REGISTRATION GUIDE:

The information in this Registration Guide is accurate at the time of printing and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choice. Students should use the Registration Guide dated the year in which they began the program. This guide should be used in conjunction with the official version of the Keyano College Credit Calendar (keyano.ca/creditcalendar), and calendars of appropriate transfer institutions.

Register for courses online at https://selfservice.keyano.ca/SelfService/Home.aspx

If you need assistance, contact a Student Advisor: student.advisors@keyano.ca

If you deviate from this guide, you may not complete the required courses on time to graduate.

Academic Year: 2022-2023
Program Name: Hospitality & Tourism Diploma (Year 1)

Add Courses to Schedule

Fall Semester (max 19 credits					Winter Semester (max 20 credits				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
HTM 100	A	Intro to Hospitality & Tourism	D	2	HTM 106	A	Food & Beverage Operations & Services	D	3
HTM 101	A	Safety & Security Operations	D	3	HTM 107	A	Housekeeping Operations	D	2
HTM 102	A	Customer Service Management	D	3	HTM 108	A	Culinary Arts Management	D	3
HTM 103	A	Business Communications & Technologies	D	3	HTM 121	A	Work Integrated Learning II	D	4
HTM 104	A	Front Office, Product & Reservation Fundamentals	D	3	HTM 122	A	Work Integrated Learning III	D	6
HTM 105	A	Financial Management	D	2					
HTM 120	A	Work Integrated Learning I	D	3					

Full time status for Fall is **12 credits** or more.   **Full time** status for Winter is **12 credits** or more.

Transferability
For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at transferalberta.ca Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

Graduation
Students with a passing grade in each course, who successfully complete the program of study and obtained an overall Grade Point Average of 1.7 or better shall be issued a diploma. **Grades of D may impact your eligibility to graduate**.

Please visit the Keyano College COVID-19 Information Page to review the most up-to-date information on COVID-19 health requirements, restrictions, exemptions, and accommodations for Keyano College students.