

# 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 (<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: Applied IT Specialist Certificate

This certificate program consists of two 4-month terms plus one 6-week 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 three 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 2026	Fall 2026	Winter 2027	Fall 2027
<b>Term 1</b>										
16	11	BUS 103	Introductory Business Computing		3	D	W26	F26	W27	F27
		+COMSC 178	Intro to PC Hardware & Systems Configurations		3	D	W26	F26	W27	F27
		CSTS 300	Intro to Operating Systems		3	D	W26	F26	W27	F27
		ITSP 100	IT Specialist at Work 1		1	D	W26	F26	W27	F27
		ITSP 101	IT Specialist at Work 2	ITSP 100	3	PASS	W26	F26	W27	F27
		NWCS 311	Professional Career Preparation & Communication Skills		3	D	W26	F26	W27	F27
<b>Term 2</b>										
15	11	+COMSC 176	Data Communications & Networking		3	D	F27	W27	F27	W28
		ITSP 102	IT Security Foundations for Professionals		3	D	F27	W27	F27	W28
		ITSP 103	Computer Maintenance		3	D	F27	W27	F27	W28
		ITSP 104	Internet of Things		2	D	F27	W27	F27	W28
		ITSP 105	IT Specialist at Work 3	ITSP 100 & 101	4	PASS	F27	W27	F27	W28
<b>Term 3</b>										
5	n/a	BUS 294	Project Management		3	D	W27	SPR27	W28	SPR28
		ITSP 106	IT Specialist at Work 4	ITSP 100, 101 & 105	2	PASS	W27	SPR27	W28	SPR28

\* FT is abbreviated for Full Time