

Registration Guide 2024-25

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

Self Service instructions, including a Frequently-Asked Questions & Troubleshooting document, can be found here: [Course Registration - Keyano College](#)

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 **and** laboratory BL **and** tutorial BT1

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**

Section Search

Found 3 results for Course Code = 'BUS' and Registration Type = 'Traditional' and Period = '2018 Spring'.

Showing 1 - 3 of 3

Course	Date	Session
Introductory Accounting I BUS 130/Lecture/E	5/7/2018 - 6/18/2018	2018 Sp Regular Semester

Course Added

Course **BUS 239/Lecture/E** was added to your shopping cart for period **2018/SPRING/Regular Semester**.

[View Cart](#) [Proceed to Registration](#)

College - Main Campus, Syncrude Centre, Room 212

My Cart

Cart Items	
BUS 130/E	3.00
5/7/2018 - 6/18/2018 TueThur, 6:30 PM - 9:30 PM Chandler, Gregory	
BUS 239/E	3.00
5/7/2018 - 6/18/2018 MonWed, 6:30 PM - 9:30 PM Krabes, Gregory	

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

[Home](#)
[Registration](#)
[My Classes](#)
[My Finances](#)
[My Grades](#)

Cart Active Applications and Offers

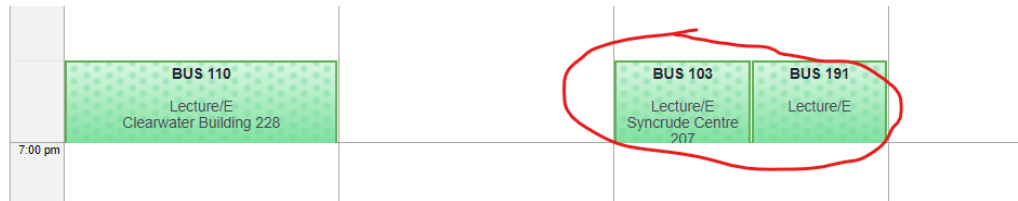
Cart

2024/Winter

Empty Cart Add Section **View Schedule** Register

Session - Regular Semester Delete Session

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



- 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.
 - Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
 - Continue to add courses, checking for time conflicts after each addition.
- Please see next page for Program of Study guide.

Program of Study: Advanced Care Paramedic Diploma

This Certificate program consists of two 4-month terms plus one 2-month 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).

Progression: To be eligible for the first practicum/clinical, ACP 509 Intermediate Ambulance Practicum, students must successfully complete ACP 501, ACP 502, ACP 503 ACP 505, ACP 516 and ACP 517. To be eligible for ACP 512 Hospital Practicum and ACP 515 Final Ambulance Practicum students must be successful in ACP 504, ACP 506, ACP 507, ACP 508, ACP 509, ACP 510, ACP 511 ACP 513, ACP 514 *Unsuccessful performance in a clinical course, as part of Nursing and Allied Health Studies, will result in a failing grade regardless of the withdrawal date.*

Graduation: Students with a passing grade in each course, who successfully complete the program of study and obtain an overall Grade Point Average of 3.0 or better shall be issued a diploma

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.

ACP students cannot complete the program on a Part Time basis.

Program of Study: Advanced Care Paramedic Diploma

When should I take each course?						Term Program Started
Max credits	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	Winter 2024
Year 1, Term 1						
15	ACP 501	Anatomy & Physiology	Co-requisite: ACP 502	B	6	W24
	ACP 502	Pathophysiology	Co-requisite: ACP 501	B	6	W24
	ACP 503	Pre-hospital Skills		B	6	W24
Year 1, Term 2						
9	ACP 505	Introduction to Pharmacology	Pre-requisite: ACP 501	B	3	SPR24 (May – June)
	ACP 507	Physical Examination		B	3	SPR24 (May – June)
	ACP 516	Introductory Life Support	Pre-requisite: ACP 501, 502 & 503	B	3	SPR24 (May – June)
Year 1, Term 3						
7	ACP 509	Intermediate Ambulance Practicum	Pre-requisite: ACP 501, 502, 503, 505, 507 & 516	PASS	6	SUM24 (July – August)
	ACP 518	Communications		B	1	SUM24 (July – August)
Year 2, Term 1						
12	ACP 508	Advanced Pharmacology	Pre-requisite: ACP 505	B	3	F24
	ACP 511	Emergency Diagnosis & Treatment I	Pre-requisite: ACP 516 Co-requisite: ACP 508	B	6	F24
	ACP 514	Advanced Paramedic Skills	Pre-requisite: ACP 503	B	3	F24
Year 2, Term 2						
18	ACP 519	Emergency Diagnosis & Treatment II		B	6	W25
	ACP 506	Obstetrics		B	3	W25
	ACP 510	Professional Practice		B	3	W25
	ACP 513	Advanced Life Support		B	3	W25
	ACP 517	Paramedic Wellness		B	3	W25
Year 2, Term 3						
12	ACP 512	Hospital Practicum	Pre-requisite: ACP 506, 508, 511, & 514	PASS	6	SUM25 (May – August)
	ACP 515	Final Ambulance Practicum	Pre-requisite: ACP 510, 513, & 519	PASS	6	SUM25 (May – August)

* FT is abbreviated for Full Time