

Faculty of Arts

Applicant Information Bulletin 2021 – 2022

Application Deadlines:
Summer: February 1, 2021
Fall: June 1, 2021
Winter: October 1, 2021

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Arts 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 Arts (General)
Degree (B.A.)¹

The Faculty of Arts offers programming in the social sciences and humanities as well as a wide range of disciplinary and interdisciplinary programs.

Program choices include: Anthropology, Classics (Classical Studies, Greek, Latin), Economics, English, French, Spanish & Italian, German & Slavic Studies (German, Polish, Russian, Ukrainian), History, Icelandic, Linguistics, Native Studies (Native Studies, Native Languages Cree & Ojibway, Aboriginal Governance), Philosophy, Political Studies, Psychology, Religion, and Sociology (including Criminology). Interdisciplinary studies include Asian Studies, Canadian Studies, Catholic Studies, Central & East European Studies, Film Studies, Global Political Economy, Judaic Studies, Labour Studies, Latin American Studies, Medieval & Early Modern Studies,

Theatre, Ukrainian Canadian Heritage Studies, and Women's and Gender Studies.

¹ NOTE: Advanced Major and Honours Programs: Students admitted to the Faculty of Arts will, by default, enter the General Degree program. Entry into either the Advanced Major or Honours programs requires specific courses and/or a minimum GPA as outlined in the *Undergraduate Calendar*: <http://umanitoba.ca/calendar> or the First Year Planning Guide: <http://umanitoba.ca/firstyear>.

To enter the Advanced or Honours degree programs students must apply to the Faculty of Arts Student Advising Services after they have been admitted or transited to Arts.

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.

Students may be eligible for admission to the Faculty of Arts in one of three ways, depending on their previous academic history:

Direct Entry

Applicants in this category are current high school students or students who have already graduated from high school but have completed fewer than twenty-four (24) credit hours at a recognized university/college. Applicants must meet the General Entrance and Specific Admissions Requirements as listed in the Direct Entry Applicant Information Bulletin

http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf

Mature Students (Canadian Armed Forces)

Members of the Canadian Armed Forces who have completed fewer than twenty-four (24) credit hours of recognized post-secondary study are eligible to apply to as a Mature Student. For information regarding

admission requirements, refer to the Direct Entry Applicant Information Bulletin.

http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf

Transiting from University 1

University 1 students who have completed a minimum of 24 credit hours may enter the Faculty of Arts by a 'transit' process available through the Aurora Student Registration system provided they have not attended another post-secondary institution after their U1 registration. There is no application fee to transit to Arts. Please note that University 1 students cannot transit to Arts for Summer 2021.

Effective Fall 2021, to be eligible to transit a student must have achieved a minimum Cumulative Grade Point Average (CGPA) of 2.00 on 24 credit hours.

Students who have completed more than 24 credit hours at the point of transit, must have achieved a minimum Adjusted Grade Point Average (AGPA) of 2.00. The AGPA will be based on the best 24 credit hours at the point of transit.

University 1 students seeking current information on the transit process should consult the University 1 website for the most recent information at: www.umanitoba.ca/U1. Students can also contact the University 1 First Year Centre for information.

Advanced Entry (applicants with university/college background)

Students in other programs at the University of Manitoba, Université de Saint-Boniface or from other universities/colleges can apply for admission to the Faculty of Arts through the online application process. An application fee and appropriate documentation are required, and application and documentation deadlines must be observed (see Section 3: Application Process & Deadlines).

NOTE: Applicants will be subject to the Faculty regulations and requirements for continuation in an Arts degree program which are detailed in the University of Manitoba *Undergraduate Calendar* (<http://umanitoba.ca/calendar>).

Casual Student (Fall 2021 Onwards)

This admissions category is only suitable for students who are not intending on completing a Bachelor of Arts degree. It is intended for students who seek to register in particular courses offered by the Faculty of Arts for either personal or professional development.

Students admitted under this category can only register in select courses offered by the Faculty of Arts.

A. Academic Requirements

Applicants applying as Advanced Entry must fulfill the Academic Requirements as outlined below:

1. Regular Students

Students who wish to be admitted as Regular Students to the Faculty of Arts must:

- a. Have completed (where a final grade has been recorded) a minimum of 24 credit hours of coursework at a recognized college or university;
and
- b. Present a minimum cumulative grade point average (CGPA) of 2.0 (C) or better.

NOTE: Students who have completed the minimum 24 credit hours of coursework, and do not meet the minimum 2.0 CGPA, may be considered on an individual basis for admission on the **Recommendation of the Dean**. A minimum 2.0 grade point average (GPA) on the best 24 credit hours of coursework acceptable for credit (transferable) in Arts is required to receive consideration for admission on the Dean's recommendation.

NOTE: Applicants with external post-secondary studies may be required to submit course outlines for coursework completed within the last 10 years to determine eligibility under this category. Outlines are required by the documentation deadline.

Students on active academic or disciplinary suspension at another university or in another Faculty at the University of Manitoba will not be eligible for consideration for admission.

Students 'Required to Withdraw' from a Faculty at the University of Manitoba will not normally be considered for admission to the Faculty of Arts.

When assessing students for eligibility for admission, the Faculty will include:

- a. All courses that have been assigned final grades, including failed courses, regardless of year of completion.
- b. Consideration of the total number of failed courses applicable to the Faculty of Arts. Students with more than 36 credit hours of failed courses should contact an Academic Advisor in the Faculty for further information.

2. Second Degree Students

Applicants who have already completed a first degree in Arts or any other discipline, at the University of Manitoba or another recognized university, may apply for admission as a Second Degree student. Complete and official transcripts, including proof of first degree are required.

NOTE: Students will not be permitted to complete a second degree at the same level as their first degree in the same discipline.

3. Casual Student

To be eligible for admission as a Casual Student, applicants must:

- a. Be 18 years of age or older by the first day of classes for the term in which the relevant course is offered.
- b. Meet the minimum English Language Proficiency Requirements as outlined in Section 2: Eligibility Requirements B. English Language Proficiency Requirements).

Prior to registration students will be required to obtain written approval from: the course instructor, the Head/Program Director of the Department/Program offering the course, and the Dean of Arts (or designate). *It is **strongly recommended** that you do this prior to applying, as we do not guarantee placement in coursework.*

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 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>

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.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents: \$100.00
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 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

Summer 2021*

DATE	DEADLINES AND IMPORTANT DATES
February 1, 2021	Deadline to submit application and application fee.
February 15, 2021	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Winter 2021 term, interim transcripts showing all coursework completed and any in-progress coursework must be provided by this date.</i> Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required). Deadline to submit proof of English Proficiency (if required). Deadline to submit proof of age for those applying as Casual Students. Deadline to submit course outlines for applicants applying under Recommendation of the Dean.

Fall 2021

DATE	DEADLINES AND IMPORTANT DATES
June 1, 2021	Deadline to submit application and application fee.
June 15, 2021	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Summer 2021 term, interim transcripts showing all coursework completed and any in-progress coursework must be provided by this date.</i>

Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).

Deadline to submit proof of English Proficiency (if required).

Deadline to submit proof of age for those applying as Casual Students.

Deadline to submit course outlines for applicants applying under **Recommendation of the Dean.**

Winter 2022*

DATE	DEADLINES AND IMPORTANT DATES
October 1, 2021	Deadline to submit application and application fee.
October 15, 2021	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Fall 2021 term, interim transcripts showing all coursework completed and any in-progress coursework must be provided by this date.</i> Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required). Deadline to submit proof of English Proficiency (if required). Deadline to submit proof of proof of age for those applying as Casual Students. Deadline to submit course outlines for applicants applying under Recommendation of the Dean.

***IMPORTANT NOTE REGARDING SPANNED COURSEWORK:**

University of Manitoba students registered in a spanned course (Fall/Winter or Winter/Summer) cannot be considered for admission into the second term of the span and will thus have their application moved to the next term. **University of Manitoba students who are registered in a spanned course should apply to the next intake after the completion of that course.**

Applicants Applying to the Winter Term:

Applicants to the Winter term should be aware that transfer credit from external institutions may not be evaluated prior to the start of classes in January. Please use caution when selecting your courses. Additionally, space in classes can be limited as registration for Winter term courses commences in the prior summer.

C. Required Application Documentation

The following documents will be required to complete your application under the **Regular** or **Second Degree Categories**:

- **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**.

- **Course outlines** are required for first degree applicants presenting a CGPA below 2.00 from an external institution. All other applicants should be prepared to provide outlines for assessment of transfer of credit after admission. (see Section 3: Application Process & Deadlines, D. Transfer Credit Information)

- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside 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).

Applicants applying under the **Casual Student** category are required to submit the following documents to complete your application:

- **Proof of proof of age** (can be uploaded to the application portal).
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements B. English Language Proficiency Requirements), if required.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.

Please send all documentation to the following address:

**Admission for Arts
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.

D. Transfer Credit Information

At the University of Manitoba, all coursework 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 Faculty of Arts will only consider external courses completed within the last ten years for the Bachelor of Arts.

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:

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

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.

Applicants applying under **Recommendation of the Dean** from an external post-secondary institution should be prepared to provide course syllabi for coursework completed within 10 years to determine their eligibility for admission by the application documentation deadline for the term in which they are applying. Applicants who are unable to provide the requested course information for assessment may render themselves ineligible for consideration.

Applicants seeking a first degree in Arts should be aware that in cases where outlines have not been provided by the below deadlines, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Arts "failed attempts" may be awarded as transfer of credit for those courses in which no outline is provided for a failed course.

Applicants who are seeking a second degree in the Faculty of Arts and those who have not provided course syllabi for courses successfully completed (D grade or higher) will not receive any further assessment of transfer of credit beyond the below stipulated deadlines.

INTAKE TERM	DEADLINE DATE
Fall Term	November 1
Winter Term	March 1
Summer Term	July 1

Only successful applicants will be notified of transfer credit results through their Aurora Student account.

Additional information related to transfer credit may be found at:

<http://umanitoba.ca/admissions/undergraduate/requirements/transfer-credit>

Section 4: Selection Process

A. Selection

1. Transfer students from other universities/colleges, and from other University of Manitoba faculties and Casual Students

Transfer students and Casual Students apply for admission online. Each application will be considered on an individual basis by the Admissions Officer after all necessary official documentation has been received by the Admissions Office. Students who fail to submit all required documentation by the documentation deadline date will not be considered for admission.

2. Returning Faculty of Arts students

Former Faculty of Arts students of the University of Manitoba who have not completed their degree may request reinstatement to the program if it is **within 10 years** and they have **not registered** in another Faculty or at another university/college since their last registration in Arts. Such former students may contact the Faculty directly to request reactivation by filling out the [Permission to Re-Register in Arts](#) form.

All former students who have attended another post-secondary institution/Faculty since their last Arts registration or are seeking reinstatement over 10 years must follow the application process.

B. 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 by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

Applications are considered only for the term listed on the application. Consideration for a future term will require the submission of a new application.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office in writing within ten (10) business days of the posted decision date.

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, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

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

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/accessibility/>

Section 8: Contact Information

Faculty of Arts	Student Advising Services 134 Fletcher Argue Building <i>Telephone:</i> (204) 474-9100 <i>FAX:</i> (204) 474-6430 <i>Web:</i> www.umanitoba.ca/arts/ <i>E-mail:</i> arts_inquiry@umanitoba.ca
Admissions Office	424 UMSU University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer	Brianne McKay <i>Telephone:</i> (204) 474-8814 <i>Email:</i> admissions.arts@umanitoba.ca

The following other contacts may also be useful.

Student Accessibility Services	520 UMSU University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> student_accessibility@umanitoba.ca
Student Advocacy Office	520 UMSU University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> student_advocacy@umanitoba.ca