

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](#)

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.

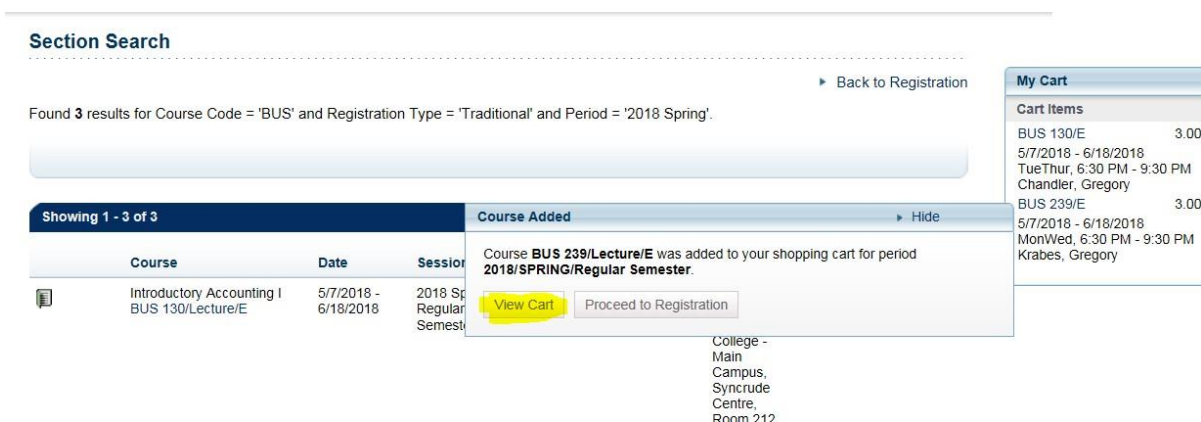
For example:

- 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.

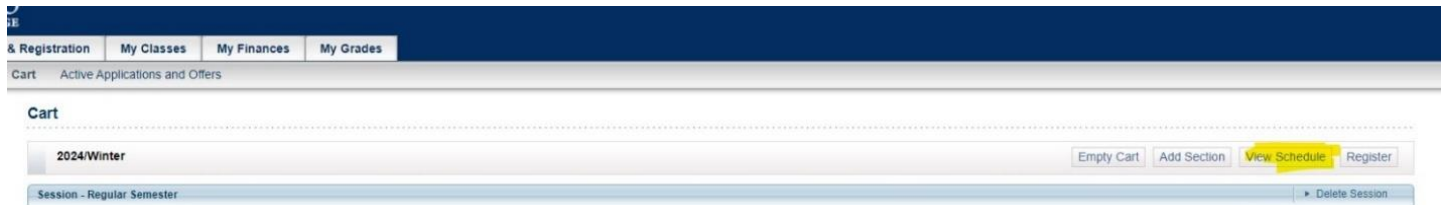
It is the student's responsibility to check for time conflicts in the registration process.

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

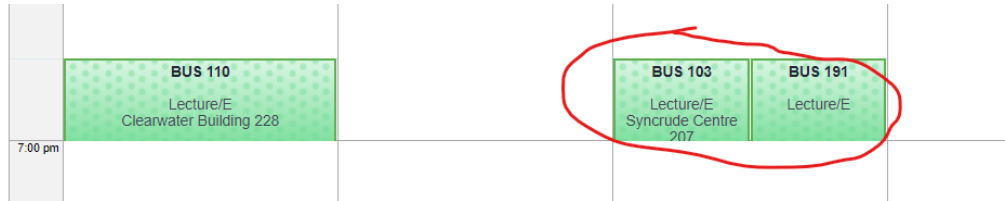


The screenshot shows the 'Section Search' results for 'BUS' courses. A table lists 'Introductory Accounting I' and 'BUS 130/Lecture/E' for the 2018 Spring semester. A 'Course Added' notification indicates that 'BUS 239/Lecture/E' has been added to the cart. The 'My Cart' sidebar shows two items: 'BUS 130/E' and 'BUS 239/E', both for 3.00 credits. A 'View Cart' button is highlighted in yellow.

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: Bachelor of Science in Nursing Degree Fast Track

You must be approved by the Nursing department to be in the Fast Track program.

This collaborative degree program four years

Year 1 consists of two 4-month terms and one 6-week term.

Year 2 and 3 each consists of two 4-month terms with no break between. You will attend school continuously for four terms.

Year 4, during which you are a student of the University of Alberta while remaining at Keyano College in Fort McMurray, consists of two 4-month terms. This term will begin immediately after the end of your final Year 3 term, with no break between.

To graduate at the end of four years, students must successfully complete all courses listed for each term (also known as Full Load).

Progression Policy:

- A minimum of C+ is required to pass all foundational nursing courses (NURS 106, BURS 116, NURS 120, NURS 124, NURS 125, MMI 133)
- A minimum of a C- is required to pass all other nursing and non-nursing courses.
- For a yearly promotion, a student must have successfully completed all courses from the previous year, and obtain a minimum GPA of 2.0.
- Students with a semester GPA of 1.7 to 1.99 will be placed on academic probation for one semester.
- A student with a GPA of 1.69 or lower must withdraw from the program.
- If the GPA warrants a second academic probation within the program the student will be required to withdraw from the program and will not be readmitted into the program.
- Readmission to the program is subject to departmental review by the Chair and Dead of the program and alignment with College Policies.
- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted

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 in the Fast Track program cannot be part time; they must carry a full load of courses in each term.

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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	Fall 2025	Fall 2026
Year 1, Term 1										
16	n/a	ENGL	Any 100-level English (recommended: ENGL104)	ENGL 30-1	C-	3	F23	F24	F25	F26
		MMI 133	Medical Microbiology for Nurses		C+	3	F23	F24	F25	F26
		NURS 106	Foundations of Anatomy & Physiology		C+	6	F23	F24	F25	F26
		NURS 120	Foundations for Success in Nursing		C+	3	F23	F24	F25	F26
Year 1, Term 2										
13	n/a	NURS 116	Pathophysiology & Pharmacology I	MMI 133, NURS 106 & NURS 120	C+	3	W24	W25	W26	W27
		NURS 124	Foundations of Nursing I	MMI 133, NURS 106 & NURS 120	C+	3	W24	W25	W26	W27
		NURS 125	Nursing Practice – Health Assessment & Nursing Process	MMI 133, NURS 106 & NURS 120 Corequisite: NURS 116, NURS 124 & NURS 200	C+	4	W24	W25	W26	W27
		NURS 200	Innovation, Systems Thinking & Leaderships in Healthcare		C+	3	W24	W25	W26	W27
Year 1, Term 3										
6	n/a	ELECTIVE	Any university course that will transfer to U of A	Depends on course chosen	C-	3	SPR24	SPR25	SPR26	SPR27
		NURS 222	Indigenous Health in Canada		C-	3	SPR24	SPR25	SPR26	SPR27
Year 2, Term 1										
15	n/a	NURS 211	Statistics & Knowledge Management		C-	3	F24	F25	F26	F27
		NURS 216	Pathophysiology & Pharmacology II	NURS 116 Corequisite: NURS 220 & NURS 221	C+	3	F24	F25	F26	F27
		NURS 220	Foundations of Nursing II	NURS 116, NURS 124 & NURS 125 Corequisite: NURS 216 & NURS 221	C+	3	F24	F25	F26	F27
		NURS 221	Introductory Acute Care Nursing Practice I	NURS 116, NURS 124 & NURS 125 Corequisite: NURS 216 & NURS 221	PASS	6	F24	F25	F26	F27
Year 2, Term 2										
15	n/a	NURS 217	Pathophysiology & Pharmacology III	NURS 216	C+	3	W25	W26	W27	W28
		NURS 224	Foundations of Nursing III	NURS 220 & NURS 221 Corequisite: NURS 217 & NURS 225	C+	3	W25	W26	W27	W28
		NURS 225	Introductory Acute Care Nursing Practice II	NURS 220 and NURS 221 Corequisite: NURS 217 & NURS 224	PASS	6	W25	W26	W27	W28
		NURS 311	Evidence Informed Nursing Practice		C-	3	W25	W26	W27	W28

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Year 3, Term 1										
18	n/a	ELECTIVE	Any university course that will transfer to U of A To be completed before U of A document deadline for Year 4	Depends on course chosen	C-	3	SUM25	SUM26	SUM27	SUM28
		NURS 300	Health Policy, Health Care Organizations, Change Management	NURS 216, NURS 217, NURS 224 & NURS 225	C-	3	SUM25	SUM26	SUM27	SUM28
		NURS 321	Advanced Acute Care Nursing Practice I	NURS 216, NURS 217, NURS 224, & NURS 225	Pass	6	SUM25	SUM26	SUM27	SUM28
		NURS 325	Advanced Acute Care Nursing Practice II	NURS 321	Pass	6	SUM25	SUM26	SUM27	SUM28
Year 3, Term 2										
15	n/a	NURS 400	Leadership in Nursing & Interprofessional Practice	NURS 200	C-	3	F25	F26	F27	F28
		NURS 323	Community Nursing Through the Lifespan	NURS 216, NURS 217, NURS 224 & NURS 225	Pass	6	F25	F26	F27	F28
		NURS 327	Mental Health & Wellness in Nursing	NURS 216, NURS 217, NURS 224, NURS 225 & NURS 321	Pass	6	F25	F26	F27	F28
Year 4 – Please Consult University of Alberta Registration Guides										

* FT is abbreviated for Full Time