Faculty of Education

Bachelor of Music/Bachelor of Education Program

Applicant Information Bulletin 2017 – 2018

Application Deadline: February 1, 2017

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Education at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Bachelor of Music/ Bachelor of Education (B. Mus. & B.Ed.)

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must:

1. have successfully completed Years 1 and 2 of specific coursework in the Desautels Faculty of Music by May 1, 2017 with a minimum Grade Point Average of 2.50 (see Section 4: Selection Process, A. Selection by Composite Score, 1. GPA Assessment (forty-five points), Calculation of the Adjusted Grade Point Average (AGPA))

2. be in good academic standing in the Desautels Faculty of Music. Applicants who do not meet these requirements will be deemed ineligible for admission.
B. Area of Specialization and Minor

Applicants will select their area of specialization and minor at the time of application. Applicants will not be allowed to make changes to their area of specialization after February 1, 2017.

For detailed course requirements for the program, refer to the University of Manitoba Undergraduate Calendar or website www.umanitoba.ca/calendar.

Areas of Specialization – Students choose one area of Specialization.

| Choral | Instrumental | Early/Middle |

Minors – Students choose one minor as available to Senior Years Applicants

| Art | Biology | Chemistry |
| Computer Science | English | French |
| General Science | Geography | History |
| Human Ecology | Mathematics | Native Studies |
| Physical Education | Physics | Second Language |
| Drama/Theatre |

NOTE: Some minors have specific content requirements. Please consult the Faculty of Education Senior Years admissions section to confirm content requirements as required.

Courses presented for teachable subject area, and breadth if applicable, must come from the specified department unless otherwise noted (see Faculty of Education website: Future Students).

C. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba’s English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

(http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html)

D. Reference Requirements

All applicants to the Bachelor of Music/Bachelor of Education program are required to submit contact information for three referees with a valid email address at the time of application. Referees cannot be family members. References must be received by the deadline stipulated.

The Faculty reserves the right to withdraw any applicant from further consideration if the referee report(s) indicate that the applicant would not likely meet the minimum standards of professional suitability.

E. Writing Session Requirement

All applicants are required to attend a writing session where they will be asked to write a brief essay on an assigned topic. Forty-five minutes will be allowed to complete this requirement. Applicants will be assessed for English usage and style, (specifically, grammar, vocabulary, sentence and essay structure, spelling, etc.).

The writing dates are as follows:

- January 14, 2017
- January 28, 2017
- February 8, 2017
- February 25, 2017

These sessions will be held in the Education Building at the University of Manitoba, Fort Garry Campus. Applicants can register online through the Writing Session website (http://wwwapps.cc.umanitoba.ca/faculties/education/future/writing/).

Applicants residing in Winnipeg and surrounding areas (within a 2 hour drive to Winnipeg) are asked to attend one of these sessions. Applicants must present picture ID for entrance to the writing session. In addition, applicants should be reminded that they can only attend one of the sessions scheduled. For optimal

Applicants who are not residing in Winnipeg or surrounding areas are permitted to complete the written skills exercise at a centre closer to them. In addition an applicant may require the services of Student Accessibility Services. Contact the Coordinator for Admission to the Faculty of Education to make arrangements for these situations.

F. Categories of Applicants

1. General Category

Students will be considered for admission on the basis of their previous academic records and who have met all eligibility criteria as outlined in this section, including the writing session requirement and reference review.

2. Diversity Category

Applicants who have met all eligibility criteria outlined in this section and voluntarily self-identify within one or more of the following Diversity Categories:

- **Canadian Indigenous Peoples**
  This includes Canadian First Nations, Métis, and Inuit peoples.

- **Racialized Persons**
  This includes those who have been treated differently by people or institutions on the basis of their perceived racial backgrounds, colour, and/or ethnicity. This diversity category includes non-Canadian Indigenous peoples.

- **Persons with Gender Identity/Sexual Orientation Difference**
  This includes persons who self-identify as lesbian, gay, bisexual, transgender/transsexual, two spirit, or queer (LGBTTQ).

- **Persons with Disabilities**
  This includes those who have a diagnosed physical, mental, psychological, sensory, or learning disability.

- **Disadvantaged Persons**
  A student graduating from the University of Manitoba Access Program from an Undergraduate Degree Program in May of the application year or in October of the preceding year.

Note: Applicants may identify within as many categories as are applicable to them and will be considered in each of the categories.

Section 3: Application Process & Deadlines

A. Application Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian/Permanent Residents</td>
<td>$90.00</td>
</tr>
<tr>
<td>International Applicants</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

Applications are not considered received until the application is submitted and the application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email. (*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.)*

B. Deadlines and Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, 2017</td>
<td>Deadline to submit application and application fee.</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit official transcripts (other than the U of M) to the Admissions Office (must include Fall 2016 grades and current registration).</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit the completed After Degree B.Ed. application for 2017-2018 and application fee to the Admissions Office via online application service.</td>
</tr>
<tr>
<td>February 15,</td>
<td>Identify three (3) people with a valid email address for written reference.</td>
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<tr>
<td></td>
<td>Deadline for submission of the</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>2017</td>
<td>Confidential Referee Reports to the Faculty of Education.</td>
</tr>
<tr>
<td>2017</td>
<td>Last date to submit proof of English Proficiency (if required).</td>
</tr>
<tr>
<td>2017</td>
<td>Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).</td>
</tr>
<tr>
<td>February 25, 2017</td>
<td>Last Writing Skills session.</td>
</tr>
<tr>
<td>April 14, 2017</td>
<td>Decisions available.</td>
</tr>
<tr>
<td>June 15, 2017</td>
<td>Deadline to submit final official transcripts for applicants who completed coursework or conferred degrees (Spring Convocation) in the 2016-2017 academic year, and any other documents requested by the Admissions Office.</td>
</tr>
<tr>
<td>July 10, 2017*</td>
<td>Current Criminal Record Checks (including Vulnerable Sector Screening) and Child Abuse Registry documents must be submitted.</td>
</tr>
</tbody>
</table>

*Document submitted after this date but prior to August 17, 2017 will be considered on a case by case basis.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.

- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

**NOTE:** It is the applicant’s responsibility to inform the Admissions Office in writing of any deferred exams or grade changes. All final grades, including grade changes, must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process.

- **Immigration documents** are required if born outside of Canada.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.

- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, C. English Language Proficiency Requirements).

Please send all application documentation to the following address:

**Admission for Education**  
**Enrolment Services, 424 University Centre**  
**University of Manitoba, Winnipeg, MB R3T 2N2**

D. Post-Acceptance Documentation

All successful applicants to the Faculty of Education are required to submit the following:

Criminal Records Check (including Vulnerable Sector Screening), Child Abuse Registry, and Self Declaration forms

These forms are accessed on your offer of admission. All successful applicants will be conditionally admitted pending clearance of these documents. No registration will be permitted until such documentation and clearance has been received. **Clearances must be dated after April 1, 2017.**

Applicants should note that only Criminal Records must be disclosed and that the existence of such a record will **not** automatically exclude the applicants from the program. Any applicant declaring a criminal record will have the offence reviewed by a sub-committee of the Faculty of Education. The Faculty reserves the right, based on its findings, to declare an applicant ineligible for admission. Decisions on all cases will be held in strictest confidence. The sub-committee may elect to interview applicants or request further information.

**NOTE:** Applicants not providing these documents by the start date for the Fall Term will be required to attend Winter Term only as a Part Time student and not eligible to enroll in the practicum and co-requisite courses for the 2017-2018 academic year. Failure to clear or failure to provide these documents may result in the offer of admission being revoked.
Section 4: Selection Process

Applicants satisfying the minimum eligibility requirements (see Section 2: Eligibility Requirements) are eligible for consideration; however, selection is competitive and remains at the discretion of the Faculty of Education. Students will be admitted on the basis of an annual competition. Each year’s admission cycle is a separate process, and there is no carryover from one year to the next. The quota and composite score used for selection are determined yearly.

The Faculty of Education will assess applicants on the basis of their Grade Point Average and on the Writing Skills score as described in this section, taking into consideration referee reports.

A. Selection by Composite Score

Admission will be offered to the top ranked applicants as determined by Composite Score for the program. The selection process is explained further in the paragraphs below.

1. GPA Assessment (forty-five points)

Each applicant will be assessed as outlined in Section 2: Eligibility Requirements. A maximum of forty-five points will be awarded for the Adjusted Grade Point Average. Any student who has an Adjusted Grade Point Average of less than 2.50 will be deemed ineligible for admission. An applicant who is on probation or on suspension will also be considered ineligible for admission.

Calculation of the Adjusted Grade Point Average (AGPA)

The Grade Point Average is calculated on the courses in Years 1 and 2 of the Faculty of Music completed by February 1, 2017 (only those grades assigned at the point of application are used).

It is the applicant’s responsibility to inform the Admissions Office in writing of any deferred exams or grade changes. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an ‘F’ grade will be used in the final admission determination and calculation.

Courses graded ‘Satisfactory’, ‘Pass/Fail’, or International Baccalaureate (IB) and Advanced Placement (AP) courses that have been awarded as transfer of credit will be used within the teachable courses, but excluded from the GPA calculation.

Courses completed as part of a graduate program may be used to fulfill teachable requirements where grades are available by February 1, 2017. These grades will also be included in the GPA calculation.

In recent years, the admission process has been increasingly competitive and therefore, applicants should strive for a Grade Point Average higher than the minimum 2.50 required.

2. Writing Skills (twenty points)

All applicants are required to attend a writing session. Students can receive up to a maximum of twenty points towards their composite score (see Section 2: Eligibility Requirements).

B. Diversity Category

Up to 45% of all available positions will be awarded on the basis of highest admissions scores for those who voluntarily self-identify in one or more of the five Diversity Categories.

- All unfilled spaces within each Diversity category will be redistributed across diversity categories. Unfilled spaces at that point will then be allocated to the General category.
- The remainder of all positions in each stream will be awarded on the basis of highest admission score.

C. Tie Breaking Procedure for Offers

In the event of a tie, the following procedure will be used:

1. Increase the number of significant figures used in the calculation.

2. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.
D. Notification of Decision

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If you do not accept the offer and pay the required deposit by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Successful applicants are required to confirm their acceptance to the program by paying a non-refundable deposit of $200.00 by the stated deadline. Failure to submit the deposit by the deadline given will result in the cancellation of the offer of admission.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should first meet with the Academic Advisor. If required, they can then submit their request to the Coordinator for Admissions. Past experience has shown that most inquiries can be resolved at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Coordinator of within ten (10) days of the posted decision date.

Should the student wish to pursue the reconsideration decision, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures. http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures used during selection and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Education and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Education. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.

2. No official at the university can guarantee the admission of any applicant. Admission is determined on the basis of an annual competition.

3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 7: Contact Information).

Section 7: Contact Information

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<thead>
<tr>
<th>Faculty of Education:</th>
<th>Student Services Office</th>
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<tbody>
<tr>
<td></td>
<td>203 Education Building</td>
</tr>
<tr>
<td></td>
<td>Telephone: (204) 474-9004</td>
</tr>
<tr>
<td></td>
<td>Web: umanitoba.ca/education</td>
</tr>
<tr>
<td></td>
<td>FAX: (204) 474-7551</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:bachofer@umanitoba.ca">bachofer@umanitoba.ca</a></td>
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<thead>
<tr>
<th>Desautels Faculty of Music:</th>
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<tbody>
<tr>
<td>205 Music Building</td>
</tr>
<tr>
<td>Telephone: (204) 474-6728</td>
</tr>
<tr>
<td>Web: umanitoba.ca/music</td>
</tr>
<tr>
<td>FAX: (204) 474-7546</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:muscleadmissions@umanitoba.ca">muscleadmissions@umanitoba.ca</a></td>
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<tr>
<th>Admissions Office:</th>
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<tbody>
<tr>
<td>424 University Centre</td>
</tr>
<tr>
<td>Telephone: (204) 474-8808</td>
</tr>
<tr>
<td>Email: <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a></td>
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<tr>
<th>Admissions Officer:</th>
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<tbody>
<tr>
<td>Brianne McKay</td>
</tr>
<tr>
<td>Senior Years &amp; Music Integrated</td>
</tr>
<tr>
<td>Telephone: (204) 474-8814</td>
</tr>
<tr>
<td>Email: <a href="mailto:Admissions.Education@umanitoba.ca">Admissions.Education@umanitoba.ca</a></td>
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The following other contacts may also be useful.

<table>
<thead>
<tr>
<th>Student Accessibility Services</th>
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<tbody>
<tr>
<td>520 University Centre</td>
</tr>
<tr>
<td>Telephone: (204) 474-7423</td>
</tr>
<tr>
<td>Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a></td>
</tr>
</tbody>
</table>
| **Student Advocacy Office** | 520 University Centre  
*Telephone:* (204) 474-7423  
*Email:*  
[student_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca) |