Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Architecture, Environmental Design Program 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 Environmental Design (B.Env.D)

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

1. Qualifying Year Requirements (Option 1 or 2)

Applicants must complete the required coursework for the qualifying year under either Option 1 or Option 2. The term Qualifying Year is used to describe 30 credit hours of university coursework required for eligibility. This work can be completed in one academic year or over a number of years; but must be completed by the end of the April examination period of the year of application to Environmental Design.
2. Adjusted Grade Point Average (AGPA)

The minimum Adjusted Grade Point Average (AGPA) for consideration for admission to Environmental Design is 2.50 (C+). As enrolment in the B.Env.D. Program is limited, an AGPA higher than the minimum may be required to be successful in the annual competition for admission (see Section 4: Selection Process).

1. Option 1 Eligibility Requirements

Option 1 applicants must have successfully completed the below coursework, as indicated:

<table>
<thead>
<tr>
<th>OPTION 1 REQUIRED COURSES</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>EVDS 1600</td>
<td>Introduction to Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>EVDS 1602</td>
<td>Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EVDS 1660</td>
<td>History of Culture, Ideas and Environment 1</td>
<td>3</td>
</tr>
<tr>
<td>EVDS 1670</td>
<td>History of Culture, Ideas and Environment 2</td>
<td>3</td>
</tr>
<tr>
<td>Faculty of Arts [a]</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>Faculty of Science [b]</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>Faculty of Arts, Science or Clayton H. Riddell Faculty of Environment, Earth and Resources [c]</td>
<td>6</td>
<td>C</td>
</tr>
</tbody>
</table>

**Total Required Credit Hours**: 30

Students must satisfy the University of Manitoba Written English (W) and Mathematics (M) requirements. These can be satisfied within the above 30 credit hours. \[d\]

**NOTES:**

All coursework must be at the 1000 level or higher to be used towards the Qualifying Year.

a. Courses offered through the Department of Geography in the Clayton H. Riddell Faculty of Environment, Earth and Resources at the University of Manitoba will satisfy the Faculty of Arts course (see Section 8: Other Information).

b. Courses offered through the Departments of Environmental Science and Geological Science in the Clayton H. Riddell Faculty of the Environment, Earth and Resources at the University of Manitoba will satisfy Faculty of Science courses (see Section 8: Other Information).

c. EER 1000 (Earth: A User’s Guide) may be used towards meeting the Faculty of Arts, Science or Clayton H. Riddell Faculty of Environment, Earth and Resources requirement only. It cannot be used to meet the Faculty of Arts or the Faculty of Science requirements.

d. The University of Manitoba requires all applicants to complete a minimum of 3 credit hours in Written English or its equivalent, and 3 credit hours of Mathematics. This requirement must be met by the end of the April examination period of the year of application. Please refer to the University of Manitoba Undergraduate Calendar (Section 2 of "General Academic Regulations") for a list of courses that can be used to meet the Written English and Mathematics requirement. Coursework completed at a post-secondary institution external to the University of Manitoba must be evaluated as transferrable to meet this requirement. Coursework other than English deemed transferrable must also include a Written English Assessment to meet the W requirement.

2. Option 2 Eligibility Requirements

Applicants that are missing one or more of the 1000 level Environmental Design courses from Option 1 can apply under the Option 2 category. To be considered for Option 2 admission, applicants must have the below coursework, as indicated:

<table>
<thead>
<tr>
<th>OPTION 2 REQUIRED COURSES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Credit Hours</td>
<td>Min. Grade</td>
</tr>
<tr>
<td>Faculty of Arts [a]</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>Faculty of Science [b]</td>
<td>6</td>
<td>C</td>
</tr>
</tbody>
</table>

Faculty of Arts, Science or the Clayton H. Riddell Faculty of Environment, Earth and Resources | 6 | C |

Open Elective Credits | 12 | C |

**Total Required Credit Hours**: 30

Students must satisfy the University of Manitoba Written English (W) and Mathematics (M) requirements. These can be satisfied within the above 30 credit hours. \[d\]
All applicants who have completed a Baccalaureate Degree, or were admitted to the University of Manitoba prior to September 1997 are exempted from the above requirement.

Note: Coursework completed at a college, which have been assessed as equivalent to university level courses require a minimum grade of B to meet the Qualifying Year coursework requirements.

Applicants who have completed either the Advanced Placement (AP) or the International Baccalaureate (IB) program prior to September 2005 cannot use these courses to fulfill the 30 credit hours of required courses for the eligibility requirements. These courses will be excluded from both the most recent 60 credit hour count and the Adjusted Grade Point Average (see Section 4: Selection Process, A. Calculation of the AGPA). Advance Placement and International Baccalaureate courses will be assessed for transfer of credit after an applicant is admitted.

Effective September 2005, Advanced Placement (AP) or the International Baccalaureate (IB) course that have been awarded transfer of credit may be used to fulfill the eligibility requirements, and will be included within the most recent 60 credit hour count and the Adjusted Grade Point Average (see Section 4: Selection Process, B. Regular Applicant Category).

B. 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 Wavier information:

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

See below links to view specific English Proficiency Requirement information:

(http://umanitoba.ca/student/admissions/international/english/index.html).

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

C. Categories of Applicants

1. Regular Applicants

Applicants to this category must meet all eligibility requirements and will be selected based on their AGPA (see Section 4: Selection Process).

2. Canadian Indigenous Applicants

The Canadian Indigenous Applicant Category is meant for Canadian Indigenous peoples that have met the minimum eligibility requirements for Option 1 or Option 2 but may not be competitive in the Regular Applicant Category.

3. Special Consideration Applicants

The Special Consideration Applicant Category is meant for applicants that have met the minimum eligibility requirements for Option 1 or Option 2 but may not be competitive in the Regular Applicant Category.

Special Consideration Category will be applicants who:

a. are Canadian Citizens or Permanent Residents, and

b. meet the minimum Eligibility Requirements for admission to Environmental Design, Faculty of Architecture, and

c. are considered by the Selection Committee to be worthy of Special Consideration because they either:

- have academic records that are not a true reflection of their academic and intellectual merit because of exceptional circumstances, or

- have been employed or self-employed full-time for a period of not less than three years in a related field and display skills and attributes which give an indication of potential contribution to the discipline. The characteristics that may be considered when evaluating Special Consideration Applicants include the applicant’s motivation, occupational background, ability to work with people and demonstrated initiative relevant to a career in a design or planning profession.
Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent residents: $90.00
International applicants: $120.00

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.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2017</td>
<td>Last date for receipt of application and application fee.</td>
</tr>
<tr>
<td>March 15, 2017</td>
<td>Last date to submit the supporting documents required in the Indigenous and Special Consideration Applicant categories.</td>
</tr>
<tr>
<td></td>
<td>Last date to submit proof of English proficiency (if required).</td>
</tr>
<tr>
<td></td>
<td>Last date to submit Proof of Canadian Citizenship or Permanent Residence (if required)</td>
</tr>
<tr>
<td>April 15, 2017</td>
<td>Last date to submit Portfolio to the Faculty of Architecture for those applying under Special Consideration or Indigenous Categories.</td>
</tr>
<tr>
<td>June 1, 2017</td>
<td>Last date for receipt of final official transcripts for all postsecondary study and other academic documents that may be requested.</td>
</tr>
<tr>
<td>Late June-Early July</td>
<td>Selection meetings held. Applicants will be contacted via email regarding the selection for admission decisions.</td>
</tr>
</tbody>
</table>

B. 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, B. English Language Proficiency Requirements)

Please send all admission documentation to the following address:

Admission for Environmental Design
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

C. Transfer Credit Information

At the University of Manitoba, all course work from a recognized prior post-secondary institution will be considered as part of the application for admission process for all undergraduate degree and diploma programs.

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. Faculties and schools will only consider external courses completed within the last ten (or fewer) years.
Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School’s transfer credit policy and residency requirements (consult the section of the University's Academic Calendar at: www.umanitoba.ca/calendar for details).

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include information on: course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

For information on current course evaluations receiving credit, please visit: www.umanitoba.ca/admissions/tc

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students that are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at: http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html

Students who at the point of admission, have completed more than the minimum course requirements, may be eligible to receive transfer credit towards the degree requirements. The extent of academic work transferred as credit is determined by the Program Chair after the applicant has accepted the offer of admission and paid the required non-refundable deposit. Only courses completed within the most recent ten years prior to registration in Environmental Design with a grade of C or better will be considered for transfer credit.

Successful applicants with a Technical College Diploma will be asked to submit a portfolio and attend an interview. On the basis of this additional information, applicants may be granted full or partial credit for the first year of the Environmental Design degree program. It is an applicant’s responsibility to ensure that all relevant documentation is made available to the Admissions Officer (see Section 7: Contact Information) to permit a proper evaluation of course work for transfer credit. Applicants are reminded that a minimum grade of C in the courses completed at the university level and a minimum grade of B in the courses at the college level is required to be eligible for transfer credit.

Students who already have earned a degree prior to applying for admission to Environmental Design may be eligible to apply directly to the Faculty of Graduate Studies for admission to Architecture, City Planning, Interior Design, or Landscape Architecture. Information regarding admission requirements to the graduate programs is available online at: www.umanitoba.ca/architecture

Section 4: Selection Process

Enrolment in the Environmental Design program is limited. Applicants satisfying the minimum entry requirements (see Section 2: Eligibility Requirements) are eligible for consideration, but selection is academically competitive.

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.

A. Calculation of the AGPA

Admission to the Environmental Design program is determined by an annual academic competition. An Adjusted Grade Point Average (AGPA) will be calculated for each applicant, with the AGPA determining the relative placement of the applicant on the rank-ordered selection list. All applicants must have successfully completed the minimum entrance requirements within the Qualifying Year for Option 1 or Option 2 to be eligible to apply (see Section 2: Eligibility Requirements).

The AGPA is calculated to take into account the student’s most recent academic work and to allow for
some elimination of the lowest grades within this work. Only the student’s most recent 60 credit hours of university work will be used in the calculation of the AGPA. If an applicant has completed a total of 36 - 60 credit hours of university work, the lowest marks will be dropped from the calculation of the AGPA in accordance with the table below.

<table>
<thead>
<tr>
<th>Number of credit hours completed</th>
<th>Number of credit hours dropped</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 – 35</td>
<td>0</td>
</tr>
<tr>
<td>36 – 59</td>
<td>6</td>
</tr>
<tr>
<td>60</td>
<td>12</td>
</tr>
</tbody>
</table>

NOTES:

a. 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.

b. If it is not possible to clearly identify the most recently completed 60 credit hours of work, the average of the term containing the least recent of the 60 credit hours will be used as a representative grade for the remaining hours. Full 6 hr courses count as part of the Winter Term grades.

c. In the calculation of the AGPA, all courses that have been assigned a final grade are considered “Completed” university work, including failed courses. The exceptions to this are courses graded “Pass/Fail” or “Satisfactory”, and courses that have been assessed and awarded as university credit from either the Advanced Placement (AP) program or the International Baccalaureate (IB) program prior to September 2005. These courses will be excluded from both the AGPA and from the most recent 60 credit hour count.

d. Courses completed on a full or part time basis, in all undergraduate and graduate programs, and in Regular and Summer terms (except the work taken after April 1 in the year of application) will be included in the AGPA calculation.

e. Courses completed at a college, which have been assessed as equivalent to university level courses will be included in the AGPA (a minimum grade of B or better is required).

B. Regular Applicant Category

The Selection Committee will select applicants from the Regular Category using the following tiered admission process beginning with the highest AGPA in the first priority category and continuing in descending order as outlined below until all of the spaces are filled.

1. **First priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 1 and have an AGPA of 3.500 and higher.

2. **Second priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 2 and have an AGPA of 3.500 and higher.

3. **Third priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 1 and have an AGPA of 3.000-3.499.

4. **Fourth priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 2 and have an AGPA of 3.000-3.499.

5. **Fifth priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 1 and have an AGPA of 2.500-2.999.

6. **Last priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 2 and have an AGPA of 2.500-2.999.

International applicants on Student Study Permits will be rank-ordered as a separate group with approximately ten to fifteen percent (10-15%) of the annual places available allocated to the top candidates in this group.

C. Canadian Indigenous Applicant Category

Applicants in the Canadian Indigenous category will be rank-ordered on the basis of a composite score, which is based on the information provided and letters of reference. Up to five percent (5%) of the places may be offered to Canadian Indigenous applicants.
A Sub-Committee of the Faculty will consider applicants in this category on an individual basis. The Sub-Committee will have Canadian Indigenous representation. The characteristics that will be considered when evaluating Canadian Indigenous applicants will include such factors as life history, work experience, community service and maturity.

Applicants applying for admission in this category must complete the Supplementary Application documentation by March 15 of the year of application. The Supplementary Application will require the student to submit the following:

- A typed autobiographical sketch (a description of yourself), no longer than five double-spaced typed pages which includes life history, work experience, community service, and statement of academic intent. This document can be uploaded to your application by March 15th.

- A creative portfolio containing representative works illustrating the applicant’s creative potential through various modes of cultural production is required. Information regarding the portfolio guidelines is included with the Supplementary Application material (see the Portfolio Guidelines for more details). The portfolio must be submitted by the April 15th deadline to the Faculty of Architecture.

- Three confidential evaluations from persons who are in a position to supply information relevant to the applicant’s eligibility for inclusion within the Canadian Indigenous Category. References from family members or close friends will not be considered. Applicants will be required to submit their referee information at the time of application, with evaluations required by March 15th. Submission of Indigenous persons interested in applying should contact the Environmental Design Program for further information at (204) 474-9566.

**NOTE:** Admissions decisions in this category are necessarily subjective; decision rationale is neither recorded nor provided to the applicant.

### D. Special Consideration Applicant Category

Applicants in the Special Consideration category will be rank-ordered on the basis of a composite score, which is based on the information provided and letters of reference. Up to five percent (5%) of the spaces may be offered to Special Consideration Applicants.

Applicants applying for admission in this category must complete the Supplementary Application documentation and return by March 15 of the year of application. The Supplementary Application will require the students to submit the following:

- A typed autobiographical sketch (a description of yourself) no longer than five double spaced pages, which includes specific reasons why you, as an applicant, merit consideration within the Special Consideration Applicant Category. This document can be uploaded to your application by March 15th.

- Three confidential evaluations from persons who are in a position to supply information relevant to the applicant’s qualifications for inclusion within the Special Consideration Applicant Category. References from family members or close friends will not be considered. Applicants will be required to submit their referee information at the time of application, with evaluations required by March 15th.

- Applicants who are applying on the basis of their employment experience will be required to submit a portfolio to the Faculty of Architecture containing representative works illustrating the applicant’s creative potential through various modes of cultural production giving the dates of employment, and detailed description of actual duties and responsibilities (see the Portfolio Guidelines for more details). The portfolio must be submitted by the April 15th deadline to the Faculty of Architecture.

- Submission of a portfolio is optional for candidates applying for admission on the basis of exceptional circumstances.

**NOTE:** Admissions decisions in this category are necessarily subjective; decision rationale is neither recorded nor provided to the applicant.

### E. Citizenship and Residency

Preference for admission is given to Canadian Citizens and Permanent Residents of Canada who are residents of the province of Manitoba. Applicants will be considered on the basis of their citizenship and residency status as of March 1 of the year of
F. 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.

G. 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.

In order to accept an offer of admission a non-refundable deposit of $200.00 will be required. (This deposit amount is subject to change.) The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) days of the posted decision date (see Section 7: Contact Information).

Should the student wish to pursue the reconsideration decision of the Selection Committee further, 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 by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Architecture and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Architecture. 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 by the Committee 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

The following other contacts may also be useful.

| Faculty of Architecture - Environmental Design: | Carrie Johnson, Student Advisor  
Telephone: (204) 474-9566  
Email: carrie.johnson@umanitoba.ca |
|-----------------------------|--------------------------------------|
| Admissions Office:         | 424 University Centre  
Telephone: (204) 474-8808  
Email: admissions@umanitoba.ca |
| Admissions Officer:        | Brianne McKay  
Telephone: (204) 474-8814  
Email: admissions.environmentaldesign@umanitoba.ca |
| Student Accessibility Services | 520 University Centre  
Telephone: (204) 474-7423  
Email: student_accessibility@umanitoba.ca |
| Student Advocacy Office    | 520 University Centre  
Telephone: (204) 474-7423  
Email: student_advocacy@umanitoba.ca |

Section 8: Other Information

A. Recommended Coursework

Although all courses offered by the Faculty of Arts will fulfill the Faculty of Arts requirement, students pursuing a degree in this field should find these courses of interest:

- ANTH 1220 (Cultural Anthropology)
- ANTH 1520 (Critical Cultural Anthropology)
- CDN 1130 (Intro to Canadian Studies)
- ECON 1220 (Intro to Global and Environmental Economic Issues and Policies)
- ENGL 1310 (W) (Literary Topics 1)
- FILM 1290 (The Art of Film 1)
- GEOG 1280 (Intro to Human Geography)
- GEOG 1290 (Intro to Physical Geography)
- HIST 1260 (W) (New Direct Culture)
- HIST 2280 (W) (Aboriginal History)
- PHIL 1290 (Critical Thinking)
- BIOL 1010 (Biological Diversity and Interaction)
- BIOL 1410 (Anatomy of the Human Body)
- ENVR 1000 (Environmental Science Concepts)
- FA 1020 (M) (Mathematics in Arts)
- MATH 1300 (M) (Vector Geometry and Linear Algebra)

B. Program Information

Environmental Design is a three year program of studies leading to a non-professional Baccalaureate Degree that is the recommended route for admission to one of the graduate programs in the Faculty of Architecture, Master of Architecture, City Planning, Interior Design, or Landscape Architecture.