Registration Guide 2024-2025

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

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 cooperative.education@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** & **BVHF** are reserved for **Business Aviation Diploma**
- **ES** & **ESHF** are reserved for **eSport Management Diploma**
- **HR** & **HRHF** 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.
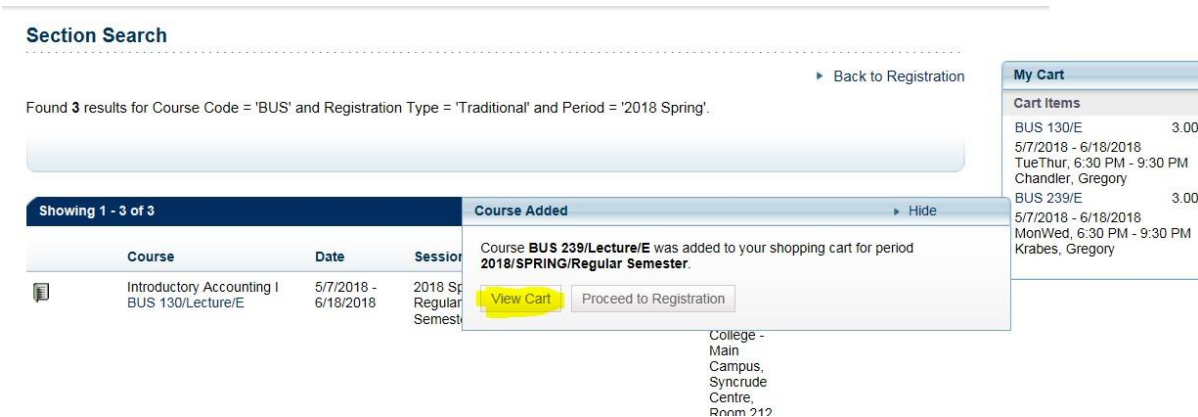
For example:
- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B, laboratory BL, **and** tutorial BL1

Please Note: **All schedules are tentative and subject to change until the last day to add/drop classes each term.**
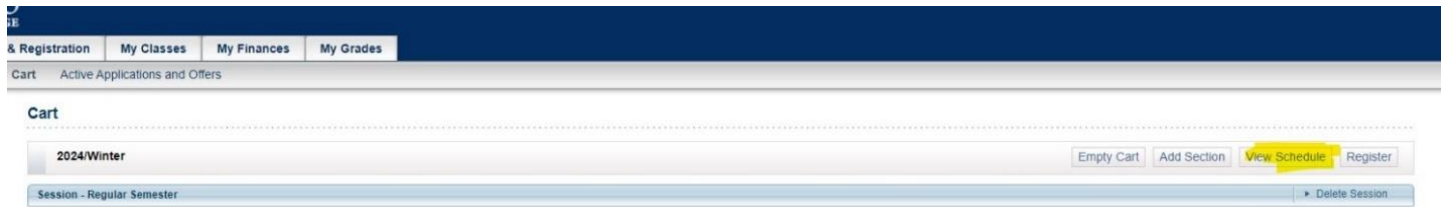
It is the student's responsibility to check for time conflicts in the registration process.

1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**

2. Within the Cart, click on **View Schedule** to check for time conflicts.

3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:

4. If there is a time conflict, you will have to choose which course has priority, and drop the other. If there is no course conflict, continue.
5. Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
6. Continue to add courses, checking for time conflicts after each addition.

Please see next page for Program of Study guide.

Program of Study: Human Resource Management Diploma

This diploma program consists of four 4-month terms, plus one 6-week final term.

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 four-month Summer term offers only Year 1, Term 1 courses. If you start your program in Summer (May – Aug), your break will occur in the Summer term of the following year.
- The six-week Spring term is an opportunity to take courses 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.

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Program of Study: Human Resource Management Diploma

Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	Winter 2024	Summer 2024	Fall 2024	Winter 2025
							When should I take each course?		Term Program Started	
Year 1, Term 1										
15	9	BUS 103	Introductory Business Computing		D	3	W24	Sum24	F24	W25
		BUS 107	Business Communications I		D	3	W24	Sum24	F24	W25
		BUS 191	Management		D	3	W24	Sum24	F24	W25
		BUS 239	Marketing		D	3	W24	Sum24	F24	W25
		HRM 100	Introduction to Human Resource Management		D	3	W24	Sum24	F24	W25
Year 1, Term 2										
15	9	BUS 117	Business Communications II	BUS 107	D	3	F24	F24	W25	F25
		BUS 260	Business Law		D	3	F24	F24	W25	F25
		BUS 270	Organizational Behaviour	BUS 191	D	3	F24	F24	W25	F25
		HRM 101	Human Resource Management Methods	HRM 100	D	3	F24	F24	W25	F25
		HRM 102	Industrial Relations		D	3	F24	F24	W25	F25
Year 2, Term 1										
12	9	BUS 299	Strategic Management	Complete min of 7 Business courses	D	3	W25	W25	F25	W26
		HRM 200	Strategic Staffing	HRM 100	D	3	W25	W25	F25	W26
		HRM 201	Occupational Health & Safety	HRM 100	D	3	W25	W25	F25	W26
		HRM 202	Training & Development	HRM 100	D	3	W25	W25	F25	W26
Year 2, Term 2										
15	9	HRM 203	Human Resources Analytics		D	3	F25	F25	W26	F26
		HRM 204	Strategic Compensation & Benefits	HRM 100	D	3	F25	F25	W26	F26
		HRM 205	Advanced Strategic Human Resource Management		D	3	F25	F25	W26	F26
		HRM 206	Performance Management		D	3	F25	F25	W26	F26
		HRM 210	Human Resource Management Capstone		D	3	F25	F25	W26	F26
Year 2, Term 3										
3	n/a	HRM 211	Work Integrated Learning	All other courses and co-op related assignments	PASS	3	W26	W26	Spr26	W27

* FT is abbreviated for Full Time