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.
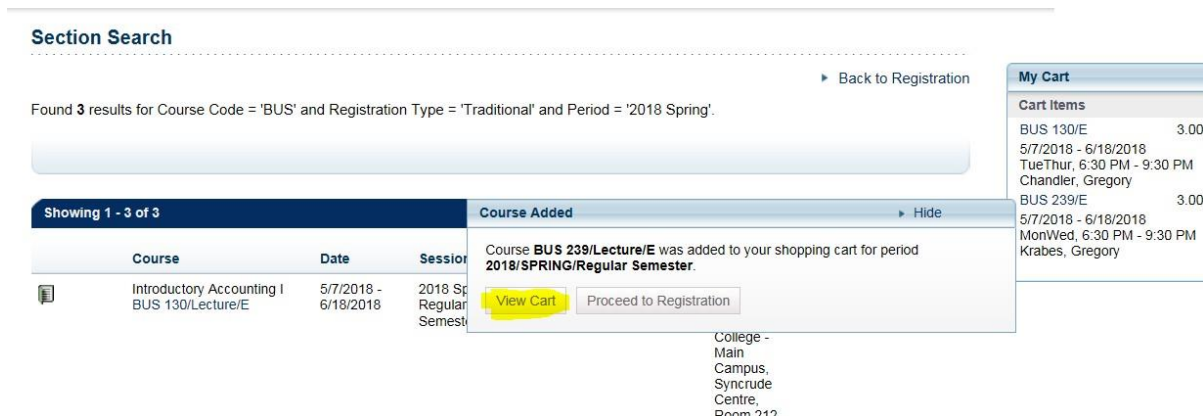
For example:

- 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**

2. Within the Cart, click on **View Schedule** to check for time conflicts.
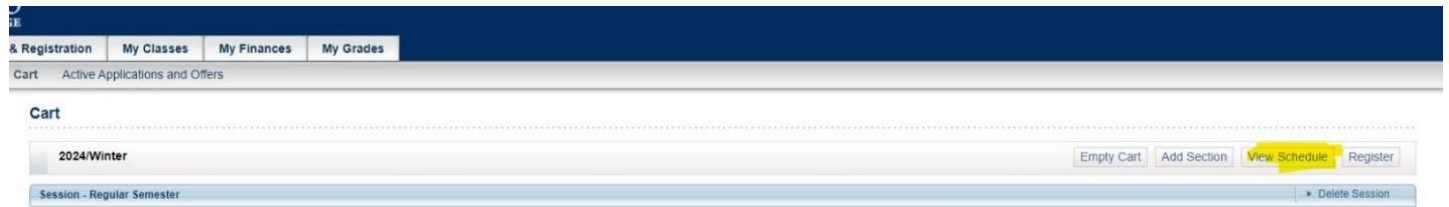
3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:
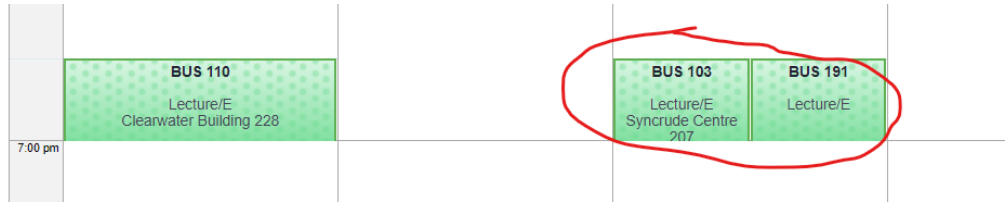
4. If there is a time conflict, you will have to choose which course has priority, and drop the other. If there is no course conflict, continue.
5. Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
6. Continue to add courses, checking for time conflicts after each addition.

Please see next page for Program of Study guide.

Program of Study: Social Work Diploma

This diploma program consists of four 4-month terms, plus one 4-month term after Year 1 for the co-op work term. 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 an opportunity to take courses on offer that you may have missed.
- 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: Social Work Diploma

Max credits	FT*	Course Code	Course Name	Prerequisites course(s) must be completed first	Min Pass	Credits	When should I take each course? Fall 2023	Term Program Started Fall 2024	Fall 2025
Year 1, Term 1										
15	11	ENGL 104	Intro to Critical Analysis **	Engl 30-1	D	3	F23	F24	F25
		PSYCH 104	Basic Psychological Processes **		D	3	F23	F24	F25
		SOWK 110	Intro to Human Services & Basic Counselling		D	3	F23	F24	F25
		SOWK 130	Additions & Mental Health		D	3	F23	F24	F25
		SOWK 201	Intro to Social Welfare & Social Work		D	3	F23	F24	F25
Year 1, Term 2										
15	11	ENGL 125	Aboriginal Writings	Engl 30-1	D	3	W24	W25	W26
		PSYCH 105	Individual & Social Behaviour **	PSYCH 104 or Chair permission	D	3	W24	W25	W26
		SOWK 120	Rural & Northern Practice		D	3	W24	W25	W26
		SOWK 125	Social Work Practice from an Anti-Oppressive Perspective		D	3	W24	W25	W26
		SOWK 220	Practice with Families		D	3	W24	W25	W26
Year 1, Term 3 Practicum										
6	6	SOWK 155	Practicum	SOWK 210, 110, 130, 125 & 220	PASS	6	SPR24	SPR25	SPR26
Year 2, Term 1										
15	9	NATST 201	Canadian Indigenous Perspective to Helping **		D	3	F24	F25	F26
		PSYCH 223	Developmental Psychology **	PSYCH 104 & 105	D	3	F24	F25	F26
		SOCY 100	Intro to Sociology **		D	3	F24	F25	F26
		SOWK 210	Social Policy		D	3	F24	F25	F26
		SOWK 230	Community Development		D	3	F24	F25	F26
Year 2, Term 2										
15	9	SOWK 225	Social Work in Organizations		D	3	W25	W26	W27
		POLSC 101	Intro to Government & Politics **		D	3	W25	W26	W27
		SOWK 235	Social Work with Groups		D	3	W25	W26	W27
		SOWK 255	Practicum II	SOWK 155, 210, 255, 230	PASS	6	W25	W26	W27

* FT is abbreviated for Full Time

** or other approved course