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.
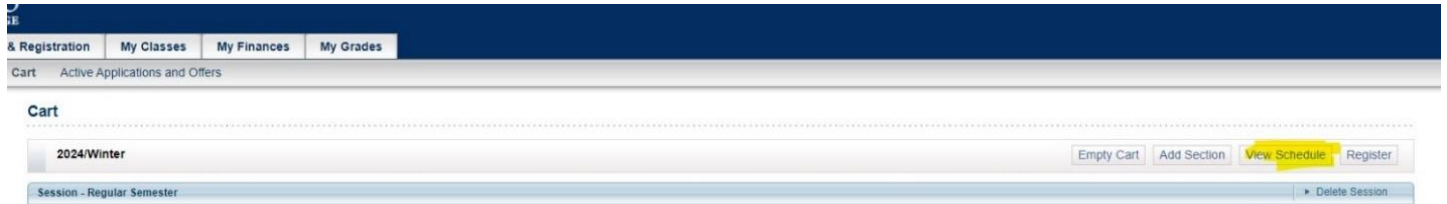
For example:
- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B **and** laboratory BL **and** tutorial BL1

Please Note: All schedules are tentative and subject to change until the last day to add/drop classes each term.
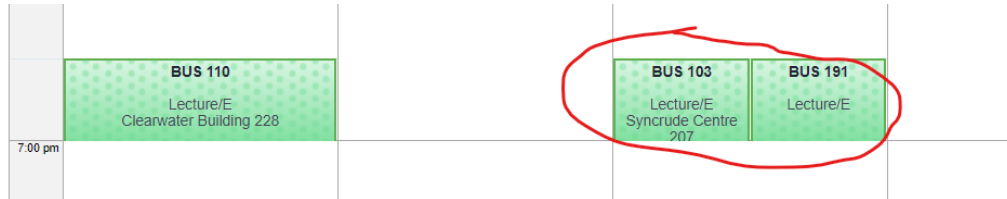
It is the student's responsibility to check for time conflicts in the registration process.

1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**

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 Aviation Airline Operations 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).

For details about the program and its unique fee structure, please see the program webpage: Business Aviation - Keyano College

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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Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min. Pass	Credits	Fall 2023	Fall 2024	Fall 2025
				When should I take each course?			**Term Program Started**		
				**Year 1, Term 1**					
16	10	AIR 100	Basic Flight Theory	Transport Canada Category 1 Medical	C-	4	F23	F24	F25
		AIR 101	Private Flight Lab I	Transport Canada Category 1 Medical	D	3	F23	F24	F25
		AIR 102	Private Flight Lab II	AIR 101 & Transport Canada Category 1 Medical	D	3	F23	F24	F25
		BUS 110	Business Mathematics	Math 30-1 or 30-2	D	3	F23	F24	F25
		BUS 130	Introductory Accounting	Math 30-1 or 30-2	D	3	F23	F24	F25
				Year 1, Term 2					
15	10	AIR 110	Advanced Flight Theory I	AIR 100 & 102 & Transport Canada Category 1 Medical	C-	3	W24	W25	W26
		AIR 111	Advanced Flight Theory II	AIR 101 & Transport Canada Category 1 Medical	C-	3	W24	W25	W26
		AIR 112	Intermediate Flight Lab	AIR 102 & Transport Canada Category 1 Medical	B-	3	W24	W25	W26
		BUS 107	Business Communications I		D	3	W24	W25	W26
		BUS 191	Management		D	3	W24	W25	W26
				Year 2, Term 1					
16	10	AIR 200	Advanced Navigation Flight Lab	AIR 112 & Transport Canada Category 1 Medical	B-	3	F24	F25	F26
		AIR 201	Instrument Flight Theory	AIR 112 & Transport Canada Category 1 Medical	B-	4	F24	F25	F26
		AIR 202	Commercial Flight Lab	AIR 200 & Transport Canada Category 1 Medical	B-	3	F24	F25	F26
		BUS 239	Marketing		D	3	F24	F25	F26
		BUS 270	Organizational Behaviour	BUS 191	D	3	F24	F25	F26
				Year 2, Term 2					
15	10	AIR 212	Multi-Engine Flight Lab	AIR 202 & Transport Canada Category 1 Medical	B-	3	W25	W26	W27
		AIR 215	Operational Flying & Safety Awareness	AIR 202 & Transport Canada Category 1 Medical	B-	3	W25	W26	W27
		BUS 299	Strategic Management		D	3	W25	W26	W27
		AIR ELECTIVE Choose only one							
		AIR 213	Single-Engine IFR Lab	AIR 201 & 202 & Transport Canada Category 1 Medical	C-	3	W25	W26	W27
		AIR 214	Multi-Engine IFR Lab	AIR 201 & 202 & Transport Canada Category 1 Medical	C-	3	W25	W26	W27
		BUS ELECTIVE Choose only one							
		BUS 260	Business Law		D	3	W25	W26	W27
		BUS 293	New Enterprise Development	BUS 110 & 239	D	3	W25	W26	W27

* FT is abbreviated for Full Time