

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](#)

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.

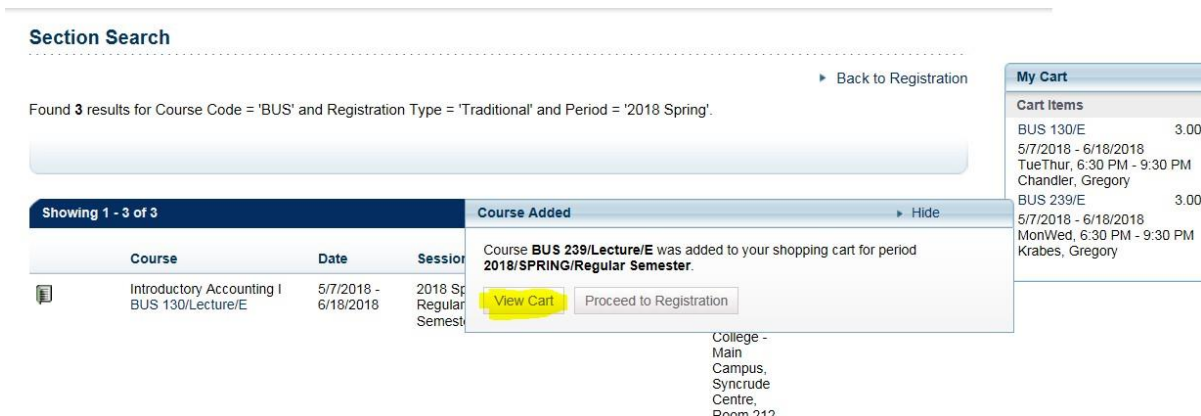
For example:

- 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

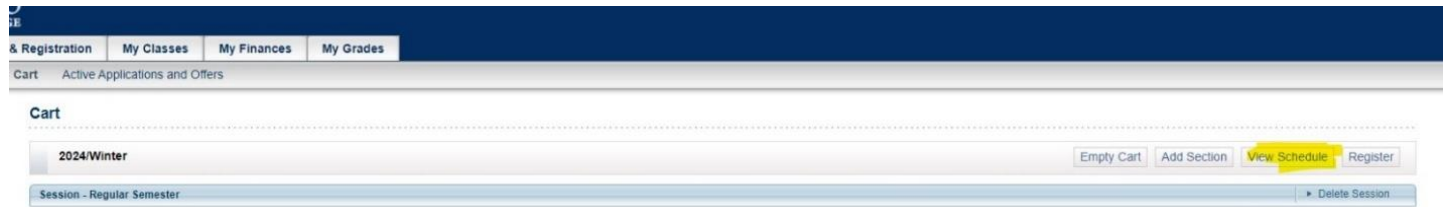
Course Added

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

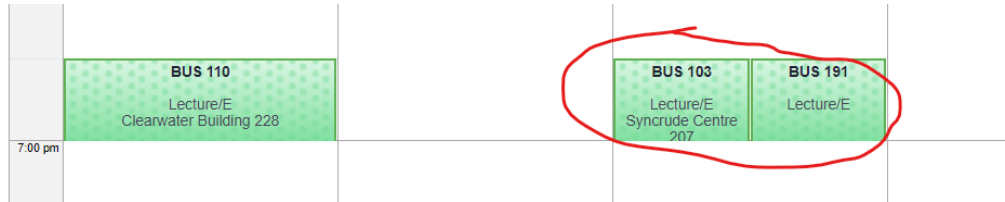
[View Cart](#) [Proceed to Registration](#)

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: Practical Nurse Diploma

This diploma program consists of four 4-month terms, plus one 4-month term after Year 1 for the clinical placement. 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 designated for your first Practicum.
- 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: Practical Nurse 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 | Winter 2024 | Fall 2024 | | |
| Year 1, Term 1 | | | | | | | | | | | |
| 23 | 15 | NURS 106 | Foundation of Anatomy & Physiology Please select the PN section to avoid conflicts | | C- | 6 | F23 | W24 | F24 | | |
| | | COMM 103 | Communications for Nursing | | C- | 3 | F23 | W24 | F24 | | |
| | | ENGL 1XX | 1 st year University English Please select ENGL104/PN to avoid conflicts | | C- | 3 | F23 | W24 | F24 | | |
| | | PN 155 | Nursing Foundations I: Intro to Nursing | | C- | 4 | F23 | W24 | F24 | | |
| | | PN 158 | Health Assessment | | C- | 4 | F23 | W24 | F24 | | |
| | | PSYCH 103 | Intro to Psychology | | C- | 3 | F23 | W24 | F24 | | |
| Year 1, Term 2 | | | | | | | | | | | |
| 19 | 15 | HE ED 102 | Health Education: Individual Health & Wellness | | C- | 3 | W24 | SUM24 | W25 | | |
| | | PAPHY 105 | Pathophysiology for Health Care Professionals | Corequisite: PHARM 130 & PN 156 | C- | 3 | W24 | SUM24 | W25 | | |
| | | PHARM 130 | Basic Pharmacotherapeutics | Corequisite: PAPHY 105 & PN 156 | C- | 3 | W24 | SUM24 | W25 | | |
| | | PN 156 | Nursing Foundations II: Basic Nursing | PN 155, 158, ANPH 100 & 101 or NURS106 | C- | 7 | W24 | SUM24 | W25 | | |
| | | SOCY 100 | Introductory Sociology | | C- | 3 | W24 | SUM24 | W25 | | |
| Year 1, Term 3 | | | | | | | | | | | |
| 5 | n/a | PN 160 | Nursing Practice I: Continuing Care | All other Year 1 courses, CPR, Police background check, immunizations, mask fit test, It's Your Move | PASS | 5 | SPR24 | F24 | SPR25 | | |
| Year 2, Term 1 | | | | | | | | | | | |
| 22 | 12 | PN 200 | Nursing Foundations III: Medical-Surgical Nursing | Successful completion of all Year 1 courses | C- | 9 | F24 | W25 | F25 | | |
| | | PN 202 | Nursing Foundations IV: Maternity Nursing | All Year 1 courses, PN 200 | C- | 3 | F24 | W25 | F25 | | |
| | | PN 203 | Nursing Foundations V: Pediatric Nursing | All Year 1 courses, PN 200 & 205 | C- | 3 | F24 | W25 | F25 | | |
| | | PN 205 | Nursing Foundations VII: Mental Health Nursing | All Year 1 courses, PN 200, PSYCH 103 | C- | 3 | F24 | W25 | F25 | | |
| | | PN 210 OR PN 211 | Nursing Practice II: Acute Care – Medicine OR Nursing Practice II: Acute Care - Surgery | All Year 1 courses, plus mandatory certifications, CPR, immunizations, It's Your Move, PN 200 | C- | 4 | F24 | W25 | F25 | | |
| Year 2, Term 2 | | | | | | | | | | | |
| 20 | 12 | PN 204 | Nursing Foundations VI: Community Nursing | All Year 1 courses, PN 200 | C- | 3 | W25 | SUM25 | W26 | | |
| | | PN 206 | Nursing Foundations VIII: Transition to Graduate Nursing | All other courses except PN 209 | C- | 3 | W25 | SUM25 | W26 | | |
| | | PN 209 | Nursing Practice III: Comprehensive Practice | All other courses plus mandatory certificates, Heart & Stroke BLS, police background check, immunizations | C- | 7 | W25 | SUM25 | W26 | | |

Program of Study: Practical Nurse 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 | Winter 2024 | Fall 2024 |
| | | PN 210 OR PN 211 | Nursing Practice II: Acute Care – Medicine OR Nursing Practice II: Acute Care - Surgery | All Year 1 courses, plus mandatory certifications, CPR, immunizations, It's Your Move, PN 200 | C- | 7 | W25 | SUM25 | W26 |

* FT is abbreviated for Full Time