

# Registration Guide 2025-26

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 Social Work Degree Transfer Program

This degree program consists of four 4-month terms as a Keyano student, plus four 4-month terms at a university in another city or online. Keyano College's program is aligned with the University of Calgary. To be eligible to enter Year 3 of the U of C degree program, students must successfully complete 60 credits in specific subject areas. **A minimum grade of C- is required to transfer to the University of Calgary.**

**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.

The 60 credits you complete at Keyano College must include:

- 6 credits (two 3-credit courses) in Junior English
- 3 credits SOWK 201
- The remaining 51 credits can be any course that will transfer to University of Calgary

The [University of Calgary website](https://www.ucalgary.ca) has a list of general course areas that may be relevant to Social work:

- English/Effective Writing
- Sociology
- Political Science
- Psychology
- Indigenous Awareness in the Canadian Context
- Human Development Across the Lifespan
- Social Welfare and Social Policy
- History
- Research Methods
- Statistics
- Ethics
- Communications
- Public Administration or Public Policy
- Gender Studies
- Anthropology
- Community Rehabilitation and Disability Studies

**You may reduce your course load and do fewer courses per term, but it will take you longer than four terms to become eligible for Year 3 and you will incur additional costs.**

### **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.

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Reminder: You may register in a MAXIMUM of 15 credits, or five 3-credit courses, in each four-month semester, and a maximum of 5 credits, or two 3-credit courses in the optional Spring term.

Max credits	FT*	Subject Area	Course Code	Course Name	Prerequisite course(s) must be completed first	Credits	Min Pass	Transfer / Progress
Year 1, Term 1 Choose a maximum of 5 courses								
15	9	English Min 6 credits total	ENGL 104	Intro to Critical Analysis		3	D**	C-
		Social Work Min 3 credits total	SOWK 201	Intro to Social Welfare & Social Work		3	D**	C-
		Any University Course***	ARTH 101	Intro to the History of Art I		3	D**	C-
			SOCY 100	Introductory Sociology		3	D**	C-
			PSYCH 104	Basic Psychological Processes		3	D**	C-
			POLSC 101	Intro to Government & Politics		3	D**	C-
Year 1, Term 2 Choose a maximum of 5 courses								
15	9	English Min 6 credits total	ENGL 103	Case Studies in Research		3	D**	C-
			ENGL 104	Intro to Critical Analysis		3	D**	C-
			ENGL 125	Aboriginal Writing		3	D**	C-
		Any University Course***	ENGL 103	Case Studies in Research		3	D**	C-
			ENGL 125	Aboriginal Writing		3	D**	C-
			POLSC 101	Intro to Government & Politics		3	D**	C-
			PSYCH 104	Basic Psychological Processes		3	D**	C-
			PSYCH 105	Intro to Psychology	PSYCH 104	3	D**	C-
			SOCY 100	Introductory Sociology		3	D**	C-
Year 1, Term 3 (Optional) Choose a maximum of 2 courses								
6	n/a	Electives	Any university course that will transfer to your target university, for which you have the prerequisites.			3	D**	C-

\* FT is abbreviated for Full Time      \*\*A minimum grade of C- is required to transfer to most other institutions.

\*\*\*Any university course that will transfer to your target university, for which you have the prerequisites