

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/admissions/credit-calendar>).

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

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: ELCC Certificate

This certificate 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: 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 transfer.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.

Practicum Placements

- You must submit fresh documents by the deadline to be eligible for each practicum placement.
- You will be registered for each practicum and seminar when the Placement Coordinator has confirmed your eligibility, and you will be notified by keyanomail when it is complete.
- If you decline your placement, you move to the bottom of the priority list, and may not obtain a different placement in the same term

Extra Terms

Your program consists of two full-time terms that you must pay for.

- If you fail or withdraw from courses such that you need to complete extra terms in order to complete all courses, then you will be charged for those terms.

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.

Registration Guide 2025-26 Program of Study: Early Learning & Child Care 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	Winter 2024	Fall 2024	Winter 2025	Winter 2026
Year 1, Term 1										
22	12	CHSD 101	Child Development I		3	D	W24	F24	W25	W26
		CHSD 104	Guiding Children's Behaviour		3	D	W24	F24	W25	W26
		CHSD 105	Personal Development & Interaction		2	D	W24	F24	W25	W26
		ELCC 106	Learning Through Play		3	D	W24	F24	W25	W26
		ELCC 110	Practicum I	Co-req ELCC 125	4	PASS	W24	F24	W25	W26
		ELCC 123	Creative Experiences for Young Children		3	D	W24	F24	W25	W26
		ELCC 125	Practicum Seminar I	Co-req ELCC 110	1	PASS	W24	F24	W25	W26
		ENGL 100	Written Composition		3	D	W24	F24	W25	W26
Year 1, Term 2										
17	12	CHSD 201	Child Development II	CHSD 101	3	D	F24	W25	F25	F26
		ELCC 102	Language & Literacy in Early Childhood	CHSD 101	3	D	F24	W25	F25	F26
		ELCC 116	Nutrition, Health & Safety		2	D	F24	W25	F25	F26
		ELCC 206	Planning for Play	ELCC 106	3	D	F24	W25	F25	F26
		ELCC 210	Practicum II	ELCC 100 & 125, co-req ELCC 225	5	PASS	F24	W25	F25	F26
		ELCC 225	Practicum Seminar II	ELCC 110 & 125, co-req ELCC 210	1	PASS	F24	W25	F25	F26

* 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.