



# UNIVERSITY OF MANITOBA

## Direct Entry Programs

### Applicant Information Bulletin 2018 – 2019

<b>Application Deadlines:</b>
<b>SPRING 2018 APPLICANTS:</b>
Environment, Earth and Resources, Arts and Science - March 1, 2018
University 1 - April 1, 2018
<b>FALL 2018 APPLICANTS:</b>
Music - January 15, 2018
University 1 - August 1, 2018
All other Direct Entry programs - March 1, 2018
<b>WINTER 2019 APPLICANTS:</b>
Environment, Earth and Resources, Arts and Science - October 1, 2018
University 1 - December 1, 2018

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### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Direct Entry programs 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.

## Section 2: Eligibility Requirements

### A. Academic Requirements

Direct Entry applicants are those who have not attended a post-secondary institution or have completed fewer than 24 credit hours at a recognized university or college. The table below lists the minimum program-specific admission requirements for Manitoba applicants. Equivalency information for all other Canadian provinces can be found [HERE](#) and information for international curriculum can be found [HERE](#).

**In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successful in the admissions competition.**

Please note that some programs may have alternate admission routes for applicants not competitive in the admission process or not meeting the requirements listed below (see Section 2. B. Alternate Admission Categories for further information).

#### 1. High School Grade Requirements

FACULTY/SCHOOL/DEGREE PROGRAM		GENERAL ADMISSION REQUIREMENTS
All Listed Below		Manitoba high school graduation including 5 full credits at the Grade 12 level in courses designated S,G, or U
FACULTY/SCHOOL	DEGREE PROGRAM	PROGRAM-SPECIFIC MINIMUM ADMISSION REQUIREMENTS
<b>Agricultural and Food Sciences</b>	Agribusiness, Agriculture, Agroecology, Food Science, Human Nutritional Sciences	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. One of Biology, Chemistry, Physics or Computer Science 40S</li> </ol>
<b>Arts</b>	Arts	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. A second 40S course</li> <li>3. A third 40S course</li> </ol>
<b>Business</b>	Commerce	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. A third 40S course</li> </ol>
<b>Dental Hygiene</b>	Diploma in Dental Hygiene	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. One of Biology, Chemistry, Physics or Computer Science 40S</li> </ol>
<b>Engineering</b>	Engineering	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. Chemistry 40S</li> <li>2. Physics 40S</li> <li>3. Pre-Calculus Mathematics 40S</li> </ol>
<b>Environment, Earth, and Resources</b>	Environmental Science, Physical Geography	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. One of Biology, Chemistry, Physics or Computer Science 40S</li> </ol>
	Environmental Studies, Geography	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. A second 40S course</li> <li>3. A third 40S course</li> </ol>

<b>Environment, Earth, and Resources</b>	Geological Sciences	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. Chemistry 40S</li> <li>2. Physics 40S</li> <li>3. Pre-Calculus Mathematics 40S</li> </ol>
<b>Fine Arts</b>	Fine Arts	Completion of the following: <ol style="list-style-type: none"> <li>1. A minimum average of 70% over three Grade 12 S or U credits</li> <li>2. One credit of Grade 12 S or U English with a minimum grade of 60%</li> </ol> <p>Fine Arts applicants must complete additional non-academic requirements such as a portfolio. Please refer to the <a href="#">Fine Arts Bulletin</a> for more detailed information.</p>
<b>Health Sciences</b>	Family Social Sciences, Health Sciences, Health Studies	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. One of Biology, Chemistry, Physics or Computer Science 40S</li> </ol>
<b>Kinesiology and Recreation Management</b>	Kinesiology, Physical Education	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. One of Biology, Chemistry, Physics or Computer Science 40S</li> </ol>
	Recreation Management and Community Development	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. A third 40S course</li> </ol>
<b>Music***</b>	Music, Jazz Studies	Completion of the following: <ol style="list-style-type: none"> <li>1. A minimum average of 70% over three Grade 12 S or U credits</li> <li>2. One credit of Grade 12 S or U English with a minimum grade of 60%</li> </ol> <p>Applicants to the Desautels Faculty of Music must complete additional non-academic requirements such as an audition, theory test, and letters of recommendation. Please refer to the <a href="#">Music Bulletin</a> for more detailed information.</p>
<b>Science</b>	Science	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. One of Biology, Chemistry, Physics or Computer Science 40S</li> </ol>
<b>University 1</b>	University 1	Completion of one of the following sets of requirements: <p><b>SET A:</b></p> <ol style="list-style-type: none"> <li>1. A minimum average of 70% over three Grade 12 S or U credits</li> <li>2. One credit of Grade 12 S or U English with a minimum grade of 60%</li> </ol> <p><b>SET B: (Limited Admission - Canadian Citizens and Permanent Residents only)</b></p> <ol style="list-style-type: none"> <li>1. A minimum average of 63-69.9% over three Grade 12 S or U credits</li> <li>2. One credit of Grade 12 S or U English with a minimum grade of 60%</li> </ol> <p><b>SET C: (Limited Admission - Canadian Citizens and Permanent Residents only)</b></p> <p>A minimum average of 70% over three Grade 12 S or U credits, but lacking the Grade 12 S or U English requirement (less than 60%)</p>

Applicants to the following diploma programs need only meet the program-specific requirements as listed below (the General Admission Requirements listed in the table above are not required). In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successful in the admissions competition.

PROGRAM	PROGRAM-SPECIFIC MINIMUM ADMISSION REQUIREMENTS
<b>Diploma in Agriculture</b>	A minimum 60% average over the following:: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Mathematics 40S or 45S</li> <li>3. One of Biology, Chemistry, Physics, or Computer Science 40S</li> </ol>
<b>Diploma in Fine Art</b>	High school graduation including completion of Grade 12 Art recommended.  Fine Arts applicants must complete additional non-academic requirements such as a portfolio. Please refer to the <a href="#">Fine Arts Bulletin</a> for more detailed information.

## **2. Post-Secondary Grade Requirements**

In addition to the minimum requirements listed above, applicants with previous post-secondary studies must be in good academic standing at any previous post-secondary institutions and must have completed fewer than 24 credit hours of recognized university or college studies (or equivalent). Applicants to all programs except University 1, Music, or Fine Arts must have a minimum 2.0 Cumulative Grade Point Average (CGPA) over all attempted courses (see Section 4: Selection Process, E. Calculation of the Cumulative Grade Point Average (CGPA)).

In cases where the number of eligible applicants exceeds the available spaces, the average over high school course requirements as listed in the tables above will be used for selection ranking purposes. So long as a minimum 2.0 CGPA is met over all post-secondary courses, CGPA will not be used for selection purposes.

## **B. Alternate Admission Categories**

Students not competitive in the selection process or those not meeting the minimum admission requirements as listed above for certain programs may be eligible for admission under the alternate admission categories as follows:

### **1. Special Consideration Category**

AVAILABLE PROGRAMS	PROGRAM-SPECIFIC CATEGORY REQUIREMENTS
Diploma in Agriculture	Students without a suitable high school standing may apply under the Special Consideration Category (see the <a href="#">Agriculture Diploma Bulletin</a> for more detailed information).

### **2. Canadian Indigenous Ancestry Category**

AVAILABLE PROGRAMS	PROGRAM-SPECIFIC CATEGORY REQUIREMENTS
Business	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"> <li>1. English 40S</li> <li>2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S</li> <li>3. A third 40S course</li> </ol> The Canadian Indigenous Ancestry Category is intended for all First Nations, Métis, and Inuit applicants who have completed the above minimum admission requirements, but who do not meet the cut-off average established for this year's admission. Applicants under this category will automatically be considered in the regular category if they meet the selection cut-off average (see the <a href="#">Asper Advanced Entry Bulletin</a> for more detailed information).

### 3. Mature Applicant Category

#### General Eligibility Requirements

- Must be 21 years of age or older by September 30 for classes starting in September, January 31 for classes starting in January, May 1 for classes starting in May, and July 1 for classes starting in July.
- Must not meet the regular academic requirements of the applicable program.
- Must have limited experience at college or university (fewer than 24 credit hours).
- Must be a Canadian citizen or Permanent Resident.

#### Available Programs (with Specific Requirements)

AVAILABLE PROGRAMS	PROGRAM SPECIFIC CATEGORY REQUIREMENTS
University 1	No additional program requirements
Engineering	A minimum 85% average over the following, with no less than 60% in each course: <ol style="list-style-type: none"><li>1. Chemistry 40S</li><li>2. Physics 40S</li><li>3. Pre-Calculus Mathematics 40S</li></ol> * If the required average for high school students is higher than the minimum average, the same average will be used for mature students.
Music	Applicants must complete additional non-academic requirements such as an audition, theory test, and letters of recommendation. Please refer to the <a href="#">Music Bulletin</a> for more detailed information.

#### 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.**

## Section 3: Application Process & Deadlines

### A. Application Fee

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. Documentation Deadlines and Important Dates

### 1. Spring 2018 Applicants

Date	Deadlines and Important Dates
<b>March 15, 2018</b>	Final documentation deadline for all outstanding documentation, including final high school grades, post-secondary transcripts, English Proficiency, etc. (except University 1)
<b>May 1, 2018</b>	Final documentation deadline for all outstanding documentation (including final high school grades, post-secondary transcripts, English Proficiency, etc.) for University 1 applicants.

### 2. Fall 2018 Applicants

Date	Deadlines and Important Dates
<b>February 16 &amp; 17, 2018</b>	Bachelor of Jazz Studies audition dates
<b>February 16 – 24, 2018</b>	Bachelor of Music audition dates
<b>February 26 – March 2, 2018</b>	Deadline to submit portfolio for applicants to the School of Art
<b>May 1, 2018*</b>	Last date for receipt of high school grades (excluding University 1). Final grades are required for any completed courses, and midterm grades for any courses in progress which will be completed by June 30, 2018.
<b>July 6, 2018</b>	Final documentation deadline for all outstanding documentation (including final high school grades for graduating high school students, post-secondary transcripts, English Proficiency, etc.)
<b>August 31, 2018**</b>	Final documentation deadline for Fall University 1 applicants

\* Only grades received by the May 1 deadline can be used to calculate eligibility for Direct Entry programs (University 1, Music, and Fine Arts excluded). All applications with no grades after this deadline will be deemed ineligible and will automatically be moved to the University 1 program.

\*\* Registration for classes will open well before the final deadline for applications to University 1, and applicants who apply or submit their documents after July 6, 2018 should be aware that they may not be able to register for the classes or schedules of their choice.

### 3. Winter 2019 Applicants

Date	Deadlines and Important Dates
<b>October 15, 2018*</b>	Final documentation deadline for all outstanding documentation, including final high school grades, post-secondary transcripts, English Proficiency, etc. (except University 1)
<b>December 15, 2018*</b>	Final documentation deadline for all outstanding documentation (including final high school grades, post-secondary transcripts, English Proficiency, etc.) for University 1 applicants.

\* Registration for classes will open well before the final deadline for applications, and applicants who apply or submit their documents after July 7, 2018 should be aware that they may not be able to register for the classes or schedules of their choice.

### C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim high school transcript** is required for current high school students. Transcripts must include at least midterm grades for every Grade 12 course which will be completed. This will be requested on behalf of all Manitoba or North-West Ontario students applying for the Fall term immediately following their graduation who have submitted and paid for their application by March 1<sup>st</sup>.
- **Final official high school transcript** is required for all applicants. Student copies or photocopies are not acceptable. This will be requested on behalf of all Manitoba or North-West Ontario students applying for the Fall term immediately following their graduation who have submitted and paid for their application by June 1<sup>st</sup>.
- **Interim post-secondary transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **Final official post-secondary 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.

- **Proof of Canadian Citizenship, Permanent Resident Stats, or Refugee Status** is required if born outside of Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, C. English Language Proficiency Requirements).

Please send all documentation to the following address:

**Direct Entry Admissions  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

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

#### **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.

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. Faculties and schools will only consider external courses completed within the last ten (or fewer) years.

Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School's transfer credit policy and residency requirements (consult the section of the University's Academic Calendar at:

[www.umanitoba.ca/calendar](http://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](http://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 who 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>

## **Section 4: Selection Process**

### **A. Self-Reporting High School Courses and Grades**

Canadian applicants currently completing high school studies will be asked to list all senior year (Grade 12) level courses along with the completion date and actual or estimated final grade in each course. This information, along with academic background information, will assist our office in making a preliminary assessment of eligibility for the chosen program. Estimations of final grades should be as realistic as possible, but all final decisions about admission, including any provisional admission, will require official high school transcripts. Applicants do not need to contact the Admissions Office if original estimates were too high or too low.

## **B. Offers of Admission**

Admission decisions for Direct Entry programs will be based on final and/or midterm grades received by the May 1<sup>st</sup> transcript deadline.

For current high school students, all offers are conditional upon meeting minimum program requirements with final grades.

## **C. Alternate Choice of Program**

If an application for direct entry admission is unsuccessful, it will be automatically considered for admission to University 1. Applicants do not need to reapply for this alternate choice or to pay a second application fee.

If an applicant wishes to be considered for an alternative choice of program other than University 1, an additional application must be submitted and paid for. The second application must be completed by the application deadline. Applicants can choose to apply for a second application before the results of the first application are available.

## **D. Preference in Admission**

In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successful in the admissions competition.

Due to enrolment limitation, many faculties at the University need to restrict the admission of international students to their programs.

## **E. Calculation of the Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average will be calculated using all recognized post-secondary course work including original grades of repeated courses.

It is the applicant's responsibility to inform the Admission 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.

## **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 you do not accept the offer by the deadline date indicated in the letter, your offer will lapse and you will need to contact our office to discuss the possibility of an extension. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

In addition to accepting the offer of admission, successful applicants to Fine Arts and Engineering will be required to pay an enrolment deposit to hold their offer of admission. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If the offer is not accepted or the required deposit is not paid by the deadline date indicated, the offer will lapse. Lapsed offers will be considered a declined response. The enrolment deposit for Fine Arts applicants is \$100; the deposit for Engineering is \$250. The deposit is non-refundable but will be applied to tuition fees.

The University reserves the right to rescind any offer of admission if the successful candidate does not indicate they are accepting the offer of admission (and, if need be, paying the enrolment deposit) by the deadline.



## Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing 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 within ten (10) 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](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 Admissions Office is able to assist applicants who seek counselling regarding admission to the University of Manitoba. 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

<b>University 1 First Year Centre:</b>	205 Tier Building Telephone: (204) 474-6209 Website: <a href="http://www.umanitoba.ca/u1">www.umanitoba.ca/u1</a>
<b>Admissions Office:</b>	424 University Centre, Telephone: (204) 474-8808 Email: <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
<b>Admissions Officer:</b>	<b>Stephanie Gallardo</b> Email: <a href="mailto:admissions.directentry@umanitoba.ca">admissions.directentry@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre Telephone: (204) 474-7423 Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre Telephone: (204) 474-7423 Email: <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>

## Section 8: Other Information

### A. Entrance Scholarships

All students that have submitted and paid for an application by March 1, 2018, and who are attending a Canadian High School, will automatically be considered for an entrance scholarship. To be eligible to receive a scholarship, at least five courses are required from the list of eligible scholarship courses, with a minimum average of 85% over the best five eligible courses. The list of eligible courses is provided on the Financial Aid and Awards website ([http://www.umanitoba.ca/student/fin\\_awards/school\\_entrance/index.html](http://www.umanitoba.ca/student/fin_awards/school_entrance/index.html)).

### B. Entrance Scholarship Deadline for International Applicants

Out-of-Canada qualified high school applicants, who are studying at non-Canadian curriculum high schools

and who apply for admission by March 1, 2018 will be considered for an International Entrance Scholarship. International students studying in Canada, or at a high school abroad that offers the Canadian curriculum, must apply by the March 1, 2018 scholarship deadline.