



3rd Class Power Engineering Co-op Program Welcome Letter

Welcome to the **3rd Class Power Engineering Co-op Program**. The information provided below will assist you in attending this program which will begin on **August 29, 2022**.

Tuition and related fees are due by **August 17, 2022**. Students are responsible to review their balances on self-service (selfservice.keyano.ca). Statement of fees will be available once registration and fee assessment is processed.

Please contact the Office of the Registrar at 780-791-4801 for further information on tuition fees and deposits.

Orientation & First Day of Class Locations

Orientation will take place in the Keyano College Doug Schmidt Lecture Hall CC273 on August 29, 2022 from 9:00am – 11:00am. Orientation will be held in-person and virtually. Students attending virtually will log into Zoom to attend orientation. The Zoom link is posted in your course.

Note: Students are encouraged to attend a log in session on August 25, 2022 at 1:00pm in room BL232 in the Bob Lamb Building. This time will be used to help students log into their courses and a brief look at Moodle - [Keyano College iLearn](#)

If you have attended Keyano recently and are familiar with Moodle, there is no need to attend this log in session.

Class Date & Time

This is a full-time program starting **August 29, 2022**. Classes are scheduled from 9:00 a.m. to 4:00 p.m. Monday to Friday.

For students who choose to attend the program face-to-face, on campus classes will be held in the Clearwater Campus, 8115 Franklin Avenue in classroom **CC123**.

For students choosing to attend virtually, a **Zoom meeting link** will be posted in Moodle.

Hyflex Course Delivery

The 3rd Class Power Engineering theory portion will be delivered in a Hyflex model. The Hyflex model allows students to take part in the class virtually via Zoom, or in-person at the Keyano Clearwater Campus.



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Students attending through Hyflex are required to locate and arrange to write their final E exams with an approved proctor/institution. Any fees associated with writing these exams are the responsibility of the student.

Moodle/iLearn

Moodle, Keyano's Learning Management system, contains course content such as videos, quizzes and assignments that you can access anywhere and anytime. Login to Keyano's iLearn site at [Keyano College iLearn](#) using your Keyano email address and password. The courses will be available on iLearn by the course start date.

Online Registration through SelfService.Keyano.ca

Please see [Course Registration - Keyano College](#) for information on how to register for your classes on Self-Service. Self-Service also allows you to print a copy of your schedule, fee statement, unofficial transcripts, and T2202A form.

Books and Materials

The Keyano Bookstore will have the Power Engineering packages available. Please familiarize yourself with the books prior to class.

<u>Book Set</u>	<u>Price</u>
3 rd Class Textbooks Part A & B – Edition 2.5	\$965.00
2018 ASME Code Book Volume 2	\$200.00

Prices are subject to change without prior notice

Health & Dental

Keyano College has a Health and Dental policy that is mandatory for all students. If you already have coverage, you may opt out online at [Health and Dental Benefits - Keyano College](#) Last day to opt out is September 14, 2022.

Parking

Parking at Keyano College is available at several lots around the Clearwater Campus and at the Suncor Energy Industrial Campus. General parking is \$2 per day.



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Methods of Payment

1. Using [HONK \(honkmobile.com\)](http://honkmobile.com)
2. By purchasing a parking pass for the year/semester/month/week.

[HONK \(honkmobile.com\)](http://honkmobile.com) offers a convenient payment option for students and visitors. Download the [HONK \(honkmobile.com\)](http://honkmobile.com) app for iPhone or Android. After creating an account with HonkMobile, search Keyano College, identify your zone, the length of time you wish to stay, and pay via credit card. You'll also receive notifications prior to your time expiring, so you can add more whether you're still in class, at a meeting, or just visiting with friends.

Parking Apps

Download the HonkMobile app from the [App Store](#).

Download the app from [GooglePlay](#).

Note: a convenience fee from HonkMobile applies.

Scholarships & Awards

You may be eligible to apply for scholarships and awards. Information is available online at [Scholarships and Bursaries - Keyano College](#)

We are very pleased to have you in our program. If you require any further information, please contact the Power Engineering Department at 780-799-8601.

Sincerely,

Robert Marsh
Chair, Power Engineering