

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](#)

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.

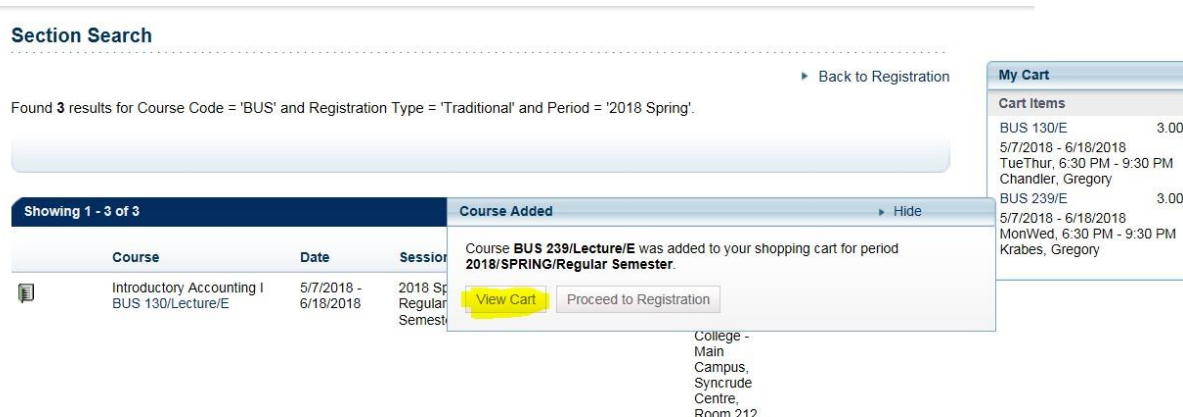
For example:

- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B **and** laboratory BL **and** tutorial 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**



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	5/7/2018 - 6/18/2018	2018 Sp Regular Semester
BUS 130/Lecture/E		

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

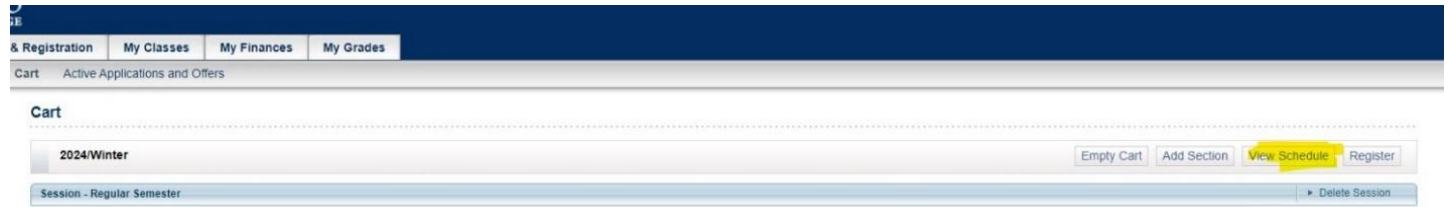
Course Added

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

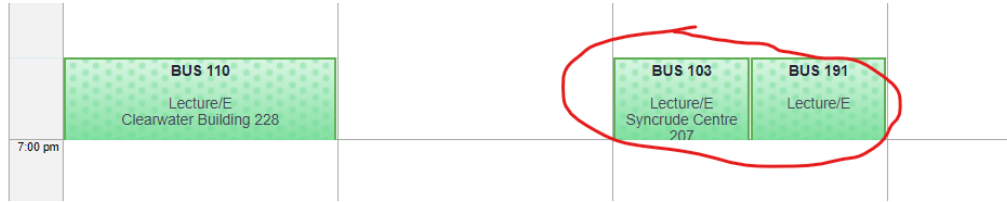
[View Cart](#) [Proceed to Registration](#)

College - Main Campus, Syncrude Centre, Room 212

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: Business Administration eSports 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.

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Program of Study: eSport Management 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	Fall 2022	Fall 2023	Fall 2024	Fall 2025		
Year 1, Term 1												
15	9	BUS 107	Business Communications I		D	3	F22	F23	F24	F25		
		BUS 130	Introductory Accounting	Math 30-1 or 30-2	D	3	F22	F23	F24	F25		
		BUS 191	Management		D	3	F22	F23	F24	F25		
		ESPT 101	Introduction to eSports		D	3	F22	F23	F24	F25		
		ESPT 102	Contemporary Issues in eSports		D	3	F22	F23	F24	F25		
Year 1, Term 2												
15	9	BUS 117	Business Communications II	BUS 107	D	3	W23	W24	W25	W26		
		BUS 110	Business Mathematics	ESPT 101 or ESPT 102	D	3	W23	W24	W25	W26		
		BUS 239	Marketing		D	3	W23	W24	W25	W26		
		ESPT 103	eSports Health, Wellness & Performance		D	3	W23	W24	W25	W26		
		ESPT 110	The eSports Ecosystem: Domestic & International		D	3	W23	W24	W25	W26		
Year 2, Term 1												
15	10	BUS 270	Organizational Behaviour	BUS 191	D	3	F23	F24	F25	W26		
		BUS 294	Project Management		D	3	F23	F24	F25	W26		
		ESPT 201	eSports Organizational Structure & Leadership	ESPT 101 or ESPT 102; co-requisite BUS 270	D	3	F23	F24	F25	W26		
		ESPT 210	eSports Marketing, Sponsorship & Promotion	ESPT 110 & BUS 239	D	3	F23	F24	F25	W26		
		ESPT 298	eSports Experiential Learning - Practicum	All Year 1 ESPT & BUS courses	D	3	F23	F24	F25	W26		
Year 2, Term 2												
16	10	BUS 293	New Enterprise Development	BUS 110, 131 & 239	D	3	W24	W25	W26	F26		
		BUS 2XX	BUS 296 Operations Mgt OR BUS 299 Strategic Planning OR Other Year 2, 3-credit BUS course	BUS 296: BUS 110 & 191, 111 highly recommended BUS 299: seven other BUS courses: BUS 2XX: depends on which course you choose	D	3	W24	W25	W26	F26		
		ESPT 220	eSports Media, Production & Content Mgt	ESPT 210	D	3	W24	W25	W26	F26		
		ESPT 230	eSports Event & Facility Mgt	ESPT 294 & ESPT 101 or ESPT 102	D	3	W24	W25	W26	F26		
		ESPT 299	eSports Capstone	Successful completion of all ESPT & BUS courses in first three terms	D	3	W24	W25	W26	F26		

* FT is abbreviated for Full Time