Registration Guide 2024-25

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

Co-op Work Terms are added after completion of all Year 1 courses and co-op related assignments and a placement has been secured.

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**

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

3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:
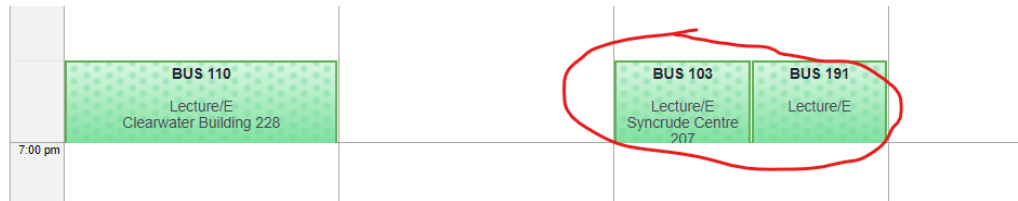
4. If there is a time conflict, you will have to choose which course has priority, and drop the other. If there is no course conflict, continue.
5. Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
6. Continue to add courses, checking for time conflicts after each addition.

Please see next page for Program of Study guide.

Program of Study: ELCC Diploma

This diploma program consists of four 4-month terms, plus one 6-week term after Year 2 only offered in Spring. To graduate at the end of these terms, students must successfully complete all courses listed for each term (also known as Full Load).

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 transferalberta.alberta.ca. Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

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

• Students can only be Part Time in Spring.

You may reduce your course load and do fewer courses per term, but it will take you longer than four terms to graduate and you will incur additional costs.

Program of Study: Early Learning & Child Care Diploma

							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	Winter 2023	Fall 2023	Winter 2024	Fall 2024	Winter 2025
Year 1, Term 1											
22	12	CHSD 101	Child Development I		D	3	W23	F23	W24	F24	W25
		CHSD 104	Guiding Children's Behaviour		D	3	W23	F23	W24	F24	W25
		CHSD 105	Personal Development & Interaction		D	2	W23	F23	W24	F24	W25
		ELCC 106	Learning Through Play		D	3	W23	F23	W24	F24	W25
		ELCC 110	Practicum I	Co-req ELCC 125	PASS	4	W23	F23	W24	F24	W25
		ELCC 123	Creative Experiences for Young Children		D	3	W23	F23	W24	F24	W25
		ELCC 125	Practicum Seminar I	Co-req ELCC 110	PASS	1	W23	F23	W24	F24	W25
		ENGL 100	Written Composition		D	3	W23	F23	W24	F24	W25
Year 1, Term 2											
17	12	CHSD 201	Child Development II	CHSD 101	D	3	F23	W24	F24	W25	F25
		ELCC 102	Language & Literacy in Early Childhood	CHSD 101	D	3	F23	W24	F24	W25	F25
		ELCC 116	Nutrition, Health & Safety		D	2	F23	W24	F24	W25	F25
		ELCC 206	Planning for Play	ELCC 106	D	3	F23	W24	F24	W25	F25
		ELCC 210	Practicum II	ELCC 100 & 125, co-req ELCC 225	PASS	5	F23	W24	F24	W25	F25
		ELCC 225	Practicum Seminar II	ELCC 110 & 125, co-req ELCC 210	PASS	1	F23	W24	F24	W25	F25
Year 2, Term 1											
14	11	ELCC 330	Ecology of the Family	All Year 1 courses (ELCC Cert)	C-	3	W24	F24	W25	F25	W26
		ELCC 331	Understanding Children's Behaviour	All Year 1 courses (ELCC Cert)	C-	3	W24	F24	W25	F25	W26
		ELCC 332	Inclusion in Child Care Settings	All Year 1 courses (ELCC Cert)	C-	3	W24	F24	W25	F25	W26
		ELCC 334	Practicum III	All Year 1 courses (ELCC Cert), co-req ELCC 335	PASS	4	W24	F24	W25	F25	W26
		ELCC 335	Practicum Seminar III	All Year 1 courses (ELCC Cert), co-req ELCC 344	PASS	1	W24	F24	W25	F25	W26
Year 2, Term 2											
17	11	ELCC 333	Environments & Programming	All Year 1 courses (ELCC Cert)	C-	3	F24	W25	F25	W26	F26
		ELCC 340	Anti-Bias Education in Child Care	All Year 1 courses (ELCC Cert)	C-	3	F24	W25	F25	W26	F26
		ELCC 341	Child Care Organizations & Administration	All Year 1 courses (ELCC Cert)	C-	3	F24	W25	F25	W26	F26
		ELCC 342	Supporting Children & Families in Indigenous Contexts	All Year 1 courses (ELCC Cert)	C-	3	F24	W25	F25	W26	F26
		ELCC 344	Practicum IV	All Year 1 courses (ELCC Cert), co-req ELCC 345	PASS	4	F24	W25	F25	W26	F26
		ELCC 345	Practicum Seminar IV	All Year 1 courses (ELCC Cert), co-req ELCC 344	PASS	1	F24	W25	F25	W26	F26

Program of Study: Early Learning & Child Care Diploma

Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	When should I take each course?				
							Term Program Started				
							Winter 2023	Fall 2023	Winter 2024	Fall 2024	Winter 2025
Year 2, Term 3											
6	n/a	ELCC 343	Interpersonal Relationships, Ethics & Team Dynamics	All Year 1 courses (ELCC Cert)	C-	3	SP24	SPR25	W26	SPR26	SP26
		ELCC 350 **OR**	Infants & Toddlers **OR**	All Year 1 courses (ELCC Cert)	C-	3	SP24	SPR25	W26	SPR26	SP26
		ELCC 351	School Aged Care	All Year 1 courses (ELCC Cert)	C-	3					

* FT is abbreviated for Full Time

You will be registered for Practicum I and Practicum Seminar I once all pre-practicum requirements have been met.