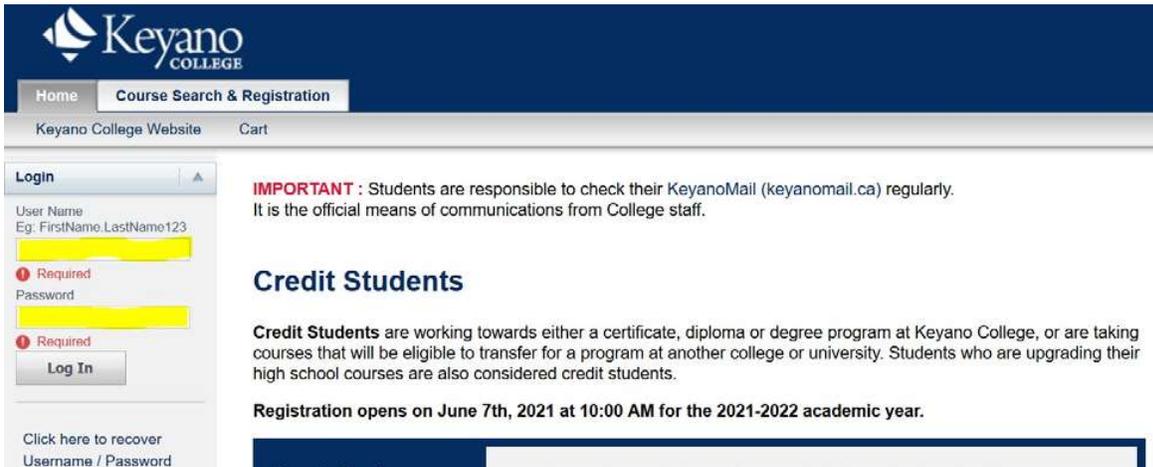


How to Remove Yourself from a Course Waitlist

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.



Keyano
COLLEGE

Home Course Search & Registration

Keyano College Website Cart

Login

User Name
Eg: FirstName.LastName123
[Redacted]

Required
Password
[Redacted]

Required

Log In

Click here to recover
Username / Password

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.

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



Keyano
COLLEGE

Home Course Search & Registration **My Classes** My Finances My Grades

Keyano College Website Cart Active Applications and Offers

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



Keyano
COLLEGE

Home Course Search & Registration My Classes My Finances My Grades

Schedule

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



Keyano
COLLEGE

Home Course Search & Registration My Classes My Finances My Grades

Schedule

Student Schedule

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.