

# 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: Governance & Civil Studies Diploma

This diploma program consists of four 4-month terms, plus one 4-month term after Year 1 for the optional co-op work term. To graduate at the end of four 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](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.

**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.**

Note that due to scheduling issues, students in who began their program in Fall 2023 and Fall 2024 had some courses that were taken out of sequence.

### **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: Governance & Civil Studies Diploma

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
Year 1, Term 1									
15	9	ENGL 104	Intro to Critical Analysis		3	D	F23	F24	F25
		PHIL 101	Intro to Philosophy: Values & Society		3	D	F23	F24	F25
		POLSC 101	Intro to Politics & Government		3	D	F23	F24	F25
		PHIL 250	Contemporary Ethical Issues		3	D	F24	F24	F25
		ELECTIVE	Elective 1 **see list below	Depends on course chosen	3	D	F23	F25	F25
Year 1, Term 2									
15	9	ENGL 125	Aboriginal Writing		3	D	W24	W25	W26
		POLSC 211	History of Political Theory		3	D	W25	W25	W26
		SOCY 100	Introductory Sociology		3	D	W24	W25	W26
		ELECTIVE	Elective 2 **see list below	Depends on course chosen	3	D	W24	W25	W26
		ELECTIVE	Elective 3 **see list below	Depends on course chosen	3	D	W24	W25	W26
Optional Summer Semester									
6	6	GOVN 100	Work Integrated Learning (Optional) **	All Year 1 courses, All Co-op Workshops & Assignments	9	PASS	SUM24	SUM25	SUM26
Year 2, Term 1									
15	9	ENGL 223	Reading Politics: Empire & the Post Colonial	6 credits in Junior English	3	D	F24	F25	F26
		HIST 260	Intro to Canadian History 1500 – 1867		3	D	F24	F25	F26
		PHIL 270	Intro to Political Philosophy		3	D	F23	F25	F26
		POLSC 201	Intro to Indigenous Politics		3	D	F24	F24	F26
		ELECTIVE	Elective 4 **see list below	Depends on course chosen	3	D	F24	F25	F26
Year 2, Term 2									
15	9	ENGL 221	Reading Class & Ideology	6 credits in Junior English	3	D	W25	W26	W27
		HIST 261	Intro to Canadian History 1867 to Present		3	D	W25	W26	W27
		POLSC 221	Canadian Government	Not open to students who have taken POLSC 100 or POLSC 220	3	D	W24	W26	W27
		MEDIA 210	Contemporary Media Culture		3	D	W25	W26	W27
		ELECTIVE	Elective 5 **see list below	Depends on course chosen	3	D	W25	W26	W27

\* FT is abbreviated for Full Time

**Please note:** If you started your program in Fall 2023 or 2024 the highlighted courses must be taken out of sequence due to course offerings. Please carefully review and speak to Student Advisor/Chair for any questions.

\*\* Permitted Electives (up to 15 credits from the following list):

- SOCY 260 Inequality & Social Stratification (SOCY100 is a prerequisite)
- PHIL 102 Introduction to Philosophy: Knowledge and Reality
- PHIL 217 Biology, Society & Values
- PHIL 230 Ancient Greek Philosophy
- PHIL 265 Philosophy of Science
- ENGL 294 Introduction to Writing Poetry (prerequisite is 6 credits in Junior English)
- ENGL 376 Canadian Literature since 1960 (prerequisite is 6 credits in Junior English)
- ENGL 208 Reading Histories: Making Books (prerequisite is 6 credits in Junior English)
- ENGL 293 Science Fiction (prerequisite is 6 credits in Junior English)
- ENGL 206 The Short Story (prerequisite is 6 credits in Junior English)
- ENGL 378 Canadian Literature by Women (prerequisite is 6 credits in Junior English)
- STAT 151 Introduction to Applied Statistics
- PSYCH 104 Basic Psychological Processes
- 6 credits in a language other than English
- 6 credits Work Term