

# How to Drop or Withdraw from Classes

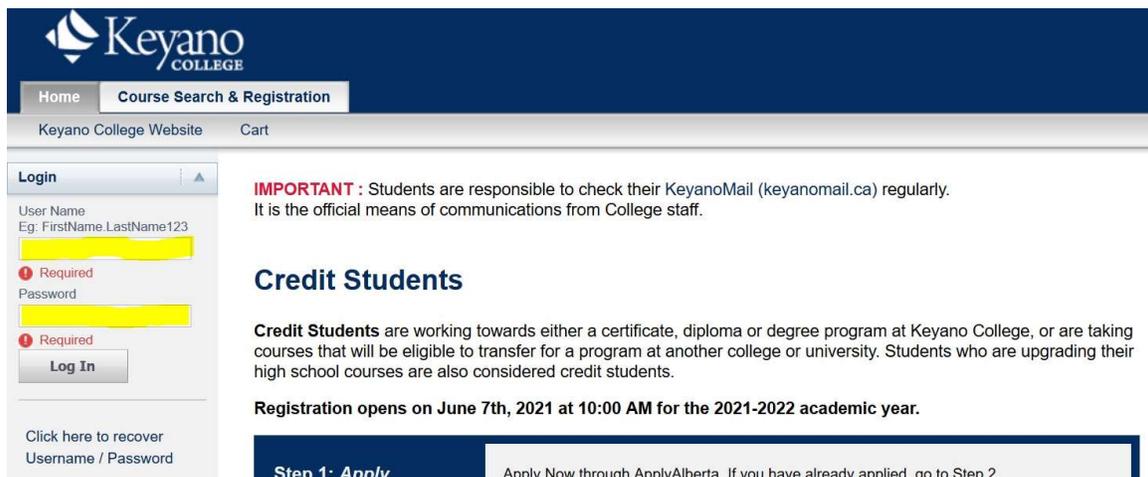
You may add and drop classes in **Self Service** up until the last day to add/drop classes for each term. After that date, please submit a [Self-Registration form](#) to add classes and a [Withdraw/Drop form](#) to drop classes.

Note that there is a deadline in each term, 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.**

These important dates can be found on the academic schedule: [Academic Schedule - Keyano College](#)

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 **Course Search & Registration** tab.

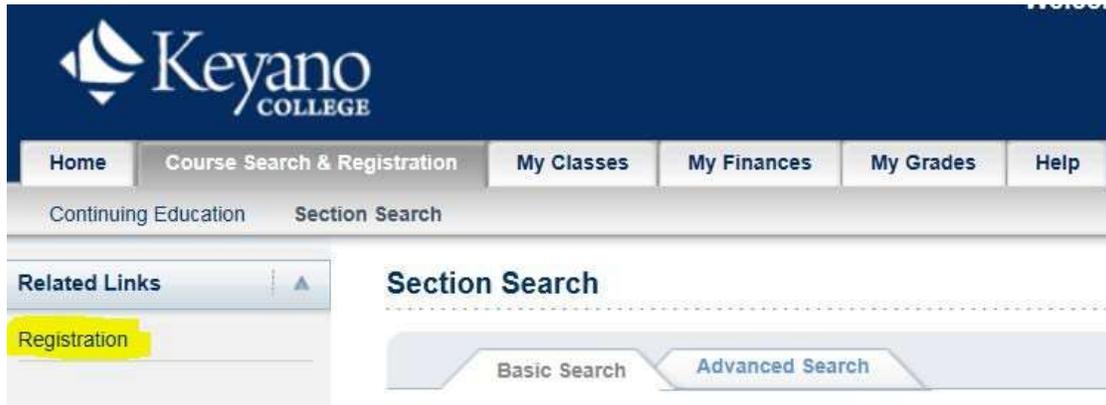


3. Select **Section Search**



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4. Select **Registration**.



5. Select Term that course is in.



6. Check the drop box to select course to be dropped, then **Next**.

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	Introduction to Crit - ENGL 104 / Lecture /	5/6/2024 - 6/14/2024	Regular Semester	3.00	Letter Grade	Thursday, 6:30 PM - 9:30 PM; Tuesday, 6:30 PM - 9:30 PM;	Keyano College - Main Campus, Syncrude Centre, Room 205 Keyano College - Main Campus, Syncrude Centre, Room 205	Registered
<input type="checkbox"/>	Intro Sociology - SOCY 100 / Lecture /	5/6/2024 - 6/18/2024	Regular Semester	3.00	Letter Grade			Registered
<input type="checkbox"/>	Basic Psych Process - PSYCH104 / Lecture /	5/6/2024 - 6/14/2024	Regular Semester	3.00	Letter Grade	Monday, 9:00 AM - 10:20 AM; Thursday, 9:00 AM - 10:20 AM; Tuesday, 9:00 AM - 10:20 AM; Wednesday, 9:00 AM - 10:20 AM;	Location to be announced Location to be announced Location to be announced	Registered

Instructors: Ashouri Talooki, Reza

Instructors: Cheshire, Kory

Instructors: TBA, To be announced

Previous **Next**

7. If you have dropped all the courses you are registered for, your screen will indicate that.



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