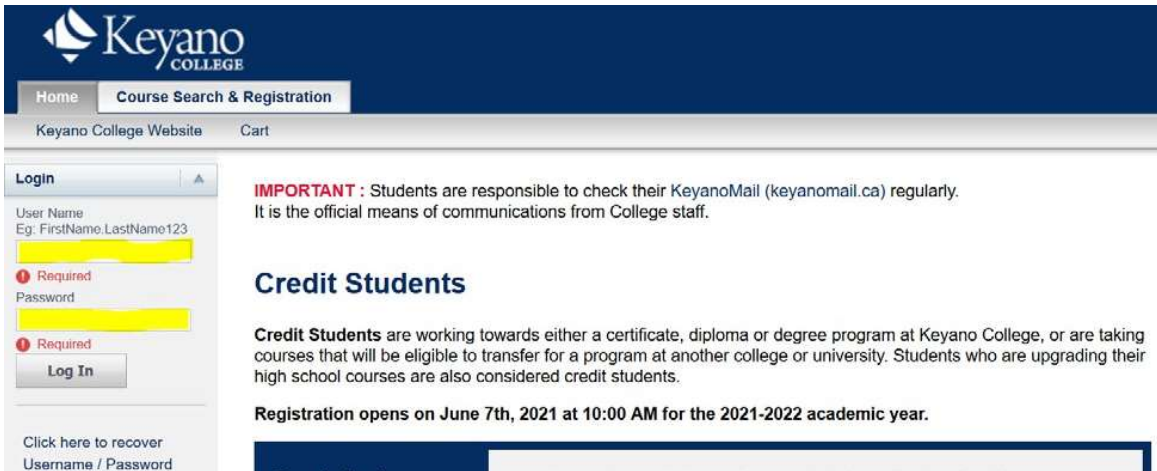


How to Remove Yourself from a Course Waitlist

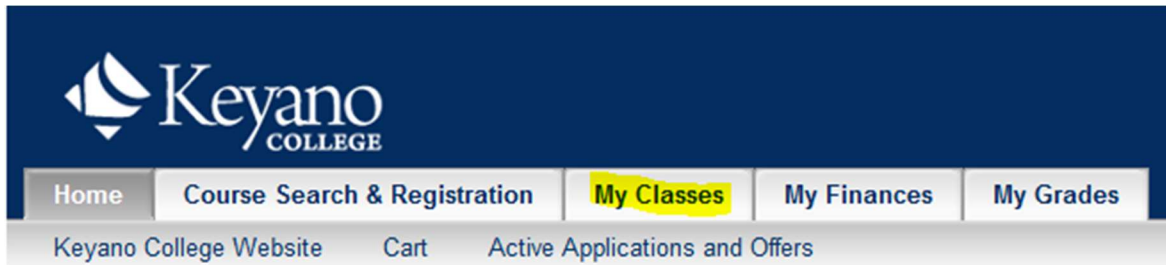
1. Login to Self Service. <https://selfservice.keyano.ca/SelfService/Home.aspx>

Note that for Self Service ONLY, you do not add the “@keyanomail.ca” to the end of your User ID.



The screenshot shows the Keyano College Self Service Home page. The header includes the Keyano College logo and navigation tabs: Home, Course Search & Registration, My Classes, My Finances, and My Grades. Below the header, there is a login section on the left with fields for User Name (e.g., 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 stating that students are responsible for checking their KeyanoMail (keyanomail.ca) regularly. Below this, there is a section for 'Credit Students' explaining that they are working towards a certificate, diploma, or degree program and that their courses may be eligible for transfer. A registration opening date of June 7th, 2021, at 10:00 AM for the 2021-2022 academic year is also displayed.

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



The screenshot shows the Keyano College Self Service My Classes tab. The header includes the Keyano College logo and navigation tabs: Home, Course Search & Registration, My Classes, My Finances, and My Grades. The My Classes tab is highlighted. Below the header, there is a section for 'Active Applications and Offers'.

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



The screenshot shows the Keyano College Self Service My Classes Schedule tab. The header includes the Keyano College logo and navigation tabs: Home, Course Search & Registration, My Classes, My Finances, and My Grades. The My Classes tab is highlighted. Below the header, there is a section for 'Schedule'.

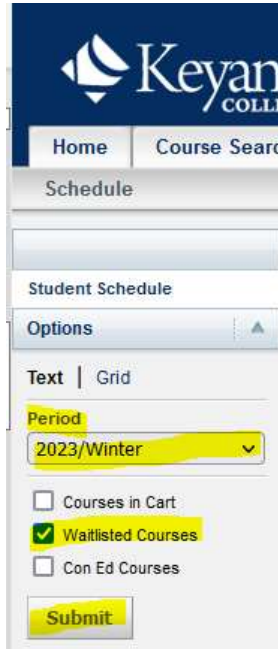
4. Select **Student Schedule** (below schedule).



The screenshot shows the Keyano College Self Service My Classes Student Schedule tab. The header includes the Keyano College logo and navigation tabs: Home, Course Search & Registration, My Classes, My Finances, and My Grades. The My Classes tab is highlighted. Below the header, there is a section for 'Schedule'. The 'Student Schedule' link is highlighted.

How to Remove Yourself from a Course Waitlist

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



- 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](#)

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