Welcome to the 4th Class Power Engineering Comprehensive Program. The information provided below will assist you in attending this program which will begin on February 28, 2022.

Tuition and related fees are due by February 15, 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.

Class Date & Time

This is a full-time program starting February 28, 2022. Classes are normally scheduled from 9:00 a.m. to 4:00 p.m. Monday to Friday.

The Comprehensive 4th Class Power Engineering program 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.

For students who choose to attend the program face-to-face, on campus classes will be in the BL 232 classroom.

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

Orientation & First Day of Class Locations

**Orientation will take place in the Keyano College Recital Theatre at 8:00am – 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.

Books and Materials

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

<table>
<thead>
<tr>
<th>Book Set</th>
<th>Price</th>
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<tbody>
<tr>
<td>4th Class Textbooks Part A</td>
<td>$570.00</td>
</tr>
<tr>
<td>4th Class Textbook Part B</td>
<td>$570.00</td>
</tr>
<tr>
<td>Academic Supplement</td>
<td>$62.00</td>
</tr>
<tr>
<td>ASME Boiler &amp; Pressure 2018 Volume 1</td>
<td>$285.00</td>
</tr>
<tr>
<td>Boiler, Pressure Vessel, and Pressure Piping Code Book</td>
<td>$229.00</td>
</tr>
<tr>
<td>Mechanical Refrigeration Code</td>
<td>$229.00</td>
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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 https://ilearn.keyano.ca 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 https://www.keyano.ca/en/programs-and-courses/course-registration.aspx 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.

Vaccination Declaration

All students coming to Keyano campuses are required to be fully vaccinated or have an approved exemption by November 30, 2021. Fully vaccinated means two weeks after your second dose. Additional information is available from Alberta Health Services.

Students must be able to provide their Campus Access Pass at all times to enter all Keyano College buildings. To obtain a Campus Access Pass, students must show proof of being fully vaccinated or an approved medical or religious exemption. Your Campus Access Pass can be picked up at the Registrar's Office. Click here to upload proof of vaccination or exemption.

The government order (CMOH Order 042-2021) gives Post-secondary institutions the authority to implement a student proof of vaccination program. Keyano College leadership has reviewed this order and has implemented a student proof of vaccination program. At any time during your course, you may have to provide proof of vaccination, or submit a Keyano College Medical Exception Form or Religious Exemption Form. For more information please visit our website COVID-19 (novel Coronavirus) Information - Keyano College.

Guidelines for COVID-19

Help protect all students & staff by:

- Physical distancing remaining 2 meters apart
- Coughing or sneezing into your elbow or a tissue
- Washing hands or sanitizing often
- Wearing a mask when you cannot stay 2 meters apart

To ensure everyone's safety, our restrooms and common areas are routinely cleaned and sanitized.
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 [https://www.keyano.ca/en/student-services/health-and-dental-benefits.aspx](https://www.keyano.ca/en/student-services/health-and-dental-benefits.aspx) Last day to opt out is March 12, 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.

Methods of Payment

1. Using Honk Mobile App
2. By purchasing a parking pass for the year/semester/month/week.

HonkMobile offers a convenient payment option for students and visitors. Download the HonkMobile 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 app from the [App Store](https://apps.apple.com). Download the app from [GooglePlay](https://play.google.com).

*Note: a convenience fee from HonkMobile applies.*

Scholarships & Awards

You may be eligible to apply for scholarships and awards. Information is available online at [https://www.keyano.ca/en/student-services/scholarships-and-bursaries.aspx](https://www.keyano.ca/en/student-services/scholarships-and-bursaries.aspx)

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