

# 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 (<https://www.keyano.ca/media/gtoppg5a/credit-calendar-25-26.pdf>).

**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: <https://www.keyano.ca/student-services/office-of-the-registrar/course-registration-guides#selfservice>

**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** are indicated with a red + on the program of study table.

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: Health Care Aide Certificate

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

**Graduation:** HCA students must achieve a minimum final grade of 70% in each course and pass the provincial HCA Examination to graduate from the HCA Program and receive the Government of Alberta HCA Provincial Curriculum Certificate. Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date.

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.

**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 pages 17-18 of the 2025-26 [credit calendar](#) for information on refunds. (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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							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	Winter 2024	Fall 2024	Winter 2025	Fall 2025	Winter 2026		
<b>Year 1, Term 1</b>													
18	11	+HCA 120	Health Care Aide Roles & Responsibilities		3	C+	W24	F24	W25	F25	W26		
		HCA 121	The Human Body, Health & Chronic Illness		3	C+	W24	F24	W25	F25	W26		
		+HCA 122	Communication & Documentation in the Healthcare Environment		4	C+	W24	F24	W25	F25	W26		
		+HCA 123	Providing Person-Centred Care & Comfort		5	C+	W24	F24	W25	F25	W26		
		HCA 124	Clinical Placement 1	Final grade of C+ in HCA 120, 121, 122 & 123	3	PASS	W24	F24	W25	F25	W26		
<b>Year 1, Term 2</b>													
18	11	+HCA 125	Meeting Complex Care Needs	Final grade of C+ in HCA 120, 121, 122 & 123	5	C+	SUM24	W25	SUM25	W26	SUM26		
		+HCA 126	Special Activities for Clients with Various Health Conditions	Final grade of C+ in HCA 120, 121, 122, 123 and PASS in HCA 124	5	C+	SUM24	W25	SUM25	W26	SUM26		
		HCA 127	Clinical Placement 2	Final grade of C+ in HCA 120, 121, 122, 123, 125 & 126 and PASS in HCA 124	5	PASS	SUM24	W25	SUM25	W26	SUM26		
		HCA 128	Consolidated Clinical Placement	Final grade of C+ in HCA 120, 121, 122, 123, 125 & 126 and PASS in HCA 124 & 127	3	PASS	SUM24	W25	SUM25	W26	SUM26		

\* FT is abbreviated for Full Time