



UNIVERSITY OF MANITOBA

Asper School of Business

**Joint Programs: Assiniboine Community College, École Technique et Professionnelle, and
University College of the North**

Applicant Information Bulletin 2019 – 2020

Application Deadline: March 15, 2019

Table of Contents

Section 1: General Statement	1
Section 2: Eligibility Requirements	1
A. Academic Requirements	1
B. English Language Proficiency Requirements	1
Section 3: Application Process & Deadlines.....	2
A. Application Fees.....	2
B. Deadlines and Important Dates	2
C. Required Application Documentation	2
D. Transfer Credit Information.....	3
Section 4: Selection Process.....	4
A. Selection	4
B. Tie Breaking Procedure for Offers	4
C. Notification of Decision.....	4
Section 5: Reconsideration & Appeals	4
Section 6: Counselling of Applicants	4
Section 7: Student Accessibility	5
Section 8: Contact Information.....	5
Section 9: Other	5

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Asper School of Business 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 Commerce Honours
(B.Comm. (Hons.))

Section 2: Eligibility Requirements

A. Academic Requirements

Applicants satisfying the minimum entry requirements as specified below are eligible for consideration but selection is academically competitive and within the discretion of the Asper School of Business.

- Students must achieve a minimum Cumulative Grade Point Average of 3.00 on their Business Administration Diploma (University Stream) to be eligible for admission to the joint program.
- Students must have graduated from their Diploma program within the past 5 years to be eligible for admission. Exceptions to this 5-year time limit may be considered on an individual basis.

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 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.

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

Date	Deadlines and Important Dates
March 15, 2019	Last date for receipt of application and application fee.
	Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
June 1, 2019	Deadline for submission of final university/college and high school

	transcripts and any post-secondary transcripts external to the University of Manitoba. The final transcripts must include verification of graduation from the student's Business Administration Diploma program.
	Last date to submit proof of English proficiency (if required).
Early July	Admissions decisions will be posted to 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.

- **Final official high school transcripts.**
- **Interim (or in-progress) transcripts** showing current registration are to be submitted when applying or shortly thereafter. University of Manitoba transcripts are not required. Unofficial transcripts are acceptable, scanned copies of original transcripts are preferable over web-based documents.
- **Final official transcripts** from any university or college attended other than the University of Manitoba are required and due by June 1. Final official transcripts must include **verification of graduation** from the student's Business Administration Diploma program. 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** 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).

Please send all documentation to the following address:

**Admissions for Asper
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

It is the responsibility of the student to include all necessary documentation and/or supporting documentation with the application for admission. Students will not be contacted or reminded of outstanding documents. Failure to produce all documents by the deadline will result in an incomplete application. Incomplete applications are not considered for admission.

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

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Students admitted to the Joint Program however, will receive block transfer credit for their courses completed in the Business Administration Diploma.

Where a direct equivalent does not exist, students may receive general (unallocated) credit. The regulations regarding transfer credit are program specific even within the Asper School of Business. The Asper School of Business 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. Descriptions of coursework from an Academic Calendar is not sufficient for assessment.

Course outlines that are requested by Admissions to determine eligibility are due April 1 to allow enough time for departmental review. Students who fail to provide these outlines may be refused due to an incomplete application.

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>

Admission with Advance Standing

Students who, at the point of admission, have completed more than the minimum admission course requirements may be eligible to receive advance standing toward the completion of the Bachelor of Commerce (Honours) degree. Students should contact

the Asper School of Business Undergraduate Program Office (see Section 8: Contact Information).

Section 4: Selection Process

A. Selection

Students will be admitted on the basis of an annual competition. Admission to each Joint Program is limited to an annual quota and is competitive. Applicants are ranked in descending order of their grade point average and are admitted in that order until the annual quota is met.

Each year's admission cycle is a separate process and there is no carryover from one year to the next. The number of students admitted in various categories is determined each year and may vary from year to year. Any data in this or any other document relating to such numbers are provided only for the information and general guidance of the prospective applicant.

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.

B. 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.

C. Notification of Decision

Applicants will be informed via email of their selection status by early July, 2019. 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 email accounts remain current and that emails and application portals are regularly checked.

In order to accept an offer of admission a non-refundable deposit of \$100.00 will be required. 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 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 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 Asper School of Business and Admissions Office are able to assist applicants who seek counselling regarding admission to the Asper School of Business. 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 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/saa/accessibility/>

Section 8: Contact Information

Asper School of Business:	Undergraduate Program Office 268 Drake Centre <i>Telephone:</i> (204) 474-6388 <i>FAX:</i> (204) 474-7529 <i>E-mail:</i> B_Comm@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Sandra Jezik <i>Telephone:</i> (204) 474-8811 <i>Email:</i> admissions.business@umanitoba.ca

The following other contacts may also be useful.

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

Section 9: Other

The Asper School of Business has established Joint Programs with Assiniboine Community College, École technique et professionnelle, and University College of the North. Graduates of the Business Administration Diploma (University Stream) from these three colleges are eligible to apply directly to the Asper School of Business. Successful applicants will receive block transfer credit for their courses completed in the Business Administration Diploma and are required to complete specified courses at the University of Manitoba in order to receive the Bachelor of Commerce (Honours) degree. These specified University of Manitoba courses are listed in the University of Manitoba Undergraduate Calendar.

The Asper School of Business has also established a Joint Program with Red River College. Graduates of the Red River College Business Administration Diploma may be eligible to apply directly to the Asper School of Business. Such students should refer to the Joint Programs: Red River College Applicant Information Bulletin:

http://umanitoba.ca/student/admissions/media/business_RRC_joint_bulletin.pdf for detailed admission and application information.

A separate application process exists for students seeking admission to the Asper School of Business after completion of 24 credit hours of qualifying university course work. Such students would apply for admission to the Asper School of Business under Track 1 or Track 2. Such students should refer to the Applicant Information Bulletin (http://www.umanitoba.ca/student/admissions/media/business_track_bulletin.pdf) and complete the Application Form for admission to the Asper School of Business under Track 1 or Track 2.