Registration Guide 2024-25

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.
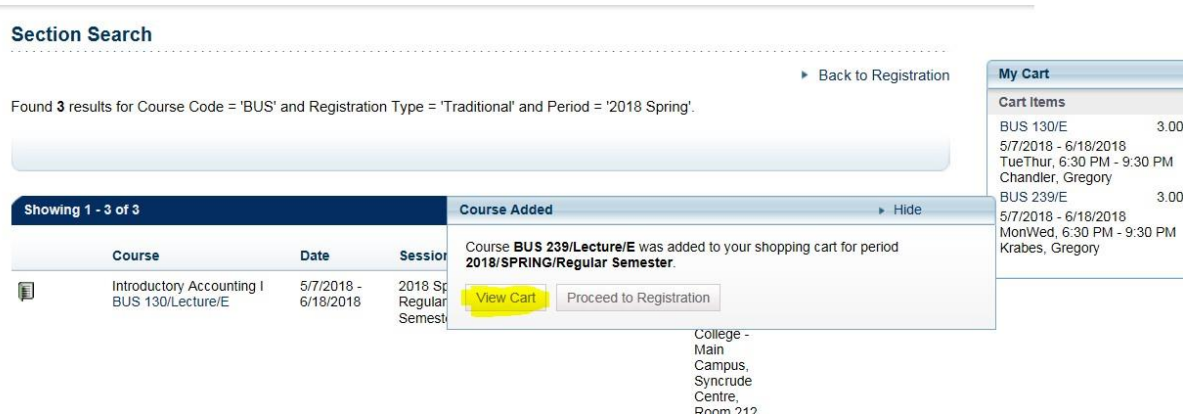
For example:
- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B **and** laboratory BL **and** tutorial BT1

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**

2. Within the Cart, click on **View Schedule** to check for time conflicts.
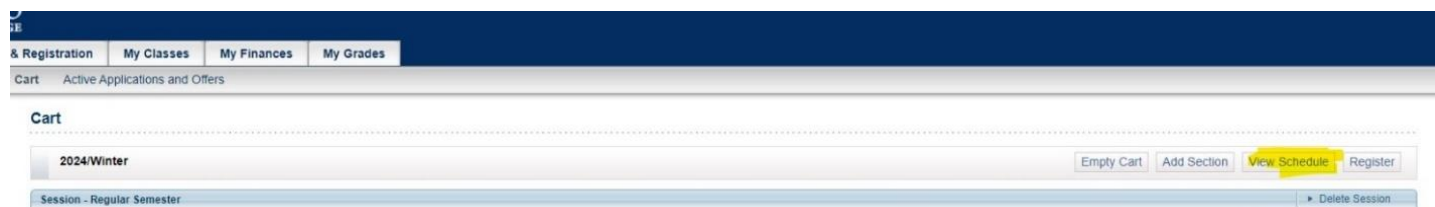
3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:

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: Educational Assistant Certificate

This diploma program consists of two 4-month terms in Fall and Winter, plus one 6-week Spring term. To graduate at the end of these three 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.

• 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.

Program of Study: Educational Assistant Certificate

Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	When should I take each course? / Term Program Started		
							Fall 2023	Fall 2024	Fall 2025
Year 1, Term 1									
21	13	CHSD 101	Child Development I		D	3	F23	F24	F25
		CHSD 104	Guiding Children's Behaviour		D	3	F23	F24	F25
		CHSD 105	Personal Development & Interaction		D	2	F23	F24	F25
		EA 100	Role of the Educational Assistant		D	3	F23	F24	F25
		EA 102	Language & Literacy		D	3	F23	F24	F25
		EA 110	Practicum I **	CHSD 104 plus 2 more Term 1 courses, Co-req EA 125	PASS	3	F23	F24	F25
		EA 125	Practicum Seminar I **	Co-req EA 110	PASS	1	F23	F24	F25
		ENGL 100	Written Composition		D	3	F23	F24	F25
Year 1, Term 2									
17	13	CHSD 201	Child Development II	CHSD 101	D	3	W24	W25	W26
		EA 116	Health & Safety Issues		D	1	W24	W25	W26
		EA 202	Exploring Exceptionalities	CHSD 101 **OR** ELCC Certificate **OR** chair permission	D	3	W24	W25	W26
		EA 206	Developing Numeracy in the Elementary Classroom		D	2	W24	W25	W26
		EA 210	Practicum II	EA 110 & EA 125, co-req EA 225	PASS	4	W24	W25	W26
		EA 211	Reading Support for Emergent Readers	EA 102	D	3	W24	W25	W26
		EA 225	Practicum Seminar II	EA 110 & EA 125, Co-req EA 210	PASS	1	W24	W25	W26
Year 1, Term 3 Exceptionality Options (only choose 3)									
3	n/a	CHSD 215	Exceptionality V Behavioural Disorders	Offered Spring 2025	D	1	SPR24	SPR25	SPR26
		CHSD 220	School-Age Care	Offered Spring 2025	D	1	SPR24	SPR25	SPR26
		CHSD 223	Working with EAL Children	Offered Spring 2025	D	1	SPR24	SPR25	SPR26
		CHSD 224	Working With Children with Autism Spectrum Disorder	Offered Spring 2025	D	1	SPR24	SPR25	SPR26
		CHSD 225	Working with Communication Disorder	Offered Spring 2025	D	1	SPR24	SPR25	SPR26

* FT is abbreviated for Full Time

** You will be registered for EA 110 & EA 125 by a Student Advisor once all pre-practicum documents have been submitted to the Department. Please review your Program Welcome Letter to ensure you submit your documents by the deadline.