

# 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.

# Registration Guide 2025-26

## Program of Study: Educational Assistant Certificate

This certificate program consists of two 4-month terms in Fall and Winter, plus one 6-week Spring term. To graduate at the end of these three 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](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.

- 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 2025-26    Program of Study: Educational Assistant 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 2024	Fall 2025		
<b>Year 1, Term 1</b>										
21	13	CHSD 101	Child Development I			3	D	F24	F25	
		CHSD 104	Guiding Children's Behaviour			3	D	F24	F25	
		CHSD 105	Personal Development & Interaction			2	D	F24	F25	
		EA 100	Role of the Educational Assistant			3	D	F24	F25	
		EA 102	Language & Literacy			3	D	F24	F25	
		EA 110	Practicum I	CHSD 104 plus 2 more Term 1 courses, Co-req EA 125		3	PASS	F24	F25	
		EA 125	Practicum Seminar I	Co-req EA 110		1	PASS	F24	F25	
		ENGL 100	Written Composition			3	D	F24	F25	
<b>Year 1, Term 2</b>										
17	13	CHSD 201	Child Development II	CHSD 101		3	D	W25	W26	
		EA 116	Health & Safety Issues			1	D	W25	W26	
		EA 202	Exploring Exceptionalities	CHSD 101 <b>OR</b> ELCC Certificate <b>OR</b> chair permission		3	D	W25	W26	
		EA 206	Developing Numeracy in the Elementary Classroom			2	D	W25	W26	
		EA 210	Practicum II	EA 110 & EA 125, co-req EA 225		4	PASS	W25	W26	
		EA 211	Reading Support for Emergent Readers	EA 102		3	D	W25	W26	
		EA 225	Practicum Seminar II	EA 110 & EA 125, Co-req EA 210		1	PASS	W25	W26	
<b>Year 1, Term 3 Exceptionality Courses (choose max of 3)</b>										
3	n/a	CHSD 215	Exceptionality V Behavioral Disorders	Prerequisite for each Exceptionality course: You must be enrolled in the EA certificate program <b>OR</b> if you are employed in the early learning child care field, a letter from your employer on a company letterhead indicating you work with children ages birth to school age.		1	D	SPR25	SPR26	
		CHSD 220	School-Age Care			1	D	SPR25	SPR26	
		CHSD 223	Working with EAL Children			1	D	SPR25	SPR26	

\* FT is abbreviated for Full Time

You will be registered for Practicums and Practicum Seminars once all pre-practicum requirements have been confirmed by the Placement Coordinator.