

# Registration Guide 2024-2025

## **\*\* 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](#)

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

**Course Added** Hide

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.

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: Hospitality 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](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.

**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: Hospitality Management 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	Fall 2024	Fall 2025		
<b>Year 1, Term 1</b>									
14	HTM 100	Intro to Hospitality & Tourism		D	2	F24	F25		
	HTM 101	Safety & Security Operations		D	3	F24	F25		
	HTM 102	Customer Service Management		D	3	F24	F25		
	HTM 103	Business Communications & Technologies		D	3	F24	F25		
	HTM 105	Financial Management		D	2	F24	F25		
	HTM 110	WIL Orientation		D	1	F24	F25		
<b>Year 1, Term 2</b>									
14	HTM 104	Front Office, Product & Reservation Fundamentals		D	3	W25	W26		
	HTM 106	Food & Beverage Operations & Service	HTM 100, HTM 101 and HTM 102	D	3	W25	W26		
	HTM 107	Housekeeping Operations	HTM 100, HTM 101 and HTM 102	D	2	W25	W26		
	HTM 108	Culinary Arts Management	HTM 100, HTM 101 and HTM 102	D	3	W25	W26		
	HTM 120	Work Integrated Learning I	HTM 100, HTM 101 and HTM 102	D	3	W25	W26		
<b>Year 2, Term 1</b>									
16	HTM 200	Event & Project Management	HTM 100, HTM 101 and HTM 102	D	3	F25	W26		
	HTM 201	Marketing & Sales	HTM 100, HTM 101 and HTM 102	D	3	F25	W26		
	HTM 202	Travel & Destination Fundamentals	HTM 100, HTM 101 and HTM 102	D	3	F25	W26		
	HTM 205	Regional Trends in Hospitality & Tourism	HTM 101, 102, 103, 104, 105, 106, 107, 108, 121 & 122	D	3	F25	W26		
	HTM 121	Work Integrated Learning II	HTM 100, HTM 101 and HTM 102	D	4	F25	W26		
<b>Year 2, Term 2</b>									
18	HTM 203	Human Resource Management	HTM 101, 102, 103, 104, 105, 106, 107, 108, 121 & 122	D	3	W26	F26		
	HTM 204	Leadership & Management	HTM 101, 102, 103, 104, 105, 106, 107, 108, 121 & 122	D	3	W26	F26		
	BUS XXX	Business Elective – any BUS course for which you have the prerequisites	Depends on which course you choose	D	3	W26	F26		
	BUX XXX	Business Elective – any BUS course for which you have the prerequisites	Depends on which course you choose	D	3	W26	F26		
	HTM 122	Work Integrated Learning III	HTM 100, HTM 101 and HTM 102	D	6	W26	F26		