

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](#)

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](#)

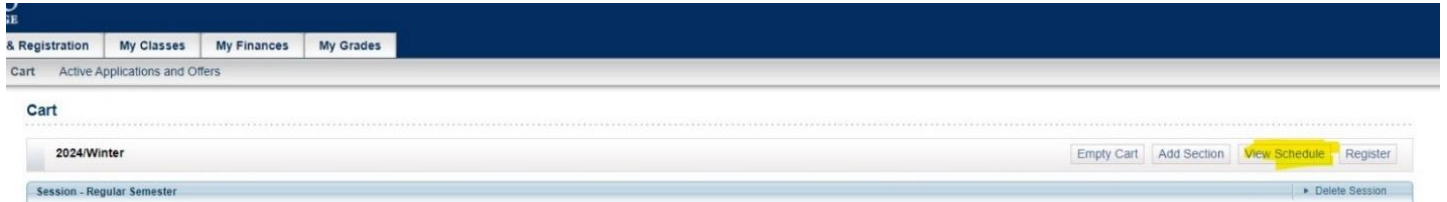
[Proceed to Registration](#)

College -
Main
Campus,
Syncrude
Centre,
Room 212

My Cart

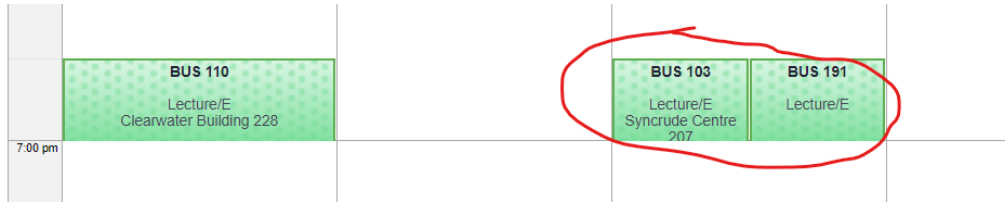
Cart Items	
BUS 130/E	3.00
5/7/2018 - 6/18/2018 Tue/Thu, 6:30 PM - 9:30 PM Chandler, Gregory	
BUS 239/E	3.00
5/7/2018 - 6/18/2018 Mon/Wed, 6:30 PM - 9:30 PM Krabes, Gregory	

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



The screenshot shows the 'My Cart' page with navigation tabs for '& Registration', 'My Classes', 'My Finances', and 'My Grades'. Below the tabs, there are buttons for 'Empty Cart', 'Add Section', 'View Schedule' (highlighted in yellow), and 'Register'. A 'Delete Session' button is also visible at the bottom right.

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: Power Engineering 4th Class Comprehensive

Graduation: Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail

Program of Study: Power Engineering 4th Class Comprehensive

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	Winter 2024	Fall 2024	Winter 2025
Year 1, Term 1								
16	PECO 4100	Applied Science		65%	4	W24	F24	W25
	PECO 4200	Plant Services		65%	4	W24	F24	W25
	PECO 4300	Steam Generation		65%	4	W24	F24	W25
	PECO 4400	Prime Movers and Auxiliaries		65%	4	W24	F24	W25
Year 2, Term 1								
12	PECOM 4500	200-Hour Power Lab	Completion of all 4th Class course work	PASS	12	SUM24 OR F24	W25 OR SP25	SUM25 OR FA25