Registration Guide 2024-2025

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

Co-op Work Terms are added after completion of all Year 1 courses and co-op related assignments and a placement has been secured. 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 **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**

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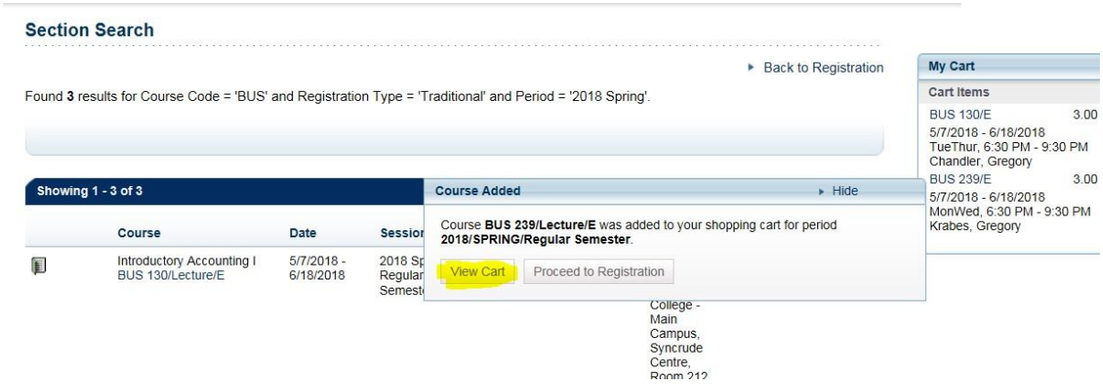
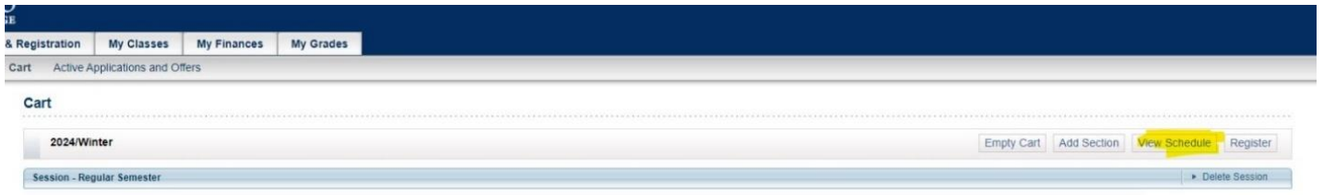


2. Within the Cart, click on **View Schedule** to check for time conflicts.



3. A time conflict will be visible because two courses are squeezed together in the same column 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: Child & Youth Care Diploma

This diploma program consists of four 4-month terms. To graduate at the end of two academic years, 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, if they are available.
- 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.

Program of Study: Child & Youth Care Diploma

When should I take each course?						Term Program Started			
Max credits	**FT***	**Course Code**	**Course Name**	**Prerequisites course(s) must be completed first**	**Min Pass**	**Credits**	**Winter 2025**	**Fall 2025**	**Winter 2026**	**Fall 2026**
Year 1, Term 1										
15	9	CHSD 101	Child Development I		C-	3	W25	F25	W26	F26
		CYC 100	Intro to Child & Youth Care		C-	3	W25	F25	W26	F26
		CYC 101	Child & Youth Care Methodology		C-	3	W25	F25	W26	F26
		ENGL 100	Written Composition		C-	3	W25	F25	W26	F26
		PSYCH 104	Basic Psychological Processes **		C-	3	W25	F25	W26	F26
Year 1, Term 2										
17	9	ELCC 330	Ecology of the Family		C-	3	F25	W26	F26	W27
		CYC 102	Introduction to Treatment		C-	3	F25	W26	F26	W27
		CYC 103	Diversity in Child & Youth Care Practices		C-	3	F25	W26	F26	W27
		CYC 104	Therapeutic Activities		C-	3	F25	W26	F26	W27
		CYC 120	Practicum I	Pre-reqs: CYC 100, 101 and CHSD 101 Co-reqs: CYC 102, 103 and 104	P	5	F25	W26	F26	W27
Year 2, Term 1										
17	9	CHSD 201	Child Development II	CHSD 201	C-	3	W26	F26	W27	F27
		CYC 200	Youth Justice		C-	3	W26	F26	W27	F27
		CYC 201	Counselling Process, Progress & Evaluation		C-	3	W26	F26	W27	F27
		CYC 202	Child & Youth Mental Health & Addiction		C-	3	W26	F26	W27	F27
		CYC 220	Practicum II	Pre-reqs: CYC 120; co-reqs: CYC 200, 201 & 202 and CHSD 201	P	5	W26	F26	W27	F27
Year 2, Term 2										
17	9	CYC 203	Family Violence, Abuse & Trauma		C-	3	F26	W27	F27	W28
		CYC 204	Ethics & Practice in the Crisis Intervention		C-	3	F26	W27	F27	W28
		CYC 205	Group Work		C-	3	F26	W27	F27	W28
		CYC 221	Practicum III	CYC 220, 202, 201 & 200; co-reqs: CYC 203, 204 & 205 and NATST 201	P	5	F26	W27	F27	W28
		NATST 201	A Canadian Indigenous Perspective to Helping		C-	3	F26	W27	F27	W28

* FT is abbreviated for Full Time

** or another approved psychology course