Rady Faculty of Health Sciences  
College of Pharmacy  
Applicant Information Bulletin 2021 – 2022  

Application Deadline  
March 1, 2021

Please review this document along with the Temporary Requirement Changes for 2021-2022 document.  

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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: PharmD

Section 2: Eligibility Requirements

The University of Manitoba will require graded coursework to fulfill all admission requirements as outlined in this bulletin. Pass grades will not be considered for meeting any of these requirements unless otherwise stated.
A. Academic Requirements

All applicants must meet the following requirements:

1. Required Courses

Applicants must complete 60 credit hours of required courses as listed in the table below (core courses and elective courses) with no grade less than a “C” by April of the year of application. All 60 credit hours must be university degree level course work completed at the 1000 level or higher.

2. Full Time Academic Years

Applicants must complete a minimum of 2 Regular Fall/Winter sessions (Sept-April) where each Regular Fall/Winter session contains a minimum of 24 new credit hours of university level degree-credit courses, with no grade less than a “C”.

3. Minimum Adjusted Grade Point Average (AGPA)

Applicants must achieve an AGPA of 3.50 or higher (see Section 4: Selection Process, B. Calculation of the Adjusted Grade Point Average (AGPA)).

4. Critical Skills Essay

Applicants must achieve the minimum required essay score in the Critical Skills Essay (see Section 4: Selection Process, C. Critical Skills Essay).

5. Pharmacy College Admissions Test (PCAT®)

The PCAT® assesses overall academic knowledge and scientific aptitude. Applicants must achieve the minimum required PCAT®. (see Section 4: Selection Process, D. Pharmacy College Admission Test (PCAT®))

For the 2021-2022 application cycle, the PCAT® must be completed no earlier than January 15, 2018 and no later than April 30, 2021. (This date has been extended from February 5, 2021)

NOTES:

• Applicants who have completed either some or all of their required courses through an Advanced Placement (AP) or International Baccalaureate (IB) program must still complete at least two regular sessions (September-April) containing a minimum of 24 credit hours of university level degree courses with no grade less than a “C”.

• 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 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 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

Please note that courses taken external to the University of Manitoba are reviewed each year and subject to change. Applicants should check the Transfer Credit Equivalency Database to ensure the course work they have taken is acceptable for direct equivalence to the required University of Manitoba courses listed below.

https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main

Core Courses

<table>
<thead>
<tr>
<th></th>
<th>UNIVERSITY OF WINNIPEG</th>
<th>BRANDON UNIVERSITY</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Chemistry</td>
<td>CHEM 1300 and 1310</td>
<td>CHEM 1111 and 1112</td>
<td>18.160 and 18.170</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>CHEM 2210</td>
<td>CHEM 2202</td>
<td>18.261</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>CHEM 2360 and 2370</td>
<td>CHEM 3502 and 3503</td>
<td>18.363 and 18.373</td>
</tr>
</tbody>
</table>
### Biology
- **BIOL 1020 and 1030**
- **BIOL 1115 and 1116**
- 15.162 and 15.163 or 94.162 and 94.163
- **6**

### Physiology
- **BIOL 2410 and 2420**
- No equivalent course
- **6**

### Microbiology
- **MBIO 1010**
- **BIOL 2902**
- 15.269
- **3**

### Mathematics
- **MATH 1500 or 1230**
- **MATH 1101 or 1102 or 1103**
- 62.181
- **3**

### Statistics
- **STAT 1000 or STAT 1150**
- **STAT 1501 or 1301 and 1302**
- 62.171
- **3**

**Total Core Courses**: 36

### Other Courses

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities/Social Sciences</td>
<td>12</td>
</tr>
<tr>
<td>Other courses (Any faculty)</td>
<td>12</td>
</tr>
<tr>
<td>Written English (W)</td>
<td>Must have completed a 3 credit hour course which meets the University’s Written English (W) requirement. Can be part of the above requirements</td>
</tr>
<tr>
<td>Total Other Courses (in addition to core)</td>
<td>24</td>
</tr>
</tbody>
</table>

**NOTE:**
No credit will be given for any course which was completed more than 10 years before the year of application. For the Fall 2021 intake, this means any course taken before September 2011 will not be considered in the admissions process.

### 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 syllabus must reflect that all of the following requirements are met within the course expectations:

- A minimum of 3 papers of at least 3-5 pages each OR a minimum of 2 papers of at least 6-8 pages each with a minimum total word count of 3000. One paper with a word count of 3000 words or more will not meet this requirement.
- 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.
- There must be feedback given to the student on the style as well as content of written assignments.

If an applicant believes their W course syllabus meets the above stated criteria they can submit a detailed course syllabus to admissions.pharmacy@umanitoba after the application has been submitted and before the listed deadline for syllabus (see Section 3: Application Process & Deadlines, B. Deadlines and Important Dates).

Acceptable University of Manitoba courses that satisfy the Written English (W) requirement can be found at: [http://crscalprod.ad.umanitoba.ca/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&topicid=847532&topicgroupid=27692](http://crscalprod.ad.umanitoba.ca/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&topicid=847532&topicgroupid=27692)

The Written English requirement is waived for an applicant that has obtained an undergraduate degree from a university recognized by the University of Manitoba.

### Humanities/Social Science Requirement

Acceptable subject fields can be found at the following link:
[http://umanitoba.ca/faulties/arts/student/requirements.html](http://umanitoba.ca/faulties/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 the link below to view information regarding specific English Language Proficiency Requirements and English Language Proficiency Waiver information:

[http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency](http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency)
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian/Permanent Residents</td>
<td>$100.00</td>
</tr>
<tr>
<td>International applicants</td>
<td>$120.00*</td>
</tr>
</tbody>
</table>

*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, 2021</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 Critical Skills Essay to contact Student Accessibility Services (155 University Centre).</td>
</tr>
<tr>
<td>March 15, 2021</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></td>
<td>Last date to submit proof of Canadian Indigenous status (if required).</td>
</tr>
<tr>
<td></td>
<td>Last date to submit proof of English proficiency (if required).</td>
</tr>
<tr>
<td>April 30, 2021</td>
<td>Last date to submit proof of Canadian Citizenship/Permanent Resident Status. (if required)</td>
</tr>
<tr>
<td></td>
<td>The PCAT® must be written by this date. (This date has been extended from February 5, 2021 to April 30, 2021 for the 2021-2022 application cycle)</td>
</tr>
</tbody>
</table>
Applicants write the Critical Skills Essay in the Apotex Centre, 750 McDermot Avenue at 1:00 p.m (see Section 4: Selection Process, C. Critical Skills Essay)

May 3, 2021

June 1, 2021

Late June, 2021

Last date for receipt of final official transcripts for courses taken in 2020-2021. All deferred exams and grade appeals must be completed and final grades submitted.

Last date for the PCAT® scores to be received by the University of Manitoba. (This date has been extended for the 2021-2022 application cycle)

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.

C. Required Application Documentation

The following documents will be required to complete your application.

- **Interim official transcripts** showing all completed course work and current registration are to be submitted by March 15th. Transcripts are required from any university of college attended other than the University of Manitoba (including exchange, transfer, and letter of permission).

- **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).

**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.

- **Official PCAT® scores** must be released to the University of Manitoba by the applicant. Scores are released by listing the University of Manitoba at the time of registering for the PCAT®. The PCAT® website (www.PCATweb.info) will include information about requesting additional official transcripts.

- **Immigration documents** are required if born outside of Canada (i.e. Proof of Canadian Citizenship, Permanent Residence or Refugee Status). This can be a pdf document uploaded to the online application before application submission.

- **Proof of Manitoba Residency** (if applicable) (see Section 4: Selection Process, A. Citizenship and Residency). Applicants who have not completed High School in Manitoba or one year or more of study at a university in Manitoba should submit a scanned copy of their MB health card showing Manitoba residency of a least two years at time of application to Pharmacy.

- 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 documentation to the following address:

**Admission for Pharmacy**  
University of Manitoba  
424 UMSU University Centre  
66 Chancellors Circle  
Winnipeg, MB R3T 2N2

Electronic transcripts should be submitted to Applicant.Services@umanitoba.ca *

*In the event that you are not able to provide an official transcript (for example, if the issuing office at your university or college is closed due to COVID-19), the University of Manitoba will accept an electronic transcript provided that it has been sent directly from the email of the office responsible for issuing transcripts. Applicants who submit their documents electronically may be requested to provide original, physical copies at a later date.

- **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 March 15, 2021.

**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, including community pharmacies, require a criminal record check, child abuse registry check and adult abuse registry check. As a result of the above requirements, and in keeping with the future requirements of the College of Pharmacists of Manitoba, all applicants offered a position in the College of Pharmacy are required to provide a self-declaration of a Criminal Record, Child Abuse Registry and Adult Abuse Registry listing following provisional admission, and subsequently provide a current (dated after acceptance to the program), official Criminal Record Search, Child Abuse Registry Check and Adult Abuse Registry Check. All documents must be submitted to the College of Pharmacy Dean’s Office by the first day of classes in the year they are admitted.

Any applicant’s name appearing on the Adult or 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 regulatory 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 the applicant being denied admission, or automatic expulsion from the College of Pharmacy if the applicant has been admitted. In addition, all undergraduate professional students of the University of Manitoba, College of Pharmacy must be registered with the College of Pharmacists of Manitoba (CPhM). CPhM 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/pertussis, polio, rubella, measles, mumps, chickenpox, Tuberculosis, hepatitis A and B and influenza. Students admitted to first year Pharmacy will be provided with an Immunization package at the time of acceptance into the program.

Students have the option to provide their immune status and complete their immunizations with their own
healthcare provider or participate in the Faculty of Health Sciences Immunization Program on campus. Students will be required to complete their required immunizations by the end of their first year. Students will not be able to attend Introductory Pharmacy Practice Experiences or participate in any external outreach activities 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**

All students in the Pharmacy program are required to have valid Standard First Aid and CPR - Health Care Provider training. The Standard First Aid course is valid for 3 years and the CPR (HCP) course is valid for one year. 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 and a copy of the current certificate is submitted to the Dean’s Office.

**Experiential Training**

Experiential training is a requirement to graduate with a PharmD 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 Experiential Program Coordinator at the earliest opportunity to determine if any such alternative arrangements are possible.

**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:

\[
\text{(0.55 x the Core Course GPA) PLUS (0.45 x the Cumulative Elective GPA)}
\]

The **Core Course GPA** represents the average grade for the 12 required Core Courses (36 credit hours).

For a maximum of two repeated three credit hour core courses the higher grade(s) obtained will be used.

If more than two three credit hour Core Courses are repeated, the two repeated course grades chosen will be the ones giving the applicant the greatest advantage.

In all other cases of repeated attempts of Core Courses, the grade obtained on the initial attempt will be used.

The **Cumulative Elective GPA** represents the average grade for all courses other than the Core courses completed at the university degree level in the past 10 years including the grades from all attempts of repeated course work.

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. 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.

C. Critical Skills Essay

The critical skills essay will be completed by all applicants. This exercise involves using one’s best English language skills to argue 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, 2021. If you do not contact Student Accessibility Services by March 1, 2021, 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 May 3, 2021 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 May 3, 2021).
- 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).

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

D. Pharmacy College Admission Test (PCAT®)

The PCAT® is administered by the (American Association of Colleges of Pharmacy (AACP). All information regarding the PCAT® should be accessed at:

http://PCATweb.info/

If multiple test scores are received, the best single overall PCAT® attempt obtained from the official submitted score reports within the last three year (January 15, 2018-April 30, 2021), will be used to calculate the overall score for admission.

The Admissions Committee establishes the minimum PCAT® score each application year. The minimum required score may fluctuate from year to year based on the applicant pool.

Applicants are responsible for ensuring that their score(s) are released to the University of Manitoba by the posted deadline. Scores are released by listing the University of Manitoba at the time of registering for the PCAT®. The PCAT® website (www.PCATweb.info) will include information about requesting additional official transcripts.

If scores are not received by the deadline, the application will be considered incomplete and will be closed.

E. Overall Score

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

a) Adjusted Grade Point Average (AGPA)  60%

b) Critical skills essay  10%

c) PCAT®  30%

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

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.

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) business days of the posted decision date (see Section 8: 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 that should be followed, but rather to provide the necessary 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 8: Contact Information).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

http://umanitoba.ca/student-supports/accessibility

Section 8: Contact Information

<table>
<thead>
<tr>
<th>College of Pharmacy</th>
<th>143 Apotex Centre 750 McDermot Avenue  Telephone: (204) 474-9306  FAX: (204) 789-3744  Email: <a href="mailto:pharmacy@umanitoba.ca">pharmacy@umanitoba.ca</a>  Web: <a href="http://www.umanitoba.ca/faculties/pharmacy">www.umanitoba.ca/faculties/pharmacy</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>424 UMSU University Centre  Telephone: (204) 474-8808  Email: <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a></td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>Jody Dewbury  Telephone: (204) 474-8825  Email: <a href="mailto:admissions.pharmacy@umanitoba.ca">admissions.pharmacy@umanitoba.ca</a></td>
</tr>
</tbody>
</table>

The following other contacts may also be useful.

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