

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 <u>wil@keyano.ca</u> 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 <u>last day to add/drop classes</u> 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: Environmental Technology Co-Op Diploma

New structure for students beginning Fall 2025

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

NOTE: this new structure applies to students beginning the program Fall 2025 or later. If you are a continuing student who began the program prior to Fall 2025, please see the registration guide for the old structure.

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 <u>transferalberta.alberta.ca</u>. 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 <u>Withdrawal Form</u> (either signed or sent from your keyanomail account) by a specific date for each term.

Please see our <u>Refund Policy webpage</u>, or pages 17-18 of the 2025-26 <u>credit calendar</u>. (If you have already paid for the term, you may request a refund upon withdrawing by the deadline.)

See the <u>academic schedule</u> for deadlines and due dates.

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Registration Guide 2025-2026 Program of Study: Environmental Technology Co-op 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 2025 | Fall 2026 | Fall 2027 |
| Year 1, Term 1 | | | | | | | | | |
| 15 | 9 | +BIOL 108 | An Intro to Biodiversity | | 3 | D | F25 | F26 | F27 |
| | | +CHEM 101 | Intro to University Chemistry I | | 3 | D | F25 | F26 | F27 |
| | | +EAS 100 | Planet Earth | | 3 | D | F25 | F26 | F27 |
| | | +ENVT 170 | Animal Identification | | 3 | D | F25 | F26 | F27 |
| | | WRITE 103 | Scientific Writing | | 3 | D | F25 | F26 | F27 |
| | | | Year 1, | Term 2 | | | | | |
| 15 | 9 | +ENVT 163 | Water Quality | CHEM 101 | 3 | D | W26 | W27 | W28 |
| | | +ENVT 165 | Geotechnical Sampling & Instrumentation | EAS 100 | 3 | D | W26 | W27 | W28 |
| | | +ENVT 268 | Resource Exploitation - Oil, Gas, Bitumen & Mining | EAS 100 | 3 | D | W26 | W27 | W28 |
| | | + GEOG 105 | Intro to Mapping, GPS, Remote Sensing & GIS | | 3 | D | W26 | W27 | W28 |
| | | +STAT 151 | Intro to Applied Statistics I | | 3 | D | W26 | W27 | W28 |
| | | | Co-op Work Term – for student | s in the Co-op Diploma ONLY | | | | | |
| 9 | 9 | ENVT 220 | Co-op work term | Min 30 credits in ENVT program (all year 1 courses) | 9 | PASS | SUM26 | SUM27 | SUM28 |
| Year 2, Term 2 | | | | | | | | | |
| 15 | 9 | +BIOL 208 | Principles of Ecology | BIOL 108 | 3 | D | F26 | F27 | F28 |
| | | +CHEM 261 | Organic Chemistry I | CHEM 101 OR CHEM 103 | 3 | D | F26 | F27 | F28 |
| | | +ENVT 252 | Regional Plant Biology | BIOL 108 | 3 | D | F26 | F27 | F28 |
| | | +SOILS 210 | Intro to Soil Science & Soil Resources | 100-level life or natural science, CHEM 101 recommended | 3 | D | F26 | F27 | F28 |
| | | SPCH 207 | Developing Professional & Speaking Skills | WRITE 103 | 3 | D | F26 | F27 | F28 |
| | | | Year 2, | Term 2 | | | | | |
| 15 | 9 | EAS 208 | Introduction to Global Change | Any 100-level Science course | 3 | D | W27 | W28 | W29 |
| | | ENVT 262 | Environmental Laws, Guidelines, Regulations & Land Rights | | 3 | D | W27 | W28 | W29 |
| | | +ENVT 265 | Forest Technology | BIOL 208 | 3 | D | W27 | W28 | W29 |
| | | +ENVT 266 | Land Reclamation | ENVT 252, ENVT 262, SOILS 210 & STAT 151 | 3 | D | W27 | W28 | W29 |
| | | +ENVT 270 | Wildlife Management & Conservation | ENVT 170 & BIOL 208 | 3 | D | W27 | W28 | W29 |

^{*} FT is abbreviated for Full Time

The Environmental Technology courses involve local field trips and outdoor laboratory classes within the Fort McMurray area during class hours.

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⁺ Indicates that this course has multiple components, such as lectures, lab, or tutorials. Please see course combinations.