

**\*\*Disclaimer**

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 [cooperative.education@keyano.ca](mailto: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**

## 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](#)

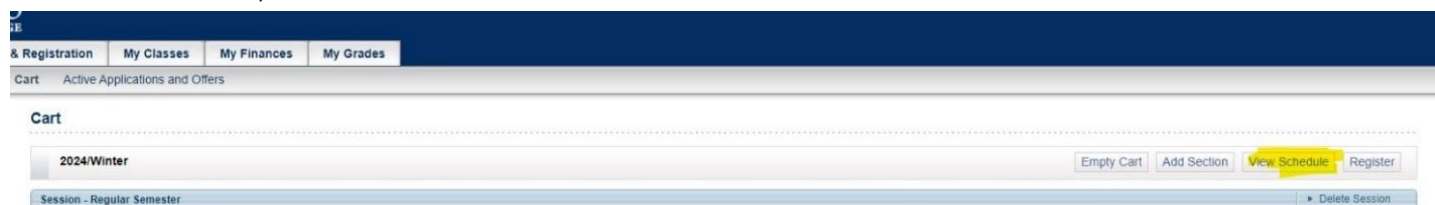
College -  
Main  
Campus,  
Syncrude  
Centre,  
Room 212

## 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: General Arts Certificate

This certificate program consists of two 4-month terms as a Keyano student, during which you will attain 30 credits, or successfully complete ten 3-credit courses. After graduating, you may apply to enter Year 2 of a university arts degree program at a university in a different city. **A minimum grade of C- is required to transfer to most universities.**

**Transferability:** For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.alberta.ca](http://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.

The 30 credits you complete at Keyano College must include:

- Minimum 6 credits (two 3-credit courses) in Junior English
- Minimum 6 credits (two 3-credit courses) in Fine Arts & Humanities
- Minimum 6 credits (two 3-credit courses) in Social Science
- The remaining 12 credits (four 3-credit courses) can be any course that will transfer to your target university

A complete list of allowable courses is at Program Structure: [General Arts Certificate - Keyano College](#)

**You may reduce your course load and do fewer courses per term, but it will take you longer than two terms to graduate and you will incur additional costs.**

## Program of Study: General Arts Certificate

Reminder: You may register in a MAXIMUM of 15 credits, or five 3-credit courses, in each four-month semester, and a maximum of 6 credits, or two 3-credit courses, in the optional Spring term.

**Your Certificate requires a minimum of 30 credits, or ten 3-credit courses, distributed among the subject areas.**

Please see [website](#) for the complete course offerings. Not all courses are offered in every term.

Max credits	FT*	Subject Area	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	
<b>Year 1, Term 1 Choose a maximum of 5 courses</b>								
15	9	English Min 6 credits	ENGL 104	Intro to Critical Analysis		D	3	
		Fine Arts & Humanities Min 6 credits	PHIL 101	Intro to Philosophy: Values & Society		D	3	
			ARTH 102	Intro to the History of Art II		D	3	
		Social Science Min 6 credits	SOCY 100	Introductory Sociology		D	3	
			PSYCH 104	Basic Psychological Processes		D	3	
			POLSC 101	Intro to Government & Politics		D	3	
		POLSC 201	Intro to Indigenous Politics		D	3		
Electives	Any course from Fine Arts & Humanities, Social Science, or Science subject areas that will transfer to your target university, for which you have the prerequisites.				D	3		
<b>Year 1, Term 2 Choose a maximum of 5 courses</b>								
15	9	English Min 6 credits	ENGL 103	Case Studies in Research		D	3	
			ENGL 125	Aboriginal Writing		D	3	
		Fine Arts & Humanities Min 6 credits	ANTHR 150	Race & Racism in the Modern World		D	3	
			DRAMA 112	Play Analysis		D	3	
			PHIL 217	Biology, Society & Values				
		Social Science Min 6 credits	PSYCH 105	Intro to Psychology	PSYCH 104		D	3
			POLSC 101	Intro to Government & Politics		D	3	
Electives	Any course from Fine Arts & Humanities, Social Science, or Science subject areas that will transfer to your target university, for which you have the prerequisites.				D	3		
<b>Year 1, Term 3 (Optional)</b>								
3	n/a	Optional Work Integrate Learning	WIL 100 OR GOVN 100			D	3	

\* FT is abbreviated for Full Time

\*\*A minimum grade of C- is required to transfer to most universities.

**English courses cannot be counted twice. Courses taken toward an English credit do NOT count toward a Fine Arts & Humanities credit.**