

# 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](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) 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](mailto: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.

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## Program of Study: Bachelor of Science Transfer

### 1. Research Potential Transfer Institutions:

- Identify the institution you are considering transferring to.
- If you are planning to transfer to the University of Alberta, [click here](#) for more specific information.

### 2. Plan Your Courses:

- Use Self-Service to review the courses available each term. Self Service instructions are [here](#).
- To help identify University Transferable courses, consult our General Arts and General Science Certificate Program Guides for recommendations on which courses to start with.
- Ensure that the courses you select have no time conflicts and that you meet the prerequisites. See “How to add credit classes (register for courses)” Self Service instructions.

### 3. Consult the Alberta Transfer Guide:

- Visit [transferalberta.alberta.ca](https://transferalberta.alberta.ca) to check transfer policies to ensure the courses will transfer to your transfer institution. Note that each institution may have different minimum grade requirements for transfer credits, but most institutions require at least a C-.

### 4. Credit Limit for Transfer:

- You can complete up to 60 credits at your current institution before transferring to the university where you will finish your degree.

You must be registered in a minimum of 9 credits each term to be considered a full-time student.

## 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.