

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.

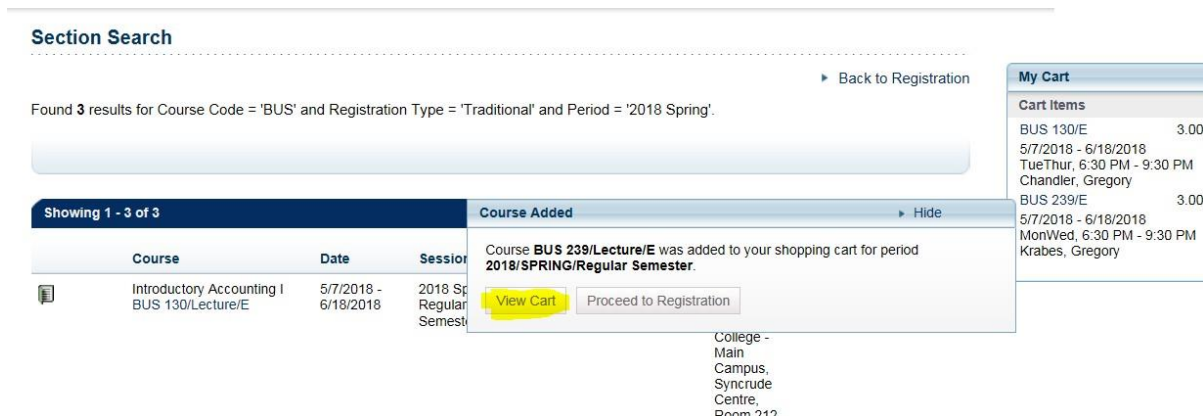
For example:

- 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

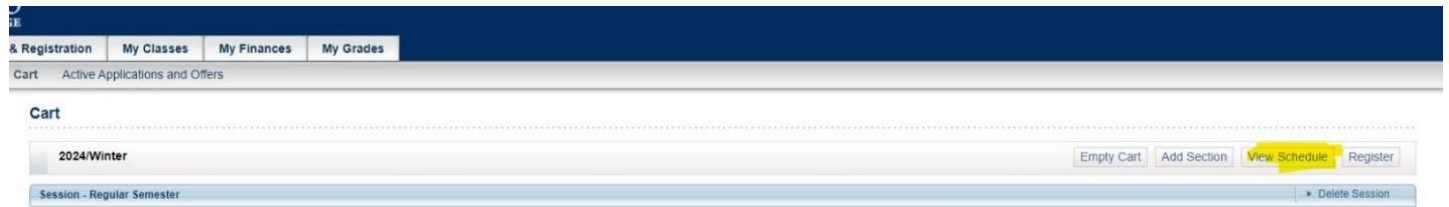
Course Added

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

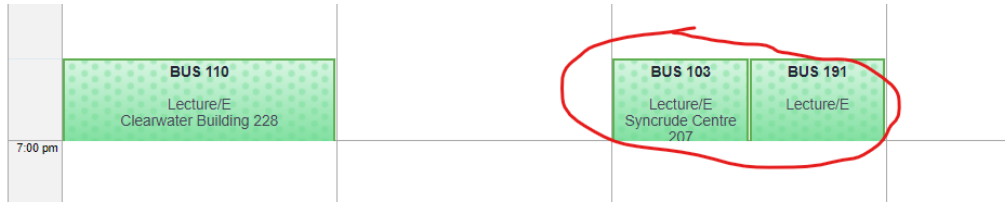
[View Cart](#) [Proceed to Registration](#)

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: Health Care Aide Certificate

This diploma program consists of two 4-month terms. To graduate at the end of these terms, students must successfully complete all courses listed for each term (also known as Full Load).

Graduation: HCA students must achieve a minimum final grade of 70% in each course and pass the provincial HCA Examination to graduate from the HCA Program and receive the Government of Alberta HCA Provincial Curriculum Certificate. Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date.

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.

You may reduce your course load and do fewer courses per term, but it will take you longer than two terms to graduate and you will incur additional costs.

Program of Study: Health Care Aide Certificate

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	Winter 2024	Fall 2024	Winter 2025
Year 1, Term 1										
18	11	HCA 120	Health Care Aide Roles & Responsibilities		C+	3	F23	W24	F24	W25
		HCA 121	The Human Body, Health & Chronic Illness		C+	3	F23	W24	F24	W25
		HCA 122	Communication & Documentation in the Healthcare Environment		C+	4	F23	W24	F24	W25
		HCA 123	Providing Person-Centred Care & Comfort		C+	5	F23	W24	F24	W25
		HCA 124	Clinical Placement 1	Final grade of C+ in HCA 120, 121, 122 & 123	PASS	3	F23	W24	F24	W25
Year 1, Term 2										
18	11	HCA 125	Meeting Complex Care Needs	Final grade of C+ in HCA 120, 121, 122 & 123	C+	5	W24	SUM24	W25	SUM25
		HCA 126	Special Activities for Clients with Various Health Conditions	Final grade of C+ in HCA 120, 121, 122, 123 & 124	C+	5	W24	SUM24	W25	SUM25
		HCA 127	Clinical Placement 2	Final grade of C+ in HCA 120, 121, 122, 123, 124, 125 & 126	PASS	5	W24	SUM24	W25	SUM25
		HCA 128	Consolidated Clinical Placement	Final grade of C+ in HCA 120, 121, 122, 123, 124, 125 & 126 and PASS in HCA 127	PASS	3	W24	SUM24	W25	SUM25

* FT is abbreviated for Full Time