

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 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: Hospitality Management Diploma

This diploma program consists of four 4-month terms. 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. 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 [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 2025-2026 Program of Study: Hospitality Management Diploma

						When should I take each course?		Term Program Started	
Max credits	Course Code	Course Name	Prerequisite course(s) must be completed first	Credits	Min Pass	Fall 2024	Fall 2025		
Year 1, Term 1									
14	HTM 100	Intro to Hospitality & Tourism		2	D	F24	F25		
	HTM 101	Safety & Security Operations		3	D	F24	F25		
	HTM 102	Customer Service Management		3	D	F24	F25		
	HTM 103	Business Communications & Technologies		3	D	F24	F25		
	HTM 105	Financial Management		2	D	F24	F25		
	HTM 110	WIL Orientation		1	PASS	F24	F25		
Year 1, Term 2									
14	HTM 104	Front Office, Product & Reservation Fundamentals		3	D	W25	W26		
	HTM 106	Food & Beverage Operations & Service	HTM 100, HTM 101 and HTM 102	3	D	W25	W26		
	HTM 107	Housekeeping Operations	HTM 100, HTM 101 and HTM 102	2	D	W25	W26		
	HTM 108	Culinary Arts Management	HTM 100, HTM 101 and HTM 102	3	D	W25	W26		
	HTM 120	Work Integrated Learning I	HTM 100, HTM 101 and HTM 102	3	PASS	W25	W26		
Year 2, Term 1									
16	HTM 200	Event & Project Management	HTM 100, HTM 101 and HTM 102	3	D	F25	F26		
	HTM 201	Marketing & Sales	HTM 100, HTM 101 and HTM 102	3	D	F25	F26		
	HTM 202	Travel & Destination Fundamentals	HTM 100, HTM 101 and HTM 102	3	D	F25	F26		
	HTM 205	Regional Trends in Hospitality & Tourism	HTM 101, 102, 103, 104, 105, 106, 107, 108, 121 & 122	3	D	F25	F26		
	HTM 121	Work Integrated Learning II	HTM 100, HTM 101 and HTM 102	4	PASS	F25	F26		
Year 2, Term 2									
18	HTM 203	Human Resource Management	HTM 101, 102, 103, 104, 105, 106, 107, 108, 121 & 122	3	D	W26	W27		
	HTM 204	Leadership & Management	HTM 101, 102, 103, 104, 105, 106, 107, 108, 121 & 122	3	D	W26	W27		
	BUS XXX	Business Elective – any BUS course for which you have the prerequisites	Depends on which course you choose	3	D	W26	W27		
	BUX XXX	Business Elective – any BUS course for which you have the prerequisites	Depends on which course you choose	3	D	W26	W27		
	HTM 122	Work Integrated Learning III	HTM 100, HTM 101 and HTM 102	6	PASS	W26	W27		

* FT is abbreviated for Full Time