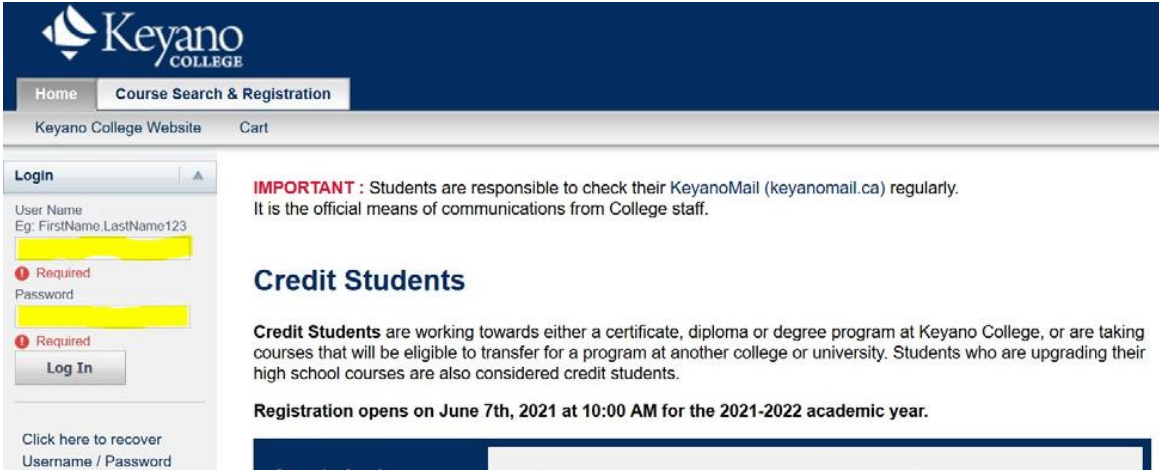


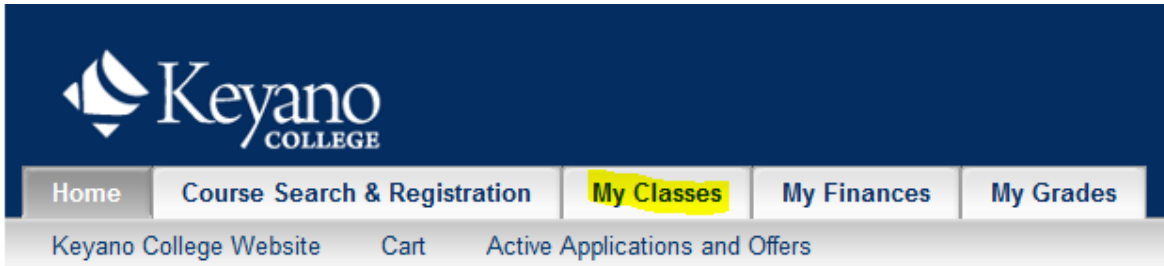
# How to Remove Yourself from a Course Waitlist

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

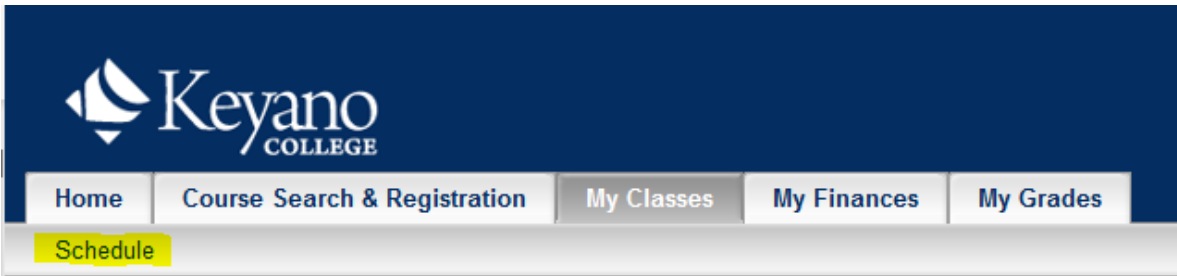
Note that for Self Service ONLY, you do not add the “@keyanomail.ca” to the end of your User ID.



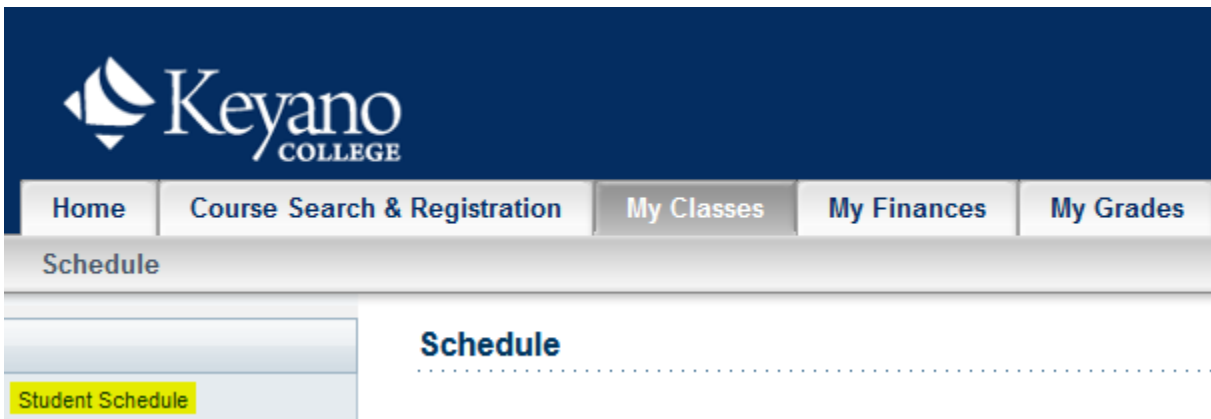
2. Select the **My Classes** tab.



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

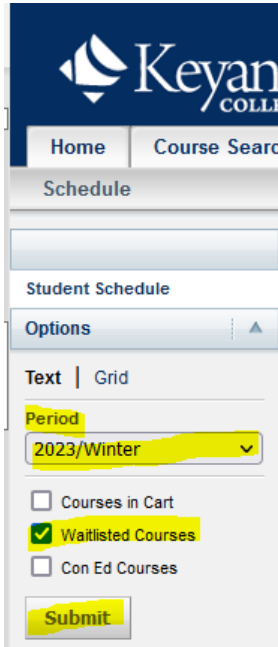


4. Select **Student Schedule** (below schedule).



## How to Remove Yourself from a Course Waitlist

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



Home Course Search

Schedule

Student Schedule

Options

Text | Grid

Period

2023/Winter

Courses in Cart

Waitlisted Courses

Con Ed Courses

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](#)

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