

# 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](https://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](mailto: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 [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 & 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 Tue/Thu, 6:30 PM - 9:30 PM Chandler, Gregory	
BUS 239/E	3.00
5/7/2018 - 6/18/2018 Mon/Wed, 6:30 PM - 9:30 PM Krabes, Gregory	

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: Environmental Technology Co-Op Diploma Fall Intake

This diploma program consists of four 4-month terms, plus one 4-month term after Year 1 for the co-op work term. 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](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.

- 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.**

# Program of Study: Environmental Technology Co-Op Diploma Fall Start

							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	Fall 2023	Fall 2024	Fall 2025		
<b>Year 1, Term 1</b>											
15	9	+BIOL 108	An Intro to Biodiversity		D	3	F23	F24	F25		
		+CHEM 101	Intro to University Chemistry I		D	3	F23	F24	F25		
		+EAS 100	Planet Earth		D	3	F23	F24	F25		
		+ENVT 170	Animal Identification		D	3	F23	F24	F25		
		WRITE 103	Scientific Writing		D	3	F23	F24	F25		
<b>Year 1, Term 2</b>											
15	9	+ENVT 163	Water Quality	CHEM 101 & EAS 100	D	3	W24	W25	W26		
		+ENVT 165	Geotechnical Sampling & Instrumentation	EAS 100	D	3	W24	W25	W26		
		+ENVT 268	Resource Exploitation – Oil, Gas, Bitumen & Mining	EAS 100	D	3	W24	W25	W26		
		+GEOG 105	Intro to Mapping, GPS, Remote Sensing & GIS		D	3	W24	W25	W26		
		+STAT 151	Intro to Applied Statistics I		D	3	W24	W25	W26		
<b>Work Term Year 1, Term 3</b>											
9	9	ENVT 220	Co-op Work Term	Min 30 credits in ENVT program (all year 1 courses)	PASS	9	SUM24	SUM25	SUM26		
<b>Year 2, Term 2</b>											
12	9	+BIOL 208	Principles of Ecology	BIOL 108	D	3	F24	F25	F26		
		+ENVT 252	Regional Plant Biology	BIOL 108	D	3	F24	F25	F26		
		+SOILS 210	Intro to Soil Science & Soil Resources	100-level life or natural science, CHEM 101 recommended	D	3	F24	F25	F26		
		SPCH 207	Developing Professional & Speaking Skills	WRITE 103	D	3	F24	F25	F26		
<b>Year 2, Term 2</b>											
12	9	ENVT 262	Environmental Laws, Guidelines, Regulations & Land Rights		D	3	W25	W26	W27		
		+ENVT 265	Forest Technology	BIOL 208	D	3	W25	W26	W27		
		+ENVT 266	Land Reclamation	ENVT 252, ENVT 262, SOILS 210 & STAT 151	D	3	W25	W26	W27		
		+ENVT 270	Wildlife Management & Conservation	ENVT 170 & BIOL 208	D	3	W25	W26	W27		

\* FT is abbreviated for Full Time

**+** Indicates that this course has multiple components, such as lectures, lab, or tutorials. Please see course combinations on the next page.

The Environmental Technology courses involve local field trips and outdoor laboratory classes within the Fort McMurray area during class hours.

# Program of Study: Environmental Technology Co-Op Diploma Fall Start

In 2024 - 25, the following sections will not have time conflicts. Some sections may be hidden in Self Service once they are full, or until the other sections fill up.

Fall 2024	Winter 2025
Year 1, Term 1	Year 1, Term 2
<ul style="list-style-type: none"> <li>BIOL 108 lecture A &amp; laboratory X</li> <li>CHEM 101 lecture B &amp; laboratory Y &amp; tutorial V2</li> <li>EAS 100 lecture A &amp; laboratory Y <b>OR</b> laboratory X</li> <li>ENVT 170 lecture INTS &amp; laboratory X</li> <li>WRITE 103 lecture A</li> </ul> <p style="margin-left: 0;"><b>OR</b></p> <ul style="list-style-type: none"> <li>BIOL 108 lecture B &amp; laboratory Z</li> <li>CHEM 101 lecture B &amp; laboratory Z &amp; tutorial V2</li> <li>EAS 100 lecture B &amp; laboratory Z</li> <li>ENVT 170 lecture INTS &amp; laboratory X</li> <li>WRITE 103 lecture B</li> </ul>	<ul style="list-style-type: none"> <li>ENVT 163 lecture A &amp; laboratory X</li> <li>ENVT 165 lecture A &amp; laboratory X</li> <li>ENVT 268 lecture A &amp; laboratory X</li> <li>GEOG 105 lecture ABLD &amp; laboratory X</li> <li>STAT 151 lecture A &amp; laboratory Y</li> </ul> <p style="margin-left: 0;"><b>OR</b></p> <ul style="list-style-type: none"> <li>ENVT 163 lecture A &amp; laboratory Y</li> <li>ENVT 165 lecture A &amp; laboratory Y</li> <li>ENVT 268 lecture A &amp; laboratory Y</li> <li>GEOG 105 lecture BBLD &amp; laboratory Y</li> <li>STAT 151 lecture B &amp; laboratory W</li> </ul>
Year 2, Term 1	Year 2, Term 2
<ul style="list-style-type: none"> <li>BIOL 208 lecture A &amp; laboratory X</li> <li>ENVT 252 lecture A &amp; laboratory X</li> <li>SOILS 210 lecture A &amp; laboratory X</li> <li>SPCH 207 lecture A</li> </ul> <p style="margin-left: 0;"><b>OR</b></p> <ul style="list-style-type: none"> <li>BIOL 208 lecture A &amp; laboratory Y</li> <li>ENVT 252 lecture A &amp; laboratory Y</li> <li>SOILS 210 lecture A &amp; laboratory Y</li> <li>SPCH 207 lecture B</li> </ul>	<ul style="list-style-type: none"> <li>ENVT 262 lecture INTA</li> <li>ENVT 265 lecture A &amp; laboratory X</li> <li>ENVT 266 lecture A &amp; laboratory X</li> <li>ENVT 270 lecture A &amp; tutorial V</li> </ul> <p style="margin-left: 0;"><b>OR</b></p> <ul style="list-style-type: none"> <li>ENVT 262 lecture INTA</li> <li>ENVT 265 lecture A &amp; laboratory Y</li> <li>ENVT 266 lecture A &amp; laboratory Y</li> <li>ENVT 270 lecture A &amp; tutorial V</li> </ul>