

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.

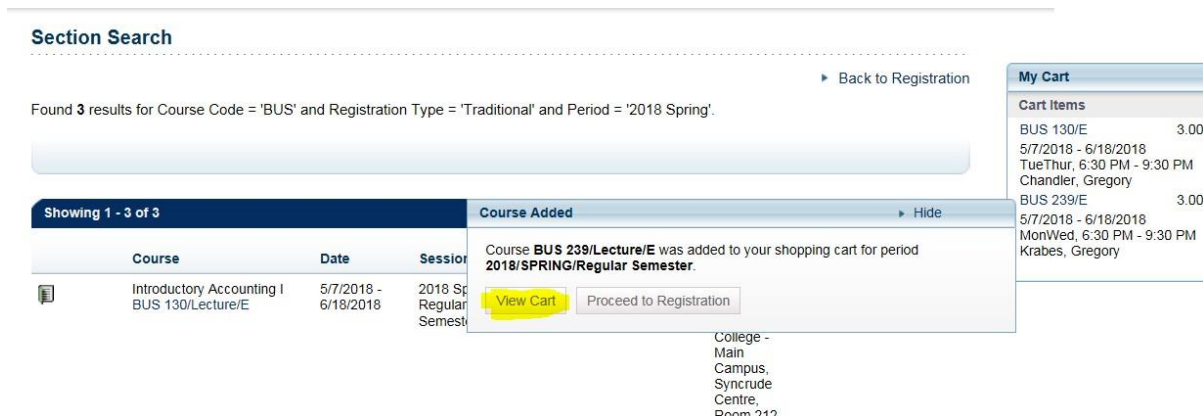
For example:

- 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.

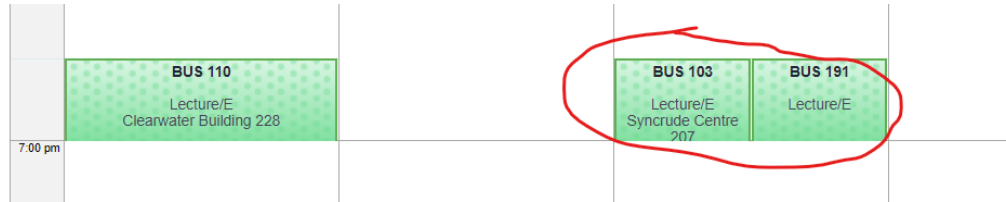
1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**



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: Bachelor of Commerce Year 1

This transfer program consists of two 4-month terms. To be eligible to transfer to Year 2 at the University of Alberta at the end of two 4-month terms, students must successfully complete a minimum of 24 credits (or eight 3-credit courses) including the required:

- 3 credits of Jr English (ENGL 104, ENGL 103, ENGL 125)
- ECON 101
- ECON 102
- MATH 1113
- STATS 151

To fulfill the remaining 9 credits (or three 3-credit courses), you may choose any university course that will transfer to the University of Alberta.

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.

You can see the U of A's information for Post-Secondary Transfer Admission here: [Bachelor of Commerce Admission Requirements | Alberta School of Business \(ualberta.ca\)](https://ualberta.ca/bachelor-of-commerce-admission-requirements)

Students interested in transferring to the University of Calgary or another university should consult with the Chair or a Student Advisor. Transfer arrangements to Commerce program at institutions other than the University of Alberta are the responsibility of the student.

***Minimum passing grade is D; however, a minimum grade of C- is required for transfer to the University of Alberta.**

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 may affect your ability to transfer to the competitive U of A program.

Program of Study: Bachelor of Commerce Year 1

							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		
Year 1, Term 1											
15	9	**ENGL 104	Intro to Critical Analysis		D	3	F23	F24	F25		
		**ECON 101	Intro to Microeconomics		D	3	F23	F24	F25		
		**MATH 1113 Fall or Winter	Elementary Calculus I		D	3	F23	F24	F25		
		PSYCH 104	Basic Psychological Processes		D	3	F23	F24	F25		
		SOCY 100	Intro to Sociology		D	3	F23	F24	F25		
Year 1, Term 2											
15	9	**ECON 102	Intro to Macroeconomics	ECON 101	D	3	W24	W25	W26		
		**STAT 151	Intro to Applied Statistics		D	3	W24	W25	W26		
		**MATH 1113 Fall or Winter	Elementary Calculus I		D	3	F23	F24	F25		
		PSYCH 105	Individual & Social Behaviour	PSYCH 104	D	3	W24	W25	W26		
		ENGL 103	Case Studies in Research		D	3	W24	W25	W26		
		SOCY 100	Intro to Sociology		D	3	W24	W25	W26		

* FT is abbreviated for Full Time

** These specific courses are required to transfer to U of A

*** Please see important information in the previous page about minimum grade for transferring to another institution