Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the College of Pharmacy 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 Science in Pharmacy (B.Sc. (Pharm.))

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

Completed Coursework

- complete at least one regular session (September-April) containing a minimum of 24 credit hours of university level degree-credit courses, with no grade less than a “C”; and
- achieve an AGPA of 3.50 or higher (see Section 4: Selection Process, B. Calculation of the Adjusted Grade Point Average (AGPA)); and
• complete the required courses as listed in the subsequent table (core courses and electives) with no grade less than a “C” by April 2018; and
• pass the written critical skills essay (see Section 4: Selection Process, C. Written Critical Skills Essay).

**NOTES:**

• Applicants who have completed either some or all of their required courses through an Advanced Placement (AP) or International Baccalaureate (IB) program must complete at least one regular session (September-April) containing a minimum of 24 credit hours of university level degree courses.

• If applicants select to use AP/IB courses to fulfill core course requirements it will be the responsibility of the applicant to have their official AP/IB transcripts submitted to the University of Manitoba by the document deadline date (see Section 3: Application Process & Deadlines, B. Deadlines and Important Dates).

• If you attended or are attending an institution external to the University of Manitoba and that is not listed in the table below, please review the Transfer Credit Equivalency Database [https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main](https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main) to determine if your course(s) have been previously assessed. If your course(s) are either not listed or are not a direct equivalent to a required course, a syllabus must be submitted for evaluation after the application is submitted and before the listed deadline (see Section 3: Application Process & Deadlines, B. Deadlines and Important Dates). Only courses that have been evaluated as directly equivalent will be used to meet the Core Course requirement listed in B. Required Courses.

### B. Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td></td>
</tr>
<tr>
<td>MANITOBA</td>
<td>WINNIPEG</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td></td>
</tr>
<tr>
<td>CHEM 1300 and CHEM 1310</td>
<td>CHEM 1111/3 and CHEM 1112/3</td>
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<tr>
<td><strong>Biology</strong></td>
<td></td>
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<tr>
<td>BIOL 1020 and BIOL 1030</td>
<td>BIOL 1115 and BIOL 1116</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 1500 or MATH 1510 or MATH 1520 or MATH 1230</td>
<td>MATH 1101/6 or MATH 1102/3 or MATH 1103/3</td>
</tr>
</tbody>
</table>

| Other Courses    |              |
| University Written Requirement | Students must satisfy the University of Manitoba’s Written English (W) requirement. This can be completed as part of either the Faculty of Arts Courses or Open Electives listed below. |
| Faculty of Arts Courses | One full year or two half year, university degree-level courses offered through the Faculty of Arts |
| Open Electives (Any Faculty) | The remaining three half year courses (9 credit hours) are your electives. We do not recommend specific courses |

The core courses and other courses must total 30 credit hours.

**NOTE:**

No credit will be given for any course which was completed more than 10 years before the year of application. For this application cycle, this means any course taken before September 2008 will not be used.

1. **University Written Requirement (W)**

Applicants who have completed the W requirement at an institution external to the University of Manitoba should carefully review the below requirements of the W course.

The W course will have at least 3 papers of at least 3-5 pages each or at least 2 papers of at least 6-8 pages each with a minimum total word count of 3000. There must also be feedback on the style as well as content and the written work must include a written description or argument that is clear, concise and logically structured and that reflects an appropriate awareness of the audience or readership being addressed.

If an applicant believes their W course meets the above stated criteria they can submit a detailed course syllabus to [admissions.pharmacy@umanitoba](mailto:admissions.pharmacy@umanitoba) after the application has been submitted and before the listed
Acceptable University of Manitoba courses that satisfy the Written English (W) requirement can be found at:


The College of Pharmacy does not allow students to use 0930 level English courses or their equivalent for either the Written English requirement or as electives.

2. Faculty of Arts Requirement

Acceptable subject fields can be found at the following link:

http://umanitoba.ca/faculties/arts/student/requirements.html

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)

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.

D. Categories of Applicants

1. Academic Category

All applicants will be automatically placed in this category unless they indicate that they qualify for inclusion in the Special Consideration Category as described below.

2. Special Consideration Category

All applicants considered in this category must have completed and passed the eligibility requirements described elsewhere in the document. However, admission will be assessed on an individual basis:

- Applicants from the Indigenous populations of Canada who are Manitoba residents
- Manitobans who apply through the Health Careers ACCESS Program (HCAP) of the University of Manitoba.

A maximum number of five successful applicants will be admitted each year under the Special Consideration Category.

A holistic review of these characteristics along with all required documentation is used for consideration of applications in the Special Consideration category, with no particular weight to any one requirement. Decisions are necessarily subjective; reasons are neither recorded nor given.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents: $100.00
International applicants: $120.00*

*see Section 4: Selection Process, A. Citizenship and Residency

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 and posted to your application portal.
*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

### B. Deadlines and Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2018</td>
<td>Last date for receipt of application and application fee.</td>
</tr>
<tr>
<td></td>
<td>Last date for applicants requiring special accommodation for the Written Critical Skills Essay to contact Student Accessibility Services (155 University Centre).</td>
</tr>
<tr>
<td>March 15, 2018</td>
<td>Last date for receipt of official transcripts for all postsecondary study. If currently in studies, proof of registration must be submitted by this date.</td>
</tr>
<tr>
<td></td>
<td>Course outline deadline for all completed and in-progress coursework not taken at the University of Manitoba that might be eligible towards meeting the required courses for admission.</td>
</tr>
<tr>
<td></td>
<td>Last date to submit the Self-Declaration and Essential Skills form.</td>
</tr>
<tr>
<td>April 24, 2018</td>
<td>Applicants write the Written Critical Skills Essay in the Apotex Centre, 750 McDermot Avenue at 1:00 p.m (see Section 4: Selection Process, C. Written Critical Skills Essay)</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>Last date for receipt of final official transcripts for courses taken in 2017-2018. All deferred exams and grade appeals must be completed and final grades submitted.</td>
</tr>
<tr>
<td></td>
<td>Last date to submit proof of Indigenous status (if required).</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/Permanent Resident Status. (if required)</td>
</tr>
<tr>
<td>Late June, 2018</td>
<td>Admissions decisions will be posted to the student’s application portals. Offers of admission are time sensitive and require the applicant’s response within a short period of time.</td>
</tr>
</tbody>
</table>

### C. Required Application Documentation

The following documents will be required to complete your application.

- **Interim official 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.

- **Advanced Placement (AP) / International Baccalaureate (IB)** official transcripts must be submitted if being used in the application process for the AGPA or to meet application requirements (see Section 2: Eligibility Requirements, A. Academic Requirements, Completed Coursework).

**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.

- **Course Outlines** for coursework completed at accredited post-secondary institutions including universities and colleges are required. It may take several weeks to evaluate a transcript from another accredited post-secondary institution for possible credit transfer and admission eligibility (see Section 2: Eligibility Requirements). The Admissions Office must be able to evaluate previous coursework before the final admission selection process can be completed.

- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside of Canada.

- Canadian Indigenous applicants are required to submit documentation (status card, Manitoba Metis Federation membership card or equivalent), or a letter of verification from their community at the time of application.

- **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 Pharmacy**  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2

- **Self-Declaration form and Essential Skills form** are required of all applicants. The forms can be found as a pdf in the online application. This form must be submitted via email to Cheryl.Lee@umanitoba.ca by the March 15, 2018.

**D. Required Admission Documentation**

All successful applicants to Pharmacy are required to submit the following:

**Academic Self-Declaration**

All students accepted into the College of Pharmacy will be required to complete a Self-Declaration of Records Form which declares current or previous: academic suspensions, disciplinary action, professional misconduct, record of criminal conviction, record on the Child Abuse Registry and record on the Adult Abuse Registry.

**Criminal Record Check/Child Abuse Registry Check/Adult Abuse Registry Check**

Many health care agencies where Pharmacy students are placed in a health care setting require a criminal record check, a child abuse registry check and an adult abuse registry check. As a result, all successful applicants to the College of Pharmacy are required to provide a current official Criminal Record Search, a Child Abuse Registry check and an Adult Abuse Registry check. All documents must be dated after acceptance to the program and be submitted to the Dean’s Office prior to the start of classes in September. Any applicant on the Child Abuse Registry will be denied admission. A criminal conviction will not necessarily result in denial of admission to the College of Pharmacy. Criminal offences will be reviewed by a sub-committee of the Pharmacy Admissions Committee for the implications of the conviction in view of the professional mandate to protect the public. Failure to disclose any adult criminal record or listing on the Child Abuse or Adult Abuse Registry will invalidate an application and shall result in automatic expulsion from the College of Pharmacy if the applicant has been admitted. In addition, the College of Pharmacists of Manitoba requires that all graduates of the College of Pharmacy who wish to obtain a license to practice pharmacy in this province, must disclose information about any conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Food and Drugs Act (Canada) in order to be considered for eligibility for registration with the College of Pharmacists of Manitoba. The review process conducted by the College of Pharmacy is independent of the review process conducted by the College of Pharmacists of Manitoba.

**Immunization**

All students enrolled in the College of Pharmacy must be immunized against the following diseases: diphtheria/tetanus, polio, rubella, measles, mumps, chickenpox, Mantoux/Tuberculosis, hepatitis B, and influenza. Students admitted to first year Pharmacy will be provided with an Immunization package at the time of acceptance into the College.

Students have the option to complete their immunizations with their own healthcare provider or participate in the Bannatyne Immune Status Program on campus. Students will be required to complete their Immunization Record Form by the end of their first year. Students will not be able to attend clinical rotations until all immunization requirements are up-to-date. Students are responsible for updating their immunizations as needed. Completion of the immunization schedule is required for course progression in Pharmacy.

**CPR/First Aid Training**

CPR Health Care Provider (CPR-HCP) and Standard First Aid training (e.g. Canadian Red Cross Standard First Aid CPR-HCP) is a requirement in the first year of the pharmacy program. Further information will be provided once accepted into the program. It is the academic and financial responsibility of the student to ensure that current certification in both CPR (HCP) and Standard First Aid is maintained throughout the program.
Experiential Training

Experiential training is a requirement to graduate with a B.Sc. (Pharm.) degree. Students will be required to participate in experiential training placements at various institutional and community sites in Winnipeg and rural Manitoba. Students must follow and comply with the terms of any agreements between the University and the placement site. The experiential training site may require the student to complete certain documentation and/or sign a practicum agreement. Failure to meet the requirements for experiential training may result in a delay in the student's progression or inability to complete the degree. Students may be required to complete experiential training in rural areas. All costs associated with this training will be the responsibility of the student.

Under The Workers Compensation Act (Manitoba), students of the University of Manitoba who are engaged in a field practicum as a required part of their program are generally covered for injuries sustained in the course of and arising out of the practice experience. However, where the practicum takes place outside of Manitoba, and the student is not a Manitoba resident, workers compensation coverage may not be extended, based on the provisions of The Workers Compensation Act. However, other insurance coverage may be available to registered students. Students are encouraged to contact the Coordinator of the Pharmacy Practice Experience Program at the earliest opportunity to determine if any such alternative arrangements are possible.

Therefore, students who are not Manitoba residents and are trying to arrange a practicum outside Manitoba may experience difficulties or be denied a placement because the University is not able to guarantee that workers compensation coverage will be extended. Alternative arrangements can sometimes be made to accommodate such practicums, but will have to be done on a case by case basis. Students are encouraged to contact the Structured Practical Experiential Program (SPEP) Coordinator at the earliest opportunity to determine if any such alternative arrangements are possible.

E. 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. The College of Pharmacy will only consider external courses completed within the last ten 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. 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
Section 4: Selection Process

A. Citizenship and Residency

For the purpose of admission to the College of Pharmacy, priority will be given to those applicants who are residents of Manitoba. Up to five spots may be offered to competitive out-of-province candidates who are Canadian citizens or permanent residents.

A Manitoba resident shall be defined as a Canadian Citizen or Permanent Resident of Canada who, at the application deadline, meets any one of the following four descriptions:

1. Has graduated from a Manitoba high school; or
2. Has a recognized degree from a university in Manitoba; or
3. Has completed at least one consecutive year of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or
4. Has resided continuously in Manitoba for any two year period following high school graduation. The two year residence period shall not be considered broken where the program’s admission committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.

NOTE: Active Canadian Armed Forces personnel and their direct dependants will be considered as residents of Manitoba, but must meet all normal academic requirements for entry, and take part in the competition with regular applicants for entry.

B. Calculation of the Adjusted Grade Point Average (AGPA)

The Adjusted Grade Point Average (AGPA) will be calculated as follows:

\[(0.4 \times \text{the core course average}) \quad \text{PLUS} \quad (0.6 \times \text{the cumulative GPA})\]

NOTES:

- 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.

- The cumulative GPA will be based on all courses completed at the university level including the original grades of the repeated courses within the past ten years.

- Only one three credit hour core course can be repeated, with the grade obtained on the second attempt substituted in the calculation of the core course average. If more than one core course is repeated, the repeated grade chosen as the one allowed in the AGPA calculation will be the one giving the applicant the greatest possible advantage. In all other cases of repeated attempts of core courses, the grade obtained on the initial attempt will be used.

C. Written Critical Skills Essay

The written critical skills essay will be completed by all applicants. This exercise involves using one’s best English language skills, arguing for or against a selected proposition. The essay should be in the form of a formal, persuasive, academic essay.

The essay will be assessed on the below criteria:

1. the precision of one's response to the topic,
2. the focus, organization, and development of the argument,
3. the technical proficiency of language (the control of expression, grammar, and mechanics exhibited in the response) and
4. Write a legible essay of 300 to 500 words. Essays less than 300 words will not be read and essays cannot significantly exceed 500 words.
The time limit set for the essay is one hour. Candidates are only permitted to use a pen and the supplied essay book for writing the essay. No electronic devices are permitted.

Any candidate who requires special accommodation should contact Accessibility Services at 155 University Centre, University of Manitoba by March 1, 2018. If you do not contact Student Accessibility Services by March 1, 2018, accommodations may not be in place.

All applicants will receive written confirmation of the essay writing date. Essays will be written in the Apotex Centre, 750 McDermot Avenue, on April 24, 2018 at 1:00 pm, which is after the final examination period at the University of Manitoba.

Out of province students will be allowed to write the Written Critical Skills Essay offsite if they can meet the following conditions:

- The essay must be written on the same day, at the same time (1:00 PM CST on April 24, 2018).
- The student must arrange for an official invigilator/proctor to administer the exam at their current educational institution. This service is usually provided through the Registrar’s Office or Enrolment Services for a fee.
- For specifics about writing the offsite Essay applicants will need to contact the College of Pharmacy at pharmacy@umanitoba.ca.

Only students who pass the essay and meet all of the outlined essay criteria will be ranked for admission. Essay scores are only valid for the application year in which they are written.

For applicants in both the Academic and Special Consideration Admissions Categories an Adjusted Grade Point Average (AGPA) of 3.50 or more is required. Only students who meet the eligibility requirements will have their essays evaluated (see Section 2: Eligibility Requirements, A. Academic Requirements, Completed Coursework).

There will be no appeals considered in regards to the essay grading procedure. Essay scores will not be shared with applicants.

D. Overall Score

All applicants are ranked for selection using an overall score according to the following criteria (subject to eligibility provisions):

a) Adjusted Grade Point Average (AGPA) 70%

b) A written critical skills essay 30%

E. 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.

F. Notification of Decision

Decisions will be posted to the applicant’s portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked.

Applicants offered will be required to pay a non-refundable deposit of $250.00 to indicate their acceptance of the offer by the deadline specified in their offer letter. This deposit will be credited to first year fees or forfeited if the applicant subsequently declines.

G. The Incoming Class of 2017

In 2017, 295 applications were received for the 53 places available. The AGPA for accepted applicants ranged from 3.53-4.46, with a passing essay.
Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing 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 written 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 Chair of the Selection Committee and the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures outlined in this document, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The College of Pharmacy and Admissions Office are able to assist applicants who seek counselling regarding admission to the College of Pharmacy. 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

| College of Pharmacy | 143 Apotex Centre  
|                     | 750 McDermot Avenue  
|                     | Telephone: (204) 474-9306  
|                     | FAX: (204) 789-3744  
|                     | Email: pharmacy@umanitoba.ca  
|                     | Web:  
|                     | www.umanitoba.ca/faculties/pharmacy  
| Admissions Office | 424 University Centre  
|                    | Telephone: (204) 474-8808  
|                    | Email: admissions@umanitoba.ca  
| Admissions Officer | Jody Dewbury  
|                   | Telephone: (204) 474-8825  
|                   | Email: admissions.pharmacy@umanitoba.ca  

The following other contacts may also be useful.

| 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  

College of Pharmacy 2018 – 2019