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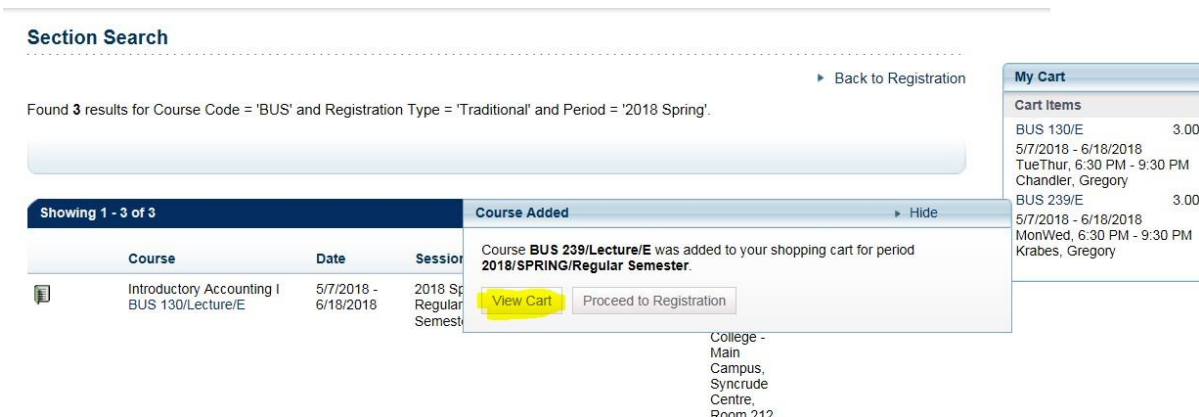
For example:
- BUS111 lecture A **and** laboratory A
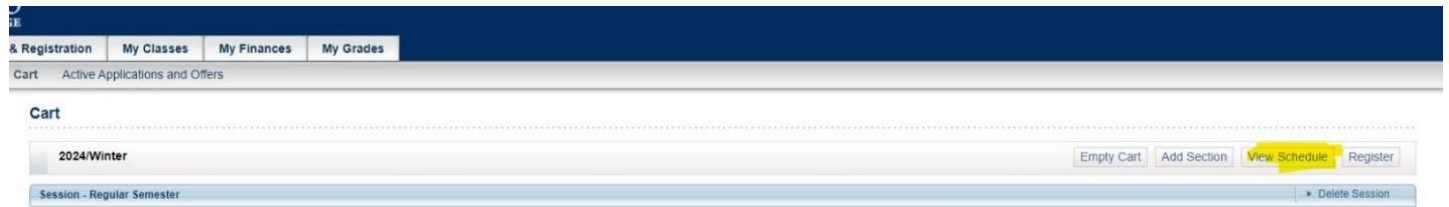- CHEM101 lecture B **and** laboratory BL **and** tutorial BT1

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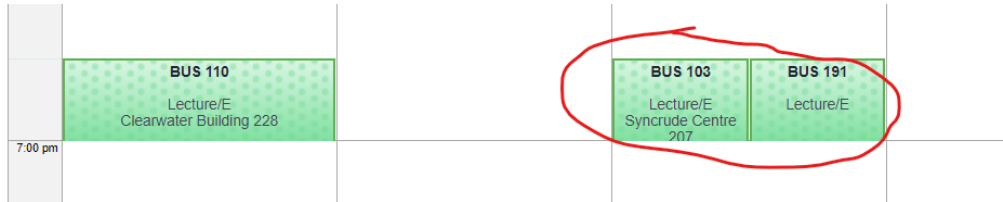
1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**

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: Advanced Care Paramedic Diploma

This Certificate program consists of two 4-month terms plus one 2-month 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).

Progression: To be eligible for the first practicum/clinical, ACP 509 Intermediate Ambulance Practicum, students must successfully complete ACP 501, ACP 502, ACP 503 ACP 505, ACP 516 and ACP 517. To be eligible for ACP 512 Hospital Practicum and ACP 515 Final Ambulance Practicum students must be successful in ACP 504, ACP 506, ACP 507, ACP 508, ACP 509, ACP 510, ACP 511 ACP 513, ACP 514 *Unsuccessful performance in a clinical course, as part of Nursing and Allied Health Studies, will result in a failing grade regardless of the withdrawal date.*

Graduation: Students with a passing grade in each course, who successfully complete the program of study and obtain an overall Grade Point Average of 3.0 or better shall be issued a diploma

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.

ACP students cannot complete the program on a Part Time basis.

Program of Study: Advanced Care Paramedic Diploma

Max credits	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	When should I take each course?		Term Program Started	
						Winter 2024		Winter 2025	
Year 1, Term 1									
15	ACP 501	Anatomy & Physiology		B	6	W24		W25	
	ACP 502	Pathophysiology		B	6	W24		W25	
	ACP 503	Pre-hospital Skills		B	3	W24		W25	
Year 1, Term 2									
9	ACP 505	Introduction to Pharmacology		B	3	SPR24 (May – June)		SPR24 (May – June)	
	ACP 507	Physical Examination		B	3	SPR24 (May – June)		SPR24 (May – June)	
	ACP 516	Introductory Life Support		B	3	SPR24 (May – June)		SPR24 (May – June)	
Year 1, Term 3									
7	ACP 509	Intermediate Ambulance Practicum		PASS	6	SUM24 (July – August)		SUM24 (July – August)	
	ACP 518	Preceptors & Mentorship		PASS	1	SUM24 (July – August)		SUM24 (July – August)	
Year 2, Term 1									
12	ACP 508	Advanced Pharmacology		B	3	F24		F25	
	ACP 511	Emergency Diagnosis & Treatment		B	6	F24		F25	
	ACP 517	Paramedic Wellness		B	3	F24		F25	
Year 2, Term 2									
18	ACP 504	Aeromedical Survival		B	6	W25		W26	
	ACP 506	Obstetrics		B	3	W25		W26	
	ACP 510	Paramedic Projects		B	3	W25		W26	
	ACP 513	Advanced Life Support		B	3	W25		W26	
	ACP 514	Advanced Paramedic Skills		B	3	W25		W26	
Year 2, Term 3									
12	ACP 512	Hospital Practicum		PASS	6	SUM25 (May – August)		SUM25 (May – August)	
	ACP 515	Final Ambulance Practicum		PASS	6	SUM25 (May – August)		SUM25 (May – August)	

* FT is abbreviated for Full Time