

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 BL1

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'.

► Back to Registration

Showing 1 - 3 of 3

Course	Date	Session	Course Added
 Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Sp Regular Semester	Course BUS 239/Lecture/E was added to your shopping cart for period 2018/SPRING/Regular Semester . <div> <div>View Cart</div> <div>Proceed to Registration</div> </div>

► Hide

College - Main Campus, Syncrude Centre, Room 212

My Cart

Cart Items

BUS 130/E 3.00
 5/7/2018 - 6/18/2018
 TueThur, 6:30 PM - 9:30 PM
 Chandler, Gregory
 BUS 239/E 3.00
 5/7/2018 - 6/18/2018
 MonWed, 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: BSc Engineering Year 1

This transfer program consists of two 4-month terms. To be eligible to transfer to Year 2 at the University of Alberta at the end of two 4-month terms, students must successfully complete all courses listed for each term (also known as Full Load).

Students interested in transferring to the University of Calgary or another university should consult with the Chair or a Student Advisor. Transfer arrangements to an engineering program at institutions other than the University of Alberta are the responsibility of the student.

***Minimum grade of C- is required for transfer to the University of Alberta, and/or pre-requisite for the winter semester courses.**

Successful transfer is based on credit hours completed, grade point average (GPA) for the common first year courses, and other requirements. The grade point average (GPA) required to enter a specialization in second year varies; some specializations are more competitive than others and may require a higher grade point average for transfer.

Based on the number of credits required in an academic year, the number of credits required to reach Full Time (FT) status can vary.

BSc Engineering students cannot be Part Time.

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Program of Study: BSc Engineering Year 1

When should I take each course?							Term Program Started			
Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min. Pass	Credits	Fall 2023	Fall 2024	Fall 2025	Fall 2026
Term 1										
16	10	CHEM 103	Intro to University Chemistry I	Chemistry 30	D	3	F23	F24	F25	F26
		ENGG 102	Intro to the Engineering Profession		D	1	F23	F24	F25	F26
		ENGG 130	Engineering Mechanics I	Prerequisite: Math 30-1, Math 31 & Physics 30 Corequisite: MATH 100	D	3	F23	F24	F25	F26
		PHYS 1130	Wave Motion, Optics & Sound	Prerequisite: Math 30-1, Math 31 & Physics 30 Corequisite: MATH 100	D	3	F23	F24	F25	F26
		ENGL 199	English for Engineering Students		D	3	F23	F24	F25	F26
		MATH 100	Calculus I	Math 30-1 & Math 31	D	3	F23	F24	F25	F26
Term 2										
17	10	CHEM 105	Intro to University Chemistry II	CHEM 103	D	3	W24	W25	W26	W27
		ENCMP 100	Computer Programming for Engineers		D	3	W24	W25	W26	W27
		ENGG 160	Intro to Engineering Design, Communication & Profession		D	2	W24	W25	W26	W27
		ENPHY 131	Mechanics	Prerequisite: MATH 100 & ENGG 130 Corequisite: MATH 101 Pre- OR Co-Requisite: PHYS 1130	D	3	W24	W25	W26	W27
		MATH 101	Calculus II	Prerequisite: MATH 100	D	3	W24	W25	W26	W27
		MATH 102	Applied Linear Algebra	Pre- OR Co-Requisite: MATH 100	D	3	W24	W25	W26	W27

* FT is abbreviated for Full Time