

How to Add or Register for Credit Classes

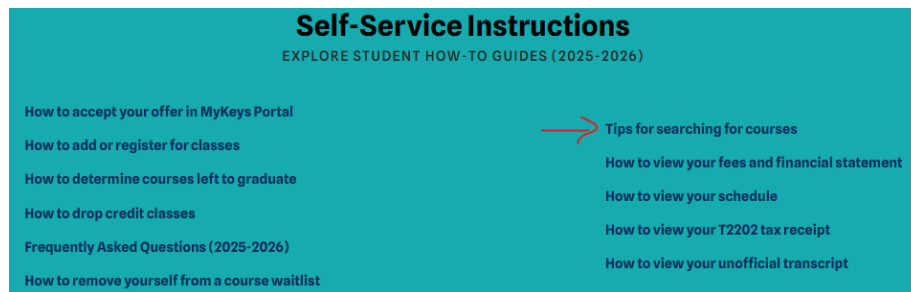
You may add and drop classes in **Self Service up until the last day to add/drop classes for each term.** After that date (which can be found on the [academic schedule](#)), please submit a [Self-Registration form](#) to add classes and a [Withdraw/Drop form](#) to drop classes.

Review your Program Registration Guide, at the bottom of this webpage:

<https://www.keyano.ca/student-services/office-of-the-registrar/course-registration-guides/>



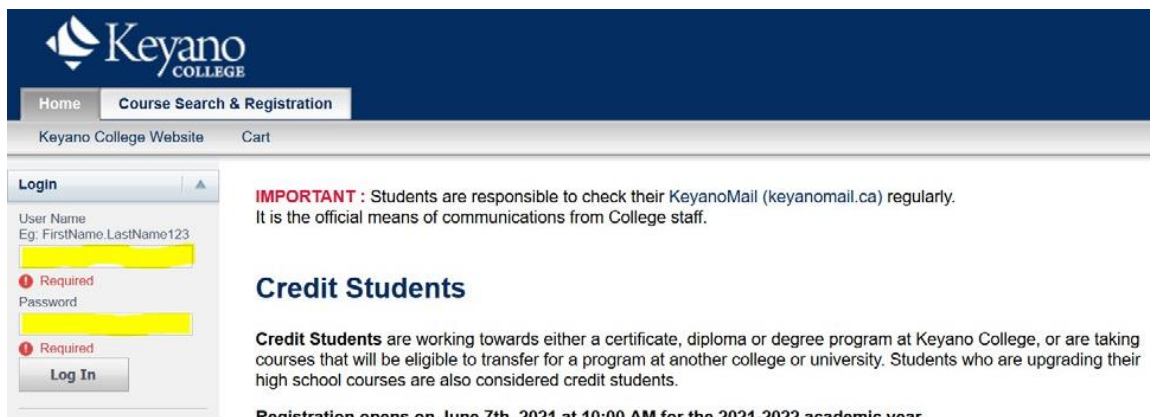
Refer to the Tips to make your search more efficient:



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.

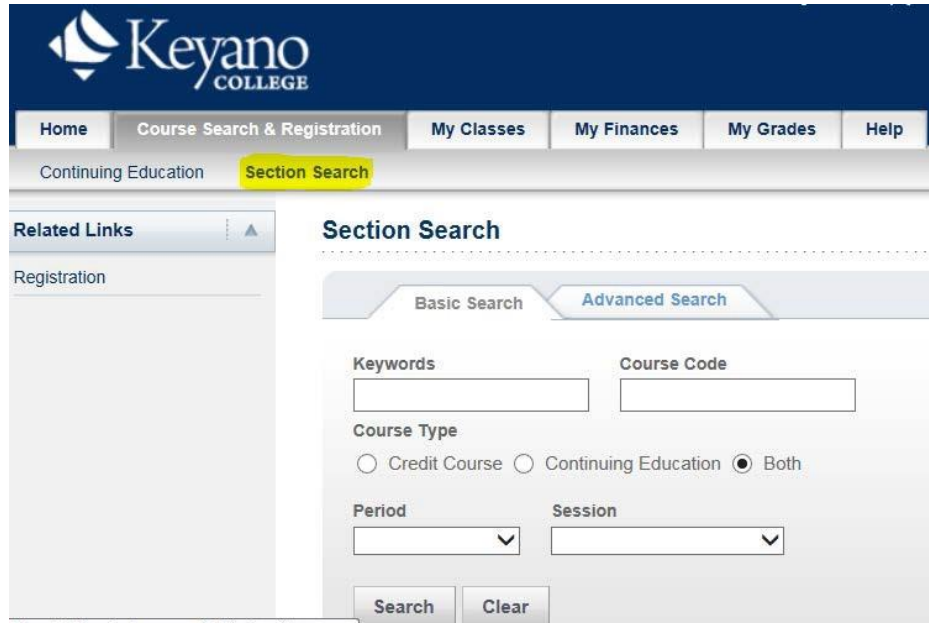


How to Add or Register for Credit Classes

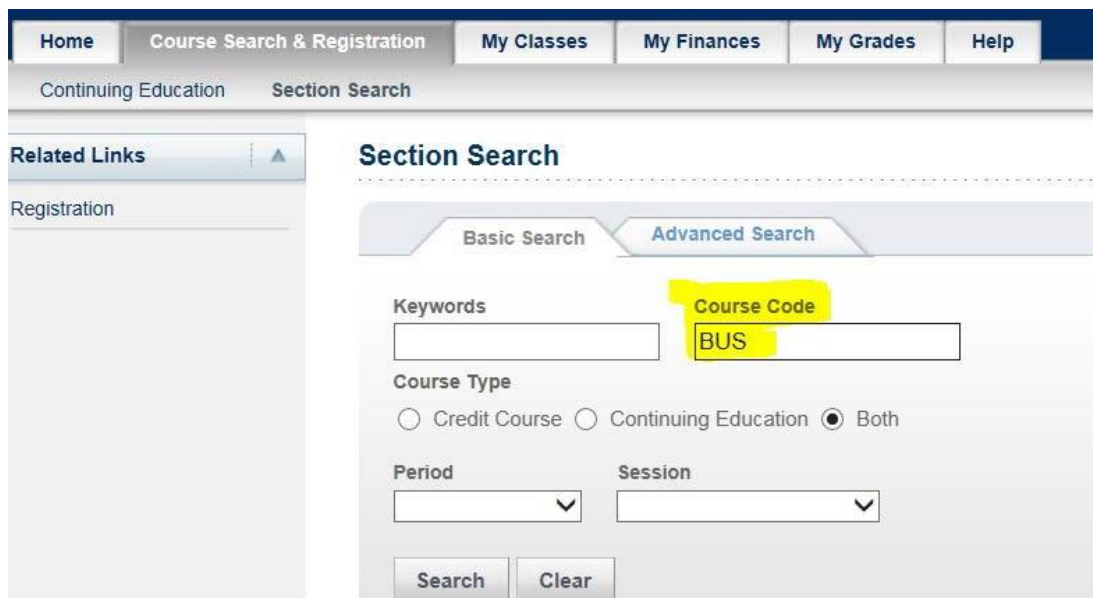
2. Select the **Course Search & Registration tab**.



3. Select **Section Search** (below Course Search & Registration).

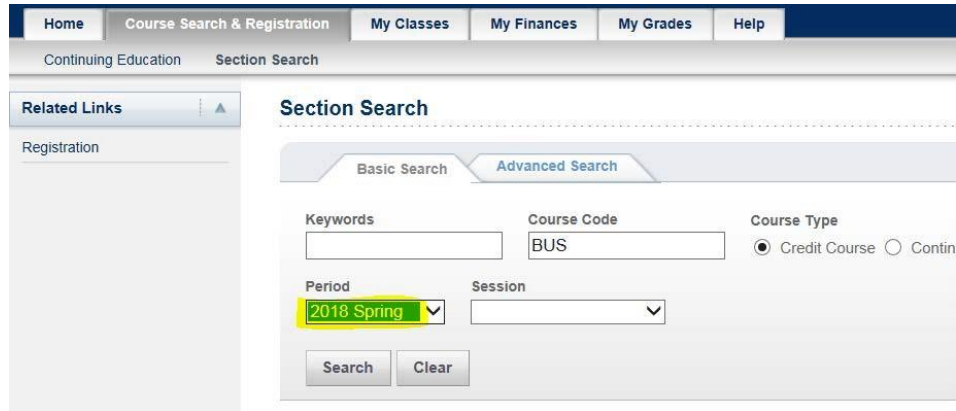
The screenshot shows the 'Section Search' form on the Keyano College website. The 'Section Search' tab is highlighted in yellow. The form includes fields for 'Keywords', 'Course Code', 'Course Type' (with radio buttons for 'Credit Course', 'Continuing Education', and 'Both'), 'Period' (a drop-down menu), and 'Session' (a drop-down menu). There are 'Search' and 'Clear' buttons at the bottom.

4. Enter first 2 or 3 letter of course code in **Course Code** **do not add any spaces or numbers**

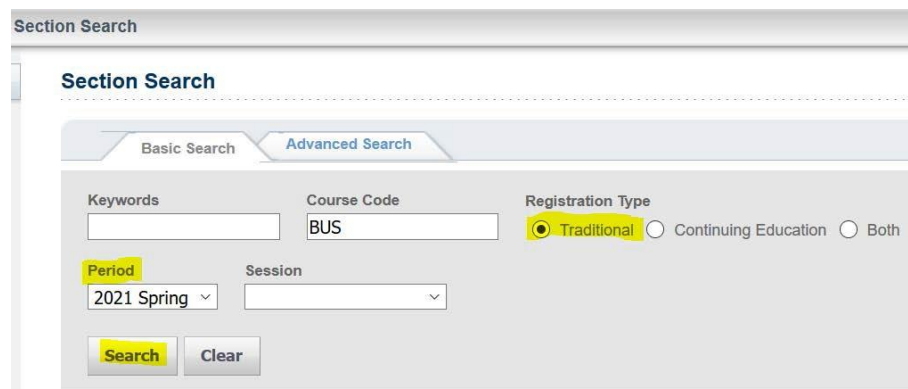
The screenshot shows the 'Section Search' form on the Keyano College website. The 'Course Code' field is highlighted in yellow and contains the text 'BUS'. The 'Section Search' tab is also highlighted in yellow. The form includes fields for 'Keywords', 'Course Code', 'Course Type' (with radio buttons for 'Credit Course', 'Continuing Education', and 'Both'), 'Period' (a drop-down menu), and 'Session' (a drop-down menu). There are 'Search' and 'Clear' buttons at the bottom.

5. Choose term by selecting drop-down button under **Period**.

How to Add or Register for Credit Classes



6. Under *Registration Type* select **Traditional** then **Search**.



7. Choose a class by clicking **ADD**.

Note that your course may have multiple parts. If it does, you will need to add ALL the matching sections of Lecture, Lab, Tutorial, Seminar sections that appear.

Section Search

[Back to Registration](#)

Found 3 results for Course Code = 'BUS' and Registration Type = 'Traditional' and Period = '2018 Spring'.

Showing 1 - 3 of 3

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Spring Regular Semester	3.00		TueThur 6:30 PM - 9:30 PM; Keyano College - Main Campus, Syncrude Centre, Room 212	27 of 30	Add
Instructors: Chandler, Gregory							
Marketing BUS 239/Lecture/E	5/7/2018 - 6/18/2018	2018 Spring Regular Semester	3.00		MonWed 6:30 PM - 9:30 PM; Keyano	21 of 30	Add

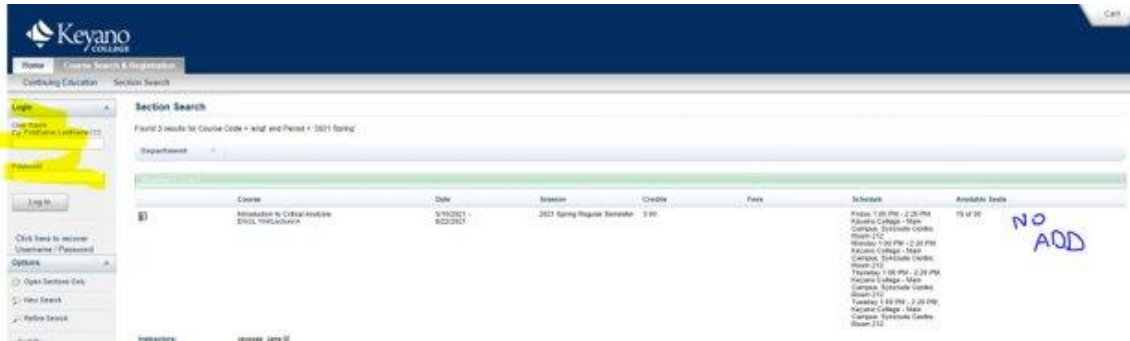
If there is more than one group of sections listed, please select matching sections. For example:

- BUS111 lecture A **and** laboratory A1
- CHEM101 lecture A **and** laboratory X **and** tutorial V

See Course Combinations on the [Registration Guides webpage](#) for correct groups. Mis-matched sections will be removed from your schedule.

How to Add or Register for Credit Classes

What if there is no Add button?



- Are you logged in to Self Service? The ADD button only appears if you are logged in.
- Is the course already in your Cart or on your Schedule? The ADD button disappears once the course has been added to your Cart or once you have already registered for it.
- Try using a different browser. Self Service works most reliably in Firefox or Chrome.
- If you've done all these things and you still have no ADD button, please email a screenshot to Student.Advisors@keyano.ca to troubleshoot.

What if the course is full?

Showing 11 - 20 of 438							
	Course	Date	Session	Credits	Fees	Schedule	Available Seats
	Advanced Paramedic Skills ACP 514/Laboratory/X	2/26/2024 - 3/1/2024	2024 Winter Regular Semester	0.00	Fees Applicable		0 of 8
Instructors:	Uppal, Manpreet						
	Advanced Paramedic Skills ACP 514/Laboratory/Y	2/26/2024 - 3/1/2024	2024 Winter Regular Semester	0.00	Fees Applicable		4 of 8
Instructors:	Brown, Melissa						

Legend

 Open  Closed

- If the course you want to add is full, see if there is another section of that course that you can take instead.
- If it **must** be that full section, skip it and complete the registration process for your other courses first, and then go back and waitlist yourself for the full course(s).
- If you try to waitlist for the full course first, the system will lock you out for further registration, and you'll have to email Student.Advisors@keyano.ca so that they can manually change your status back.
- You will be notified by email if and when a seat becomes available for you in that course.

How to Add or Register for Credit Classes

How can I find more information about the course?

Hyperlink opens pop-up window with more info including course description

Course Code:

- Always starts with letters, ends with numbers.
- Inconsistent spaces.

Course

Introduction to Critical Analysis
ENGL 104/Lecture/A

Section Code:

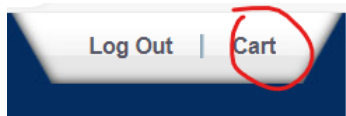
- A-D weekdays (at some time between 8 am and 5 pm)
- E & E2 weekday evenings
- INTA online, self-paced
- INTS online, must log in at scheduled times
- ?HF HyFlex, students choose in-person or online each class
- BAV & BVHF reserved for Business Aviation students
- ES & ESHF reserved for E-Sport Mgt students
- GOV reserved for Governance & Civil students
- HR & HRHF reserved for Human Resources students
- NURS reserved for BScN students
- PN reserved for Practical Nurse students

Type of Session:

- Lecture
- Laboratory
- Tutorial
- Practicum
- Clinical
- Etc.

If you find the small My Cart window distracting, you can click on **Hide** to minimize it while you search for more courses.

8. **Check for time conflicts.** After you have more than one course in your cart, select **View Cart** either in the top right corner of your browser screen, or else by clicking on the View Cart button in the pop-up window.



Section Search

Found 3 results for Course Code = 'BUS' and Registration Type = 'Traditional' and Period = '2018 Spring'.

Showing 1 - 3 of 3

Course	Date	Session
Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Sp Regular Semester

Course Added: Course BUS 239/Lecture/E was added to your shopping cart for period 2018/SPRING/Regular Semester.

View Cart | Proceed to Registration

College - Main Campus, Syncrude Centre, Room 212

My Cart

Cart Items

BUS 130/E	3.00
5/7/2018 - 6/18/2018 Tue/Thur, 6:30 PM - 9:30 PM Chandler, Gregory	
BUS 239/E	3.00
5/7/2018 - 6/18/2018 Mon/Wed, 6:30 PM - 9:30 PM Krabs, Gregory	

9. Within the Cart, click on **View Schedule** to check for time conflicts.

Cart

2025/Summer

Empty Cart | Add Section | **View Schedule** | Register

How to Add or Register for Credit Classes

A time conflict will be visible because two courses are squeezed together in the same box on the grid:

6:00 pm			
	BUS 110 Lecture/E Clearwater Building 228	BUS 103 Lecture/E Syncrude Centre 207	BUS 191 Lecture/E
7:00 pm			

If there is a time conflict, you will have to choose which course has priority, and remove the other from your cart. If there is no course conflict, continue.

- Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
- Continue to add courses, checking for time conflicts after each addition.
- In Cart view, for each term at a time, select **Register** to add classes.

Cart

2018/Spring
Empty Cart
Add Section
View Schedule
Register

Session - Regular Semester
Delete Session

Course	Date	Credits	Credit Type	Schedule	
Intro Account I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	3.00	Letter Grade	TueThur 6:30 PM - 9:30 PM; Keyano College Campu, Syncrude Centre, Room 212	Remove

- Select **NEXT** once only (*Status "in Cart"*)

Credit Courses - 2018/Spring

Select Period
Review Schedule
Finalize
Complete

Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	Intro Account I - BUS 130 / Lecture / E	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	TueThur, 6:30 PM - 9:30 PM;	Keyano College - Main Campus, Syncrude Centre, Room 212	In Cart	Remove
Instructors: Chandler, Gregory									
<input checked="" type="checkbox"/>	Marketing - BUS 239 / Lecture / E	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	MonWed, 6:30 PM - 9:30 PM;	Keyano College - Main Campus, Clearwater Building, Room 228	In Cart	Remove
Instructors: Krabes, Gregory									

Previous
Next

- Wait for the webpage refresher indicator at top of page to stop moving, indicating the process has completed, and select **NEXT** again (*Status "Registered"*) If you click Next too soon in this step, you will get an error message telling you no changes have been made to your schedule, and the system may drop all your courses without telling you.

How to Add or Register for Credit Classes

Credit Courses - 2018/Spring

☒ Select Period
 ☒ Review Schedule
 ☒ Finalize
 ☐ Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Intro Account I - BUS 130 /Lecture /	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	Tue/Thur. 6:30 PM - 9:30 PM	Keyano College - Main Campus, Syncrude Centre, Room 212	Registered
Instructor: Chandler, Gregory							
Marketing -BUS 239 /Lecture /	5/7/2018 - 6/18/2018	Regular Semester	3.00	Letter Grade	Mon/Wed. 6:30 PM - 9:30 PM	Keyano College - Main Campus, Clearwater Building, Room 228	Registered
Instructor: Krabes, Gregory							

15. Click **NEXT** to view Completed Registration message.

16. Repeat the process for each term.

We strongly recommend you register for all available terms now, following your program's registration guide, to ensure you are registered in all required courses for your program before they fill up. Not registering early for all terms could result in being Waitlisted or the course being cancelled due to low enrolment.

If you choose to take courses in a different sequence than listed on your registration guide, you may run into schedule problems later due to time conflicts or lacking prerequisites.

Payment for each term is generally due 10 business days prior to the first day of class for that term. You can see the exact dates for this academic year on the [academic schedule](#).

Once you have completed the registration process, your courses will no longer appear in your cart. Please consult your Student Schedule for your class times and locations.

If you run into problems, please email a screenshot of any error messages you get to student.advisors@keyano.ca making sure to include your Keyano Student Number so that we can troubleshoot.

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