Registration Guide 2025-2026

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 and include your student ID in the email

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. Please contact wil@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** are reserved for **Business Aviation Diploma**
- **ES** are reserved for **eSport Management Diploma**
- **HR** 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. (see specific course combinations, link below)

For example:
- BUS111 lecture A **and** laboratory AL1
- CHEM101 lecture A, laboratory X, **and** tutorial V
- CHEM102 lecture B, laboratory Y, **and** tutorial V2

Please Note: All schedules are tentative and subject to change until the last day to add/drop classes each term.

Course combinations have been created so that students can register in all required courses without time conflicts. Please see Course Combo listings on Course Registration Guides - Keyano College

However, it is the student's responsibility to check for time conflicts in the registration process. Please see "How to add credit classes (register for courses)" instructions.

Please see next page for Program of Study guide.

Registration Guide 2025-2026
Program of Study: Bachelor of Commerce 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 a minimum of 24 credits (or eight 3-credit courses) including the required:

- 3 credits of Jr English (ENGL 104, ENGL 103, ENGL 125, **or** ENGL 126)
- ECON 101
- ECON 102
- MATH 1113
- STATS 151

To fulfill the remaining 9 credits (or three 3-credit courses), you may choose any university course that will transfer to the University of Alberta.

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.

You can see the U of A's information for Post-Secondary Transfer Admission here: Bachelor of Commerce Admission Requirements | Alberta School of Business (ualberta.ca)

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

*Minimum passing grade is D; however, a minimum grade of C- is required for transfer to another institution, and/or pre-requisite for the winter semester courses.

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

You may reduce your course load and do fewer courses per term, but it may affect your ability to transfer to the competitive U of A program.

Not coming to Keyano after all?

Once you have registered for classes, **you are responsible for the associated tuition and fees whether you attend or not**, unless you have withdrawn.

PLEASE NOTE: **Non-attendance is not accepted as a notice of withdrawal.**

Students who voluntarily withdraw from the College must submit a **Withdrawal Form** (either signed or sent from your keyanomail account) by a specific date for each term.

Please see our Refund Policy webpage, or pages 17-18 of the 2025-26 credit calendar. (If you have already paid for the term, you may request a refund upon withdrawing by the deadline.)

See the academic schedule for deadlines and due dates.

Registration Guide 2025-2026   Program of Study: Bachelor of Commerce Year 1

Register for a maximum of 15 credits, or five 3-credit courses, in each term

								Term Program Started			
			When should I take each course?								
Max credits	FT*	Course Code	Course Name	Prerequisite course(s) must be completed first	Credits	Min Pass	Transfer / Progress	Fall 2024	Winter 2025	Fall 2025	Winter 2026
			Year 1, Term 1								
15	9	****ENGL 104**	**Intro to Critical Analysis**		3	D	C-	F24	W25	F25	W26
		**ECON 101	**Intro to Microeconomics**		3	D	C-	F24	W25	F25	W26
		**MATH 1113	**Elementary Calculus I**		3	D	C-	F24	W25	F25	W26
		HIST 260	Canadian History 1500 - 1867		3	D	C-	F24	W25	F25	W26
		PHIL 101	Intro to Philosophy: Values/Society		3	D	C-	F24	W25	F25	W26
		PSYCH 104	Basic Psychological Processes		3	D	C-	F24	W25	F25	W26
		SOCY 100	Intro to Sociology		3	D	C-	F24	W25	F25	W26
			Year 1, Term 2								
15	9	****ECON 102**	**Intro to Macroeconomics**	ECON 101	3	D	C-	W25	F25	W26	F26
		**STAT 151	**Intro to Applied Statistics**		3	D	C-	W25	F25	STW26	F26
		PSYCH 105	Individual & Social Behaviour	PSYCH 104	3	D	C-	W25	F25	PSYW26	F26
		ENGL 125	Aboriginal Writing		3	D	C	W25	F25	W26	F26
		ENGL 103	Case Studies in Research		3	D	C-	W25	F25	W26	F26
		SOCY 100	Intro to Sociology		3	D	C-	W25	F25	W26	F26

* FT is abbreviated for Full Time   ** These specific courses are required to transfer to U of A