



**ASPER SCHOOL OF BUSINESS**  
**Applicant Information Bulletin 2012-2013:**  
**Admission Under Track 1 or Track 2**

**APPLICATION DEADLINE: March 15, 2012**

**“Early Bird” Reduced Application Fee Deadline: February 15, 2012**  
(see page 5 of this Bulletin for details)

**I. GENERAL STATEMENT**

This document provides applicants who are seeking admission to the Asper School of Business with a description of the selection procedure to be used in **2012**. It supplements the admissions information found in the University’s Undergraduate Calendar. This document accompanies every application form issued. It must be assumed that all applicants have read and understood it prior to submitting the completed application.

The Asper School of Business has agreements with the University College Sedaya International in Malaysia and Ningbo University in China. For further information on these agreements, please contact the Asper School of Business, Undergraduate Program Office.

The Asper School of Business has established Joint Programs with Assiniboine Community College, École technique et professionnelle, University College of the North, and Red River College. Graduates of the Business Administration Diploma (University Stream) from these four colleges are eligible to apply directly to the Asper School of Business. Please refer to the Applicant Information Bulletin (Manitoba Joint Programs).

High school students may apply for admission to the Asper School of Business under the Direct Entry category. Please refer to the University of Manitoba 2012-2013 Application Guide for details.

The Asper School of Business welcomes applications from all Canadian Citizens, Permanent Residents of Canada, and International Students holding student authorization from the Canada Employment and Immigration Commission (CEIC).

However, enrollment in the Asper School of Business under Track 1 or Track 2 is limited. Applicants satisfying the minimum entry requirements specified below are eligible for consideration but selection is academically competitive and within the discretion of the Asper School of Business.

Students will be admitted under Track 1 or Track 2 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 number of students admitted in each category and the minimum academic standards for admission are determined annually. Any data in this or any other document relating to such numbers and minimum academic standards are provided only for the information and general guidance of the prospective applicant.

In 2012, the Asper School of Business will pre-determine the total number of Track 1 and Track 2 admission spaces to be offered. The quota will be filled by selecting students from the rank ordered list of

applicants according to the priority outlined in Section V. The Selection Committee may transfer applicants from their chosen category should this prove advantageous to the applicant.

**II. ELIGIBILITY REQUIREMENTS**

**1. TRACK 1 REQUIREMENTS**

All applicants must meet the following basic requirements: The successful completion of the following 24 credit hours with no grade lower than ‘C’ in each of the required courses. Applicants must complete the Track 1 Requirements by **April 30, 2012**.

**TRACK 1 REQUIRED COURSES (3)**  
(The numbers in brackets e.g. (3, 4) refers to Notes )

SUBJECT AREA	UNIVERSITY OF MANITOBA	BRANDON UNIVERSITY	CANADIAN MENNONITE UNIVERSITY	UNIVERSITY OF WINNIPEG
6 credit hours from: Anthropology ANTH, History HIST, Mathematics MATH, Philosophy PHIL, Political Studies POLS, Psychology PSYC, or Sociology SOC				
<b>PRINCIPLES OF ECONOMICS</b> (6 credit hours)	[ECON 1010 (3) & ECON 1020 (3)] or former ECON 1200 (6)	22.131	ECON-1000/3 and ECON-1010/3	ECON-1102/3 and ECON-1103/3
<b>INTRO TO CALCULUS</b> (3 credit hours) (4)	MATH 1520 or MATH 1500	62.181	MATH-1020/3	MATH-1102/3 or MATH-1103/3
<b>STATISTICS</b> (3 credit hours)	STAT 1000	62.171	MATH 1000/3	STAT 1501/3
<b>UNIVERSITY WRITTEN ENGLISH COURSE from a specific discipline</b> (5,6,7,8) (3 or 6 credit hours)				
<b>ELECTIVES</b> (9,10,11) (0-3 credit hours)				



Track 1 applicants must have a minimum Adjusted Grade Point Average (AGPA) of 2.00 (see Section VII). Track 1 students are admitted according to the priority outlined in Section V. Applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

#### NOTES:

1. The 24 credit hours of Track 1 course work may be completed on a part-time basis if the applicant so chooses.
2. Students from any Faculty or School who have completed the Track 1 Requirements are eligible to apply for admission to the Asper School of Business.
3. Equivalent courses completed at other universities within the past ten years will be considered. Non-University of Manitoba courses taken more than 10 years ago may not be used to fulfill Track 1 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.
4. The Calculus courses listed above have a prerequisite of 60% in Math 40S (Pre-Calculus) from Grade 12.
5. ARTS 1110, GMGT 1010 and GMGT 2010 are not considered to be from a specific discipline and are therefore not sufficient for admission.
6. Students who complete a three credit hour Written English course must complete three credit hours of electives. For details about the University Written English requirement, and for a list of approved Written English courses, see the Undergraduate Calendar.
7. Courses transferred from external institutions (other than Department of English courses) do not satisfy the written English requirement, except by individual assessment.
8. Students who are exempt from taking a University Written English course as outlined in the Undergraduate Calendar are not required to complete a Written English course as a Track 1 Requirement. Such students are required to complete six credit hours of electives.
9. Critical Thinking PHIL 1290 is a preferred elective choice.
10. An elective is any credit course taught in a Faculty or School degree program other than the Asper School of Business. Students are permitted to take three credit hours from Business courses GMGT 1010, GMGT 2060, GMGT 2070, or MKT 2210 in place of three credit hours of electives. Such students will be required to substitute three credit hours of electives for the Business course taken to fulfill the Track 1 Requirements after their admission to the Asper School of Business.
11. Students who are interested in a Mathematical orientation to Business (for example, students considering the Actuarial program) are encouraged to take MATH 1700 (three credit hours) as an elective to fulfill the Track 1 Requirements. Similarly, students may take MATH 1690 (six credit hours), which is the equivalent of MATH 1500 and MATH 1700; this course is directed to the better mathematics students.
12. The Asper School of Business accepts credit for community college, technical college, Bible College, or other accredited college course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 1 Requirements.

13. The Asper School of Business accepts credit for Advanced Placement (AP) and International Baccalaureate (IB) course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 1 course requirements.

14. Courses offered by the Canadian Forces which have been approved as unallocated and/or equivalent credit by the appropriate department may not be used as part of the Track 1 course requirements, because they do not have a grade assigned to them. However, they may be considered for potential transfer credit to the Bachelor of Commerce (Honours) degree after the student is admitted to the Asper School of Business (up to a maximum of 12 credit hours of military transfer credit).

15. Transfer credit is assessed independently from the assessment of admission requirements.

### 3. TRACK 2 – REQUIREMENTS

Track 2 is for students who have not completed all the Track 1 Requirements (see Section II.2). Such students will be considered as Track 2 applicants if they have completed a minimum of 24 credit hours of university course work with an AGPA of 3.10 or greater (see Section VII), and with no grade less than a “C” on 24 credit hours. Track 2 applicants must complete all outstanding required courses listed under Track 1 after they have been accepted into the Asper School of Business, and achieve a minimum grade of “C” in each required course.

To be considered for admission, Track 2 applicants must satisfactorily complete the Track 2 Requirements as listed above by **April 30, 2012**.

Track 2 applicants are admitted according to the priority outlined in Section V. Applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

#### NOTES:

1. The 24 credit hours of Track 2 course work may be completed on a part-time basis if the applicant so chooses.
2. Students from any Faculty or School who have completed the Track 2 Requirements are eligible to apply for admission to the Asper School of Business.
3. Equivalent courses completed at other universities within the past ten years will be considered. Non-University of Manitoba courses taken more than 10 years ago may not be used to fulfill Track 2 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.
4. The Asper School of Business accepts credit for community college, technical college, Bible College, or other accredited college course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 2 Requirements.
5. The Asper School of Business accepts credit for Advanced Placement (AP) and International Baccalaureate (IB) course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 2 course requirements.



6. Courses offered by the Canadian Forces which have been approved as unallocated and/or equivalent credit by the appropriate department may not be used as part of the Track 2 course requirements, because they do not have a grade assigned to them. However, they may be considered for potential transfer credit to the Bachelor of Commerce (Honours) degree after the student is admitted to the Asper School of Business (up to a maximum of 12 credit hours of military transfer credit).

7. Transfer credit is assessed independently from the assessment of admission requirements.

managers, or can make a significant contribution to the community.

The characteristics that may be considered when evaluating Special Consideration applicants include the applicant's motivation, occupational background, ability to work with people, leadership role in any form of organizational activity, entrepreneurial skills and abilities, demonstrated maturity, demonstrated initiative relevant to a management career, special awards and recognition, and personal integrity.

Students wishing to be considered in the Special Consideration category must indicate so in the appropriate section on the Asper School of Business **Application Form**. If students do not indicate this on the application form by the March 15 deadline, they will not be eligible for consideration within the Special Consideration category. Students who apply for special consideration will be mailed a **Supplemental Application** form which must be completed and returned by **May 1** of the year of application. Only those students who complete and return this material by the deadline will be considered within the Special Consideration Category. The **Supplemental Application** will instruct students to submit the following:

- a) a typed personal statement not to exceed 800 words which includes the specific reasons why the applicant merits consideration within the Special Consideration Category.
- b) three letters of reference from persons who are in a position to supply information relevant to the applicant's qualifications for inclusion in the Special Consideration Category.
- c) those candidates who are applying on the basis of their employment experience must submit a typed personal resume giving dates of employment, detailed description of actual duties and responsibilities and whether the employment was full-time or part-time. Proof of full-time employment or self employment for at least two years prior to application must also be submitted (for example a letter from the employer). Submission of a resume is optional for candidates applying under category c), (1) above (the exceptional circumstances category).

A limited number of admission spaces may be offered to Special Consideration applicants annually. The allocation of available spaces is entirely within the discretion of the Selection Committee, which shall not be bound to admit any candidate in the Special Consideration Category in a given year. Meeting the eligibility requirements of this category is not a guarantee of admission.

Special Consideration applicants will also automatically be considered in the Regular Category if it is deemed to be to their advantage. For example, a Special Consideration applicant who has achieved an AGPA which exceeds the cut-off in the Regular Category will automatically be admitted as a regular applicant.

### V. PRIORITY FOR SELECTION

In 2012 the Asper School of Business will predetermine the total number of Track 1 and Track 2 admission spaces to be offered. In 2012, the quota will be filled by selecting students from the rank-ordered list of applicants in the following order:

**First Priority** – Track 1 applicants with an AGPA of 2.60 or greater in descending order of AGPA.

Thirty spaces are reserved for Track 2 applicants with an AGPA of 3.10 or higher in descending order of AGPA.

### III. APPLICANT CATEGORIES

Applicants who apply for admission under Track 1 and Track 2 will be considered in two categories:

#### 1. Regular Category

Students will be considered for admission under Track 1 and Track 2 on the basis of their previous academic records.

#### 2. Special Consideration Category

This category is for students who meet all Track 1 or Track 2 Requirements but whose academic record may not be competitive. Such students may apply for Special Consideration only if they meet the criteria for Special Consideration as described in Section IV. Only a limited number of applicants with compelling reasons can be admitted under the Special Consideration Category. Meeting the eligibility requirements of this category is not a guarantee of admission.

### IV. SPECIAL CONSIDERATION CATEGORY

The Special Consideration Category is meant for those applicants who have completed the minimum admission requirements for either Track 1 (see Section II.2) or Track 2 (see Section II.3), but who do not meet the cut-off AGPA established for this year's admissions due to compelling reasons. Meeting the eligibility requirements of this category is not a guarantee of admission.

All applicants applying under the Special Consideration Category must meet the minimum admission requirements for either Track 1 or Track 2 (see Section II).

Such students would be eligible for Special Consideration if they:

- a) are Canadian Citizens or Permanent Residents, and
- b) meet the minimum eligibility requirements for admission to the Asper School of Business under Track 1 (see Section II.2) or Track 2 (see Section II.3), and
- c) are considered by the Selection Committee to be worthy of Special Consideration because they either:
  - (1) have academic records that are not a true reflection of their academic and intellectual merit because of *exceptional* circumstances (exceptional circumstances include physical, societal, educational, economic, geographical and other obstacles encountered by the applicant), or
  - (2) have been *employed or self employed* full-time for a period of not less than two years and display skills and attributes in any or all personal, work, or community activities which indicate that they can make a significant contribution to the Bachelor of Commerce (Honours) program, become competent



**Second Priority** – Track 2 applicants (who are not already admitted under the First Priority) with an AGPA of 3.10 or greater in descending order of AGPA.

**Third Priority** – Track 1 applicants with an AGPA of 2.00 – 2.59 in descending order of AGPA.

Both Track 1 applicants and Track 2 applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

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## VI. ADJUSTED GRADE POINT AVERAGE (AGPA) - MINIMUM REQUIREMENTS FOR ADMISSION UNDER TRACK 1 AND TRACK 2

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### 1) TRACK 1

To be eligible to apply applicants must have a minimum AGPA of 2.00. Applicants are selected according to the priority listed in Section V.

### 2) TRACK 2

To be eligible to apply, Track 2 applicants must have a minimum AGPA of 3.10. Applicants are selected according to the priority listed in Section V.

**Applicants in both Tracks 1 and 2 may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.**

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## VII. CALCULATION OF THE ADJUSTED GRADE POINT AVERAGE (AGPA) FOR ADMISSION UNDER TRACK 1 AND TRACK 2

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An AGPA will be calculated for each applicant, with the AGPA determining the relative placement of the applicant's name on the rank-ordered selection list.

In the calculations of the AGPA if a student has completed 24 to 60 credit hours of university work, the AGPA will be calculated using each grade earned at the post-secondary level, regardless of Faculty/School of completion.

If a student has completed more than 60 credit hours of university work, the AGPA will be calculated over the most recently completed 60 credit hours. The minimum "C" grade requirement in each of the Track 1 or Track 2 courses must be met whether these courses are included or excluded in the calculation of the AGPA.

For courses completed prior to Fall 2006: If it is not possible to clearly identify the most recently completed 60 credit hours of university work, the sessional average of the session containing the least recent of the 60 hours will be used as a representative grade for that part of the 60 hours.

For courses completed in Fall 2006 and thereafter: If it is not possible to clearly identify the most recent 60 credit hours, the Term Grade Point Average of the term containing the least recent part of the 60 hours will be used as a representative grade for that part of the 60 credit hours.

In the calculation of the AGPA, **all** courses which have been assigned a final grade are considered completed university work, including failed courses. Courses graded "pass" are excluded from the calculation of the AGPA. Courses completed on a full- or part-time basis, in all undergraduate and graduate programs, and in Regular and Summer Sessions or terms will be used in the AGPA. However,

Summer 2012 courses will not be included in AGPA calculations for admission in September 2012. Non-degree, non-credit courses completed through Extended Education or an Extension division of a university will not be included in the calculation of the AGPA.

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## VIII. ADMISSION WITH ADVANCE STANDING

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Students, who, at the point of admission, have completed more than the minimum Track 1 or Track 2 requirements, may be eligible to receive advance standing toward the completion of the Bachelor of Commerce (Honours) degree. The advance standing policy of the Asper School of Business is detailed in the University of Manitoba Undergraduate Calendar.

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## IX. REQUIRED DOCUMENTATION AND APPLICATION FEE

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The following documents will be required to complete your application:

- Application Fee (must be submitted in Canadian funds)
- Final official transcripts from high school and any university or college attended other than the University of Manitoba. Student copies or photocopies are not acceptable. Transcripts become the property of the University of Manitoba and will not be returned. Course descriptions may be requested as part of the evaluation process.
- Interim transcripts showing current registration are to be submitted when applying or shortly thereafter. University of Manitoba transcripts are not required.
- Immigration documents if born outside of Canada.
- Name change documentation if name has changed as a result of marriage, divorce or other reason.
- Proof of proficiency in the use of the English language. All applicants whose primary language is other than English must demonstrate that they are proficient in the use of the English language. This includes Canadian Citizens & Permanent Residents and applicants on Study Permits. A brochure with detailed information on the English Language Proficiency Requirement may be obtained from the Admissions Office.
- Applicants in the Special Consideration Category will be asked to provide additional information and documentation. Details will be sent to the applicant after the initial application for admission has been received by the Admissions Office.
- Applicants who are offered admission and who wish to accept the offer will be required to pay a deposit within a specified period of the offer of admission. The deposit will be credited towards the applicant's 2012-2013 Asper School tuition fees. Do not submit this fee until you have received an offer of admission.
- Send original documents by registered mail to prevent loss. Documents sent by registered mail will be returned by registered mail.

Applications are not considered until the application fee and all necessary documents are received. It is the applicant's responsibility to ensure that the Admissions Office receives all required information.

Please ensure that the Admissions Office has your current address, e-mail address, telephone number and alternate telephone number.



If you have not received a Letter of Acknowledgement within three weeks of submitting your application, please contact the Admissions Office at: (204) 474-8808.

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## X. APPLICATION & DOCUMENTATION DEADLINES

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- MARCH 15** Deadline to submit Application Form. **“Early Bird”** application fee **prior to Feb 15<sup>th</sup> 2012 is \$95.00 & Int’l \$110.** Applications received **after Feb 15<sup>th</sup> 2012 is \$125** for Canadian & Int’l. March 15<sup>th</sup> is the deadline to submit the completed Asper School of Business Application Form.
- APRIL 30** Deadline to complete Track 1 or Track 2 requirements.
- MAY 1** Deadline for submission of the additional material required to be considered in the Special Consideration Category (Supplemental Application Form, resume, personal statement, reference letters, and, where applicable, proof of full-time employment).
- JUNE 8** Deadline date for receipt of complete and official transcripts requested by the Admissions Office.
- JULY 16** Deadline to submit appeals of admission decisions to the Asper School of Business Admissions Selection Committee (see section XII. Appeals of Admission Decisions).

*Note:* Where deadline dates fall on a weekend or statutory holiday, the normal office closing times of the next working day will be used.

Students may file an application during the university year assuming they will satisfactorily complete all the admission requirements by April 30.

Selection meetings are conducted in mid June. Students are advised of their admission status by letter as soon as a final decision as been reached.

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## XI. COUNSELLING OF APPLICANTS TO THE ASPER SCHOOL OF BUSINESS

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The Asper School of Business Undergraduate Program Office will be pleased to assist all applicants who seek counseling regarding admission to the program. The following points, however, should be noted:

1. No official of the Asper School of Business can guarantee the admission of any applicant. Admission is determined by the Asper School of Business Admission Selection Committee on the basis of an annual competition.
2. All applicants are advised to supplement any personal inquiries with written inquiries so that an official written response can be made. It is only these written responses which can be considered as evidence of any advice given by the Asper School of Business.
3. 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 Asper School of Business admission policies may well be inaccurate and should not be relied upon.

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## XII. APPEALS OF ADMISSION DECISIONS

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Applicants may appeal any admission decision made by the Asper School of Business Admissions Selection Committee. Individuals who wish to appeal an admission decision should, in the first instance, submit their appeal to the Chair of the Admissions Selection Committee, Asper School of Business, University of Manitoba, in writing by the admission appeal deadline of July 16, 2012. Experience has shown that most inquiries can be satisfied at this level without further reference. However, if the applicant subsequently wishes to appeal the decision of the Asper School Admissions Selection Committee; the applicant must submit a request in writing to the University Secretary, Room 312 Administration Building, University of Manitoba, within ten days of the receipt of the result of the appeal to the Asper School of Business Admissions Selection Committee. This request will be conveyed to the Senate Admissions Appeal Committee. Applicants are advised that appeals of admissions decisions by the Senate Admissions Appeals Committee focus on questions of correct adherence to published policies and procedures by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

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## XIII. USEFUL OFFICE NAMES, ADDRESSES & TELEPHONE NUMBERS

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The mailing address for the following University offices is:

(Name of Office)  
(Room # and Building)  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T 2N2

### Enrolment Services Office

**Admissions** 424 University Centre  
Telephone: (204) 474-8808  
FAX: (204) 474-7554

### Financial Aid & Awards

422 University Centre  
Telephone: (204) 474-9531

### Counselling Services

474 University Centre  
Telephone: (204) 474-8592

### Student Housing Information

101 Arthur V Mauro Res  
Telephone: (204) 474-9922  
226 University College  
Telephone: (204) 474-9942

### Student Financial Assistance Branch (Canada Student Loans)

401-1181 Portage Ave.  
Winnipeg, Manitoba  
R3G 0T3  
Telephone: (204) 945-6321



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#### **XIV. FOR FURTHER INFORMATION**

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For further information about the Asper School of Business, please contact:

Undergraduate Program Office  
Asper School of Business  
268 Drake Centre  
The University of Manitoba  
Winnipeg, Manitoba  
Canada R3T 5V4

Telephone: (204) 474-6388  
FAX: (204) 474-7529  
E-mail: [B\\_Comm@umanitoba.ca](mailto:B_Comm@umanitoba.ca)