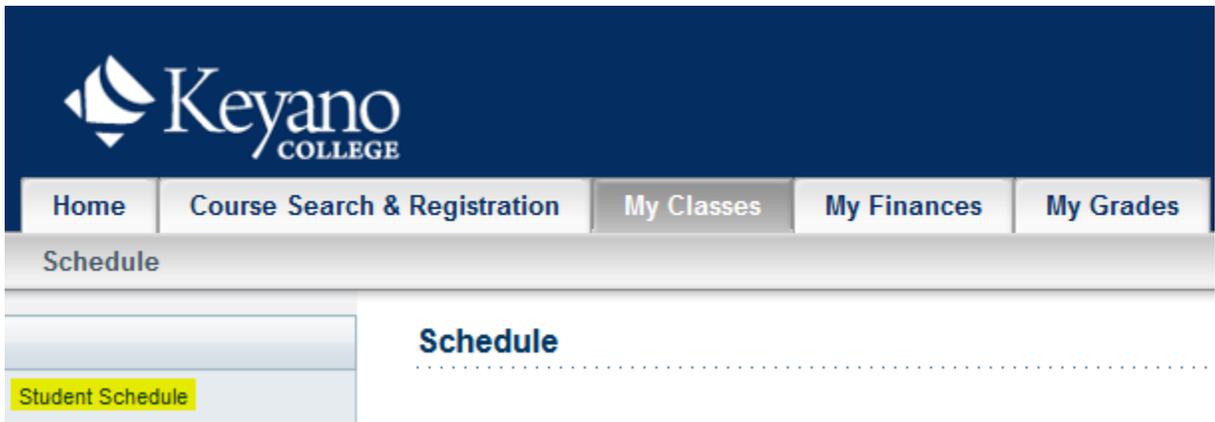
The screenshot shows the Keyano College Self Service 'My Classes' tab. The top navigation bar includes 'Home', 'Course Search & Registration', 'My Classes' (highlighted in yellow), 'My Finances', and 'My Grades'. Below the navigation bar, there is a 'Keyano College Website' link, a 'Cart' link, and a link to 'Active Applications and Offers'.

3. Select **Schedule** (below Home).

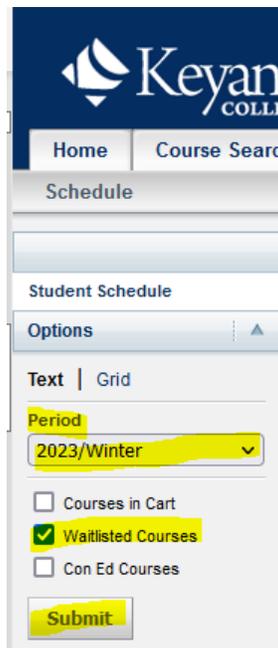


The screenshot shows the Keyano College Self Service 'Schedule' tab. The top navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', and 'My Grades'. Below the navigation bar, there is a 'Schedule' link highlighted in yellow.

4. Select ***Student Schedule*** (below Schedule).



5. Under ***Options*** select the Period (semester) in which you have a Waitlisted course. Check off the box ***Waitlisted Courses***. Click ***Submit***.



6. Waitlisted Courses are listed at the bottom of your list of courses. Click Remove from Waitlist.

Student Schedule

Traditional 2023/Winter/Regular Semester

Registered Courses

[BUS 103/Lecture/B - Introduction Computer Applications Bus](#)

Credits 3.00 Type Letter Grade

Schedule TueThur 9:30 AM - 11:50 AM; Keyano College Campu, Syncrude Centre, Room 105

Instructors Jack, Uylander

[ESPT 103/Lecture/INTS - Esports Health, Wellness & Performance](#)

Credits 3.00 Type Letter Grade

Schedule MonThur 8:00 AM - 9:20 AM; Keyano College Campu, ONLINE, Room ONLINE

Instructors Gorbenko, Landon

Waitlisted Courses

[BUS 239/Lecture/E - Marketing](#)

Credits 3.00 Type Letter Grade

Schedule Thursday 6:00 PM - 8:50 PM; Keyano College Campu, Clearwater Building, Room 224

Instructors Rondot, Gerri

[Remove from Waitlist](#)

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