

# 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](https://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](mailto: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. Please contact [cooperative.education@keyano.ca](mailto:cooperative.education@keyano.ca) for more information.

**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**

### 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](#)

Back to Registration

### 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	

College - Main Campus, Syncrude Centre, Room 212

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

[Home](#)
[Registration](#)
[My Classes](#)
[My Finances](#)
[My Grades](#)

Cart Active Applications and Offers

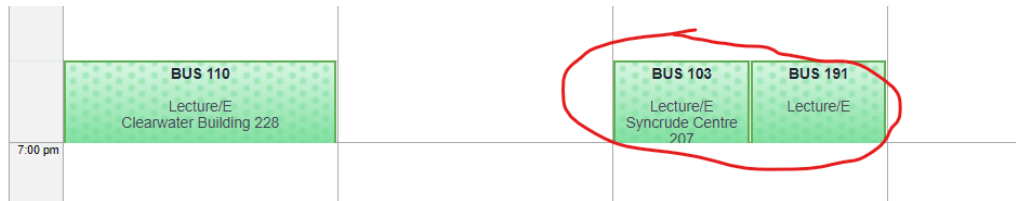
### Cart

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:



- 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.
  - 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.
- Please see next page for Program of Study guide.

## Program of Study: Governance & Civil Studies Diploma

This diploma program consists of four 4-month terms, plus one 4-month term after Year 1 for the co-op work term. To graduate at the end of four 4-month 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](https://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.

- The six-week Spring term is an opportunity to take courses on offer that you may have missed.
- 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: Governance & Civil Studies Diploma – Fall 2024 Program Start

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 2024
Year 1, Term 1							
15	9	ENGL 104	Intro to Critical Analysis		D	3	F24
		PHIL 101	Intro to Philosophy: Values & Society		D	3	F24
		POLSC 101	Intro to Politics & Government		D	3	F24
		PHIL 270	Intro to Political Philosophy		D	3	F24
		POLSC 201	Intro to Indigenous Politics		D	3	F24
Year 1, Term 2							
15	9	ENGL 125	Aboriginal Writing		D	3	W25
		POLSC 221	Canadian Government	Not open to students who have taken POLSC 100 or POLSC 220	D	3	W25
		SOCY 100	Introductory Sociology		D	3	W25
		ELECTIVE	Elective 2 **see list below	Depends on course chosen	D	3	W25
		ELECTIVE	Elective 3 **see list below	Depends on course chosen	D	3	W25
Optional Summer Semester							
6	6	GOVN 100	Work Integrated Learning (Optional) **	All Year 1 courses, All Co-op Workshops & Assignments	PASS	9	SUM25
Year 2, Term 1							
15	9	ENGL 223	Reading Politics: Empire & the Post Colonial	6 credits in Junior English	D	3	F25
		HIST 260	Intro to Canadian History 1500 – 1867		D	3	F25
		PHIL 250	Contemporary Ethical Issues		D	3	F25
		ELECTIVE	Elective 1 **see list below	Depends on course chosen	D	3	F25
		ELECTIVE	Elective 4 **see list below	Depends on course chosen	D	3	F25
Year 2, Term 2							
15	9	ENGL 221	Reading Class & Ideology	6 credits in Junior English	D	3	W26
		HIST 261	Intro to Canadian History 1867 to Present		D	3	W26
		POLSC 211	History of Political Theory		D	3	W26
		MEDIA 210	Contemporary Media Culture		D	3	W26
		ELECTIVE	Elective 5 **see list below	Depends on course chosen	D	3	W26

\* FT is abbreviated for Full Time

## Program of Study: Governance & Civil Studies Diploma – Fall 2024 Program Start

\*\* Permitted Electives (up to 15 credits from the following list):

- SOCY 260 Inequality & Social Stratification (SOCY100 is a prerequisite)
- PHIL 102 Introduction to Philosophy: Knowledge and Reality
- PHIL 217 Biology, Society & Values
- PHIL 230 Ancient Greek Philosophy
- PHIL 265 Philosophy of Science
- ENGL 294 Introduction to Writing Poetry (prerequisite is 6 credits in Junior English)
- ENGL 376 Canadian Literature since 1960 (prerequisite is 6 credits in Junior English)
- ENGL 208 Reading Histories: Making Books (prerequisite is 6 credits in Junior English)
- ENGL 293 Science Fiction (prerequisite is 6 credits in Junior English)
- ENGL 206 The Short Story (prerequisite is 6 credits in Junior English)
- ENGL 378 Canadian Literature by Women (prerequisite is 6 credits in Junior English)
- STAT 151 Introduction to Applied Statistics
- PSYCH 104 Basic Psychological Processes
- 6 credits in a language other than English
- 6 credits Work Term