

Registration Guide 2024-2025

Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program, or to cancel a course/program entirely, at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.

Students will be notified of any significant changes as soon as possible. Keyano College is not responsible for any inconvenience or disruption caused by these changes. It is the responsibility of the students to stay informed about any updates or modifications to their courses.

The information in this Registration Guide is accurate at the time of publication and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choices. This Guide should be used along with the official version of the Keyano College Credit Calendar (keyano.ca/creditcalendar).

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

If you need assistance, send a screenshot of your Self Service issue to student.advisors@keyano.ca

Self Service instructions, including a Frequently-Asked Questions & Troubleshooting document, can be found here: [Course Registration - Keyano College](#)

If you choose not to follow the course sequence in your Program of Study, you might not complete the required courses in time to graduate. Please see the program of study table with prerequisites listed for each course, to determine your progress toward graduation. Prerequisites are established to ensure students have the academic foundation to be successful in their courses.

The following SECTION codes are reserved for specific programs. If you register for these sections when you are not in the program, additional charges may be added to your account.

Business Administration:

- BAV & BVHF are reserved for **Business Aviation Diploma**
- ES & ESHF are reserved for **eSport Management Diploma**
- HR & HRHF are reserved for **Human Resource Management Diploma**

Childhood Studies:

- ABLD & EBLD are reserved for **Applied ELCC Diploma**

University Studies:

- GOV is reserved for **Governance & Civil Studies Diploma**
- NURS is restricted to **Bachelor of Science in Nursing Degree**
- PN is restricted to **Practical Nurse Diploma**
- SOWK is restricted to **Social Work Diploma**

These sections will be removed from the schedules of students not in the programs for which they are reserved.

Multi-Part Courses

If your course includes a laboratory, tutorial, clinical, or practicum, please register for ALL required parts, and choose matching section codes.

For example:

- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B **and** laboratory BL **and** tutorial BT1

Please Note: All schedules are tentative and subject to change until the [last day to add/drop classes](#) each term.

It is the student's responsibility to check for time conflicts in the registration process.


1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**

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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

View Cart

Proceed to Registration

Back to Registration

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

Krabes, Gregory

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

Cart

2024/Winter		Empty Cart	Add Section	View Schedule	Register
Session - Regular Semester					Delete Session

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



4. If there is a time conflict, you will have to choose which course has priority, and drop the other. If there is no course conflict, continue.
5. Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
6. Continue to add courses, checking for time conflicts after each addition.

Please see next page for Program of Study guide.

Program of Study: Business Administration Certificate

Delivered in an apprenticeship style, students will benefit from both theoretical learning in the classroom and periods of on-the-job education in childcare centers. Practical experience is gained with children, developing best practices for childcare at each stage of a child's development.

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

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

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Program of Study: Applied Early Learning and Childcare

When should I take each course?							Term Program Started
Max credits	Course Code	Section	Course Name	Prerequisites course(s) must be completed first	Min. Pass	Credits	Winter 2025
							Term 1
15	CHSD 101	ABLD	Child Development I		D	3	W25
	CHSD 104	ABLD	Guiding Children's Behavior		D	3	W25
	ELCC 131	A	Work Integrated Learning I	CHSD 101, CHSD 104	PASS	3	W25
	ENGL 100	ABLD	Written Composition		D	3	W25
	ELCC 132	A	Work Integrated Learning II	ELCC 131, ENGL 100	PASS	3	W25
9	ELCC 106	ABLD	Learning Through Play		D	3	SP25
	ELCC 123	ABLD	Creative Experiences for Young Children		D	3	SP25
	ELCC 133	A	Work Integrated Learning III	ELCC 106, ELCC 123, ELCC 132	PASS	3	SP25
15	CHSD 201	EBLD	Child Development II	CHSD 101	D	3	F25
	ELCC 102	EBLD	Language and Literacy in Early Childhood	CHSD 101	D	3	F25
	ELCC 134	A	Work Integrated Learning IV	CHSD 102, CHSD 201, ELCC 133	PASS	3	F25
	ELCC 206	EBLD	Planning for Play	ELCC 106	D	3	F25
	ELCC 135	A	Work Integrated Learning V	ELCC 134, ELCC 206	PASS	3	F25