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.

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Program of Study: Computer Systems Technology Certificate

This certificate program consists of two 4-month terms. To graduate at the end of two 4-month terms, students must successfully complete all courses listed for each term (also known as Full Load).

Graduation: Students with a passing grade in each course, who successfully complete the program of study and obtain an overall Grade Point Average of 1.7 or better shall be issued a diploma. **Grades of D may impact your eligibility to graduate**.

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.

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.

You may reduce your course load and do fewer courses per term, but it will take you longer than four terms to graduate 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.

Registration Guide 2025-2026   Program of Study: Computer Systems Certificate

							When should I take each course?	Term Program Started		
Max credits	FT*	Course Code	Course Name	Prerequisite course(s) must be completed first	Credits	Min Pass	Fall 2023	Fall 2024	Fall 2025
Term 1									
15	9	COMSC 101	Introduction to Computing		3	D	F23	F24	F25
		COMSC 174	Intro to Foundation of Computation I		3	D	F23	F24	F25
		COMSC 178	Intro to PC Hardware & Systems Configuration		3	D	F23	F24	F25
		STAT 151	Intro to Applied Statistics I	Math 30-1	3	D	F23	F24	F25
		ENGL 1XX	Any 100-level English (recommended: ENGL104)	Engl 30-1	3	D	F23	F24	F25
Term 2									
15	9	COMSC 172	Formal Systems & Logic in Computing Science	100-level COMSC course	3	D	W24	W25	W26
		COMSC 175	Intro to Foundation of Computation II	COMSC 174	3	D	W24	W25	W26
		COMSC 176	Data Communications & Networking		3	D	W24	W25	W26
		MATH 1120	Basic Linear Algebra I	Math 30-1	3	D	W24	W25	W26
		ELECTIVE	Approved University Studies Course	Depends on which course you choose	3	D	W24	W25	W26

* FT is abbreviated for Full Time