

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](#)

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 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.

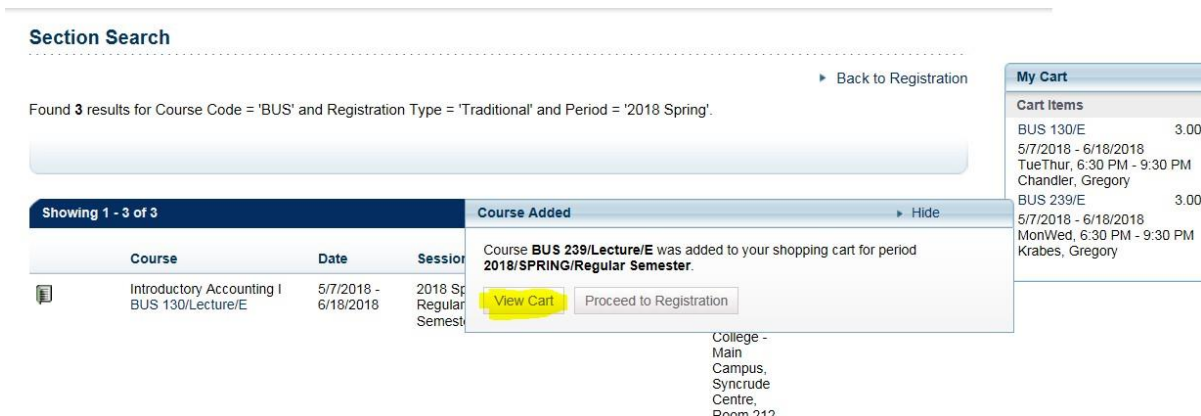
For example:

- 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

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

Course Added

Course BUS 239/Lecture/E was added to your shopping cart for period 2018/SPRING/Regular Semester.

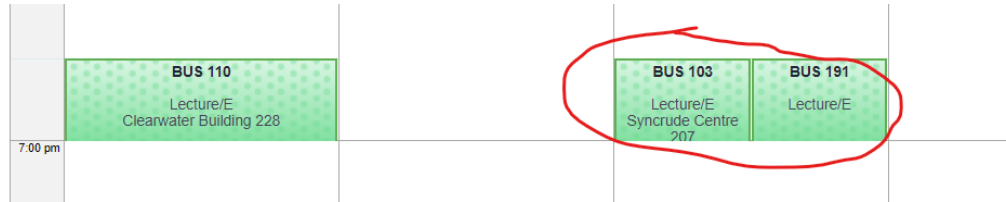
[View Cart](#) [Proceed to Registration](#)

College -
Main
Campus,
Syncrude
Centre,
Room 212

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: Governance & Civil Studies Diploma

This diploma program consists of four 4-month terms, plus one 4-month term after Year 1 for the co-op work term. 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. 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.

Program of Study: Governance & Civil Studies Diploma

							When should I take each course?		Term Program Started	
Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	Fall 2023	Fall 2024		
Year 1, Term 1										
15	9	ENGL 104	Intro to Critical Analysis		D	3	F23	F24		
		PHIL 101	Intro to Philosophy: Values & Society		D	3	F23	F24		
		POLSC 101	Intro to Politics & Government		D	3	F23	F24		
		PHIL 250	Contemporary Ethical Issues		D	3	F24	F24		
		ELECTIVE	Elective 1 **see list below	Depends on course chosen	D	3	F23	F24		
Year 1, Term 2										
15	9	ENGL 125	Aboriginal Writing		D	3	W24	W25		
		POLSC 211	History of Political Theory		D	3	W25	W25		
		SOCY 100	Introductory Sociology		D	3	W24	W25		
		ELECTIVE	Elective 2 **see list below	Depends on course chosen	D	3	W24	W25		
		ELECTIVE	Elective 3 **see list below	Depends on course chosen	D	3	W24	W25		
Optional Summer Semester										
6	6	GOVN 100	Work Integrated Learning (Optional) **	All Year 1 courses, All Co-op Workshops & Assignments	PASS	9	SUM24	SUM25		
Year 2, Term 1										
15	9	ENGL 223	Reading Politics: Empire & the Post Colonial	6 credits in Junior English	D	3	F24	F25		
		HIST 260	Intro to Canadian History 1500 – 1867		D	3	F24	F25		
		PHIL 270	Intro to Political Philosophy		D	3	F23	F25		
		POLSC 201	Intro to Indigenous Politics		D	3	F24	F25		
		ELECTIVE	Elective 4 **see list below	Depends on course chosen	D	3	F24	F25		
Year 2, Term 2										
15	9	ENGL 221	Reading Class & Ideology	6 credits in Junior English	D	3	W25	W26		
		HIST 261	Intro to Canadian History 1867 to Present		D	3	W25	W26		
		POLSC 221	Canadian Government	Not open to students who have taken POLSC 100 or POLSC 220	D	3	W24	W26		
		MEDIA 210	Contemporary Media Culture		D	3	W25	W26		
		ELECTIVE	Elective 5 **see list below	Depends on course chosen	D	3	W25	W26		

* FT is abbreviated for Full Time

Please note: If you started your program in Fall 2023 the highlighted courses must be taken out of sequence due to course offerings. Please carefully review and speak to Student Advisor/Chair for any questions.

Program of Study: Governance & Civil Studies Diploma

** Permitted Electives (up to 15 credits from the following list):

- SOCY 260 Inequality & Social Stratification (SOCY100 is a prerequisite)
- PHIL 102 Introduction to Philosophy: Knowledge and Reality
- PHIL 217 Biology, Society & Values
- PHIL 230 Ancient Greek Philosophy
- PHIL 265 Philosophy of Science
- ENGL 294 Introduction to Writing Poetry (prerequisite is 6 credits in Junior English)
- ENGL 376 Canadian Literature since 1960 (prerequisite is 6 credits in Junior English)
- ENGL 208 Reading Histories: Making Books (prerequisite is 6 credits in Junior English)
- ENGL 293 Science Fiction (prerequisite is 6 credits in Junior English)
- ENGL 206 The Short Story (prerequisite is 6 credits in Junior English)
- ENGL 378 Canadian Literature by Women (prerequisite is 6 credits in Junior English)
- STAT 151 Introduction to Applied Statistics
- PSYCH 104 Basic Psychological Processes
- 6 credits in a language other than English
- 6 credits Work Term