

How to Drop or Withdraw from Classes

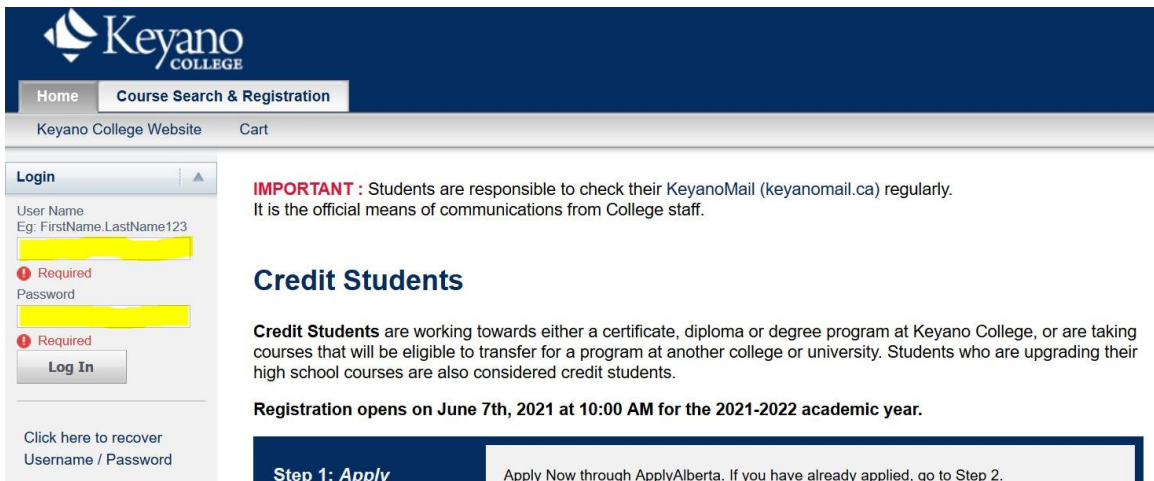
You may add and drop classes in **Self Service** up until the last day to add/drop classes for each term. After that date, please submit a [Self-Registration form](#) to add classes and a [Withdraw/Drop form](#) to drop classes.

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.

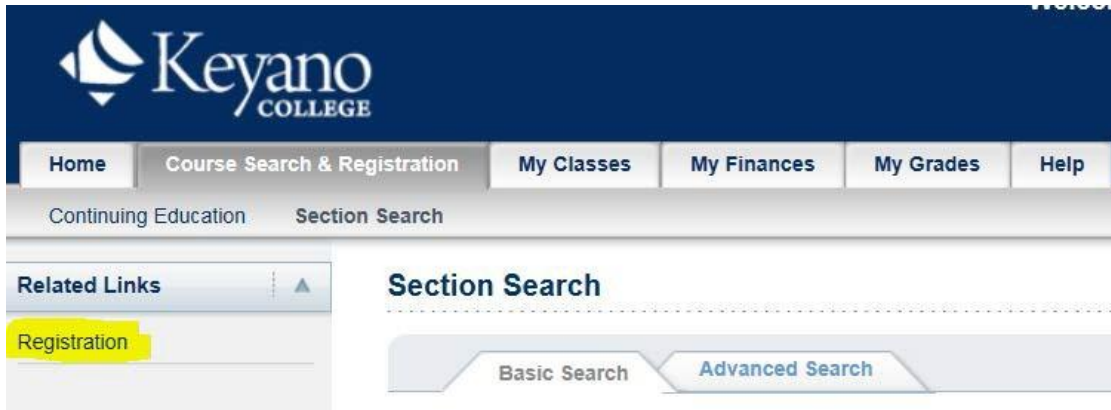


3. Select **Section Search**



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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 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

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.