

# 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](https://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](mailto: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.

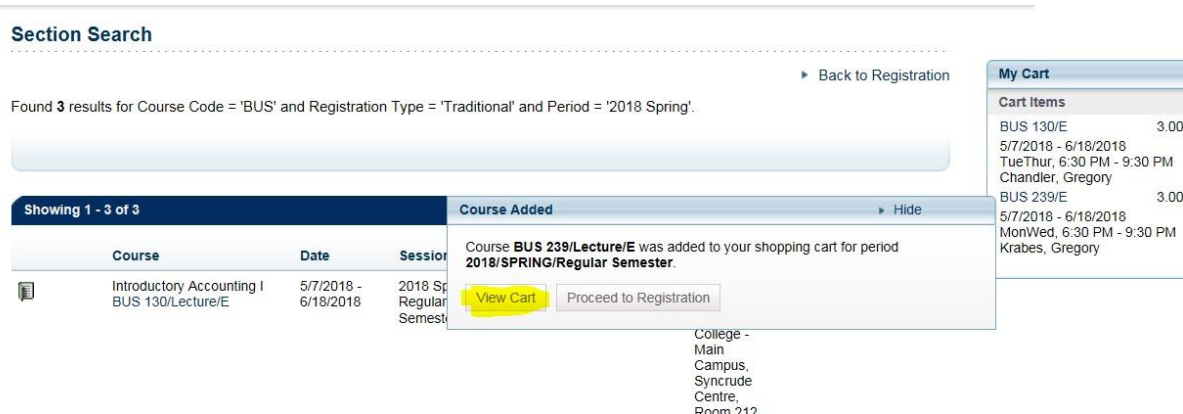
For example:

- 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**



**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

**Course Added**

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

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

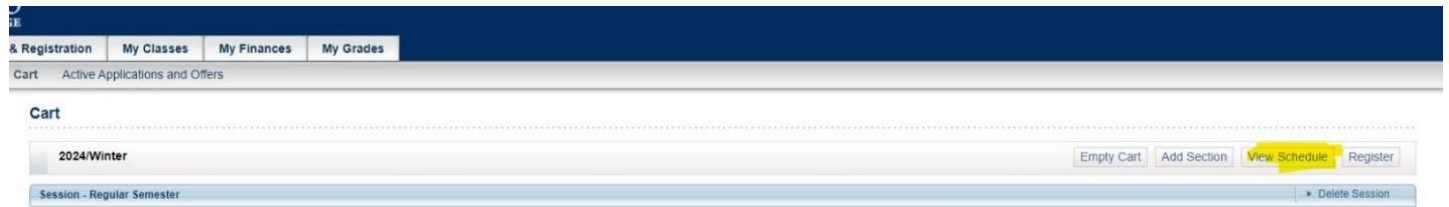
**My Cart**

**Cart Items**

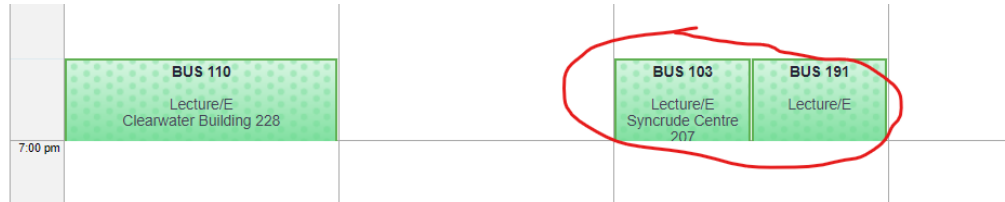
BUS 130/E 3.00  
5/7/2018 - 6/18/2018  
TueThur, 6:30 PM - 9:30 PM  
Chandler, Gregory

BUS 239/E 3.00  
5/7/2018 - 6/18/2018  
MonWed, 6:30 PM - 9:30 PM  
Krabes, Gregory

2. Within the Cart, click on **View Schedule** to check for time conflicts.



- A time conflict will be visible because two courses are squeezed together in the same box on the grid:



- 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.
- Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
- Continue to add courses, checking for time conflicts after each addition.

Please see next page for Program of Study guide.

## Program of Study: Primary Care Paramedic Certificate

This Certificate program consists of three 4-month terms. 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:** A minimum final grade of B in each theory course (PCP 100, PCP 102, PCP 104, PCP 105, PCP 106), a minimum final grade of B+ in each foundational skills course (PCP 101, PCP 103, PCP 107), and a PASS in each practicum course (PCP 108, PCP 109). *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.

**Transferability:** For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.alberta.ca](https://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 four terms to graduate and you will incur additional costs.**

## Program of Study: Primary Care Paramedic Certificate

						When should I take each course?		Term Program Started		
Max credits	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	Winter 2024	Fall 2024	Winter 2025		
<b>Year 1, Term 1</b>										
16	PCP 100	Communications for the Prehospital Care Professional	Corequisites: PCP 101, 102 & 103	B	3	W24	F24	W25		
	PCP 101	Health Assessment for the Prehospital Care Professional	Corequisites: PCP 100, 102 & 103	B+	4	W24	F24	W25		
	PCP 102	Introductory Anatomy & Physiology	Corequisites: PCP 100, 101 & 103	B	3	W24	F24	W25		
	PCP 103	PCP Integrated Theory I	Corequisites: PCP 100, 101 & 102	B+	6	W24	F24	W25		
<b>Year 1, Term 2</b>										
15	PCP 104	Introduction to Paramedic Wellness	Corequisites: PCP 105, 106 & 107	B	3	SUM24	W25	SUM25		
	PCP 105	Pathophysiology	Prerequisite: PCP 102 Corequisites: PCP 104, 106 & 107	B	3	SUM24	W25	SUM25		
	PCP 106	Pharmacology	Prerequisite: PCP 102 Corequisites: PCP 104, 105 & 107	B	3	SUM24	W25	SUM25		
	PCP 107	PCP Integrated Theory II	Prerequisites: PCP 100, 101, 102 & 103 Corequisites: PCP 104, 105 & 106	B+	6	SUM24	W25	SUM25		
<b>Year 1, Term 3</b>										
7	PCP 108	Acute Care practicum	All previous PCP courses: PCP 100 – 107 inclusive	PASS	1	F24	SUM25	F25		
	PCP 109	Ambulance Practicum	All previous PCP courses: PCP 100 – 108 inclusive	PASS	6	F24	SUM25	F25		