



## Faculty of Arts

### Applicant Information Bulletin Summer 2013 and Fall 2013, Winter 2014

#### APPLICATION & DOCUMENTATION DEADLINES:

SUMMER APPLICANTS: March 1, 2013

SEPTEMBER APPLICANTS: July 2, 2013

JANUARY APPLICANTS: October 1, 2013

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#### I. GENERAL STATEMENT

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The purpose of this document is to provide applicants to the Faculty of Arts with an overview of three of the Faculty's undergraduate programs i.e. the BA General, BA Advanced and BA Honours Degree programs. Also provided is a description of the eligibility requirements, the application methods including deadlines, fees, and required documentation, the selection process, transfer credit, and the reconsideration and appeal process that will be in effect during the 2013 Summer and 2013 Fall, and the 2014 Winter term.

This *Applicant Information Bulletin* accompanies the *Faculty of Arts Application Form* and it is assumed that all applicants to the Faculty will have read and understood the *Bulletin*. The *Bulletin* and *Form* can be downloaded from the University of Manitoba website at [www.umanitoba.ca/applynow](http://www.umanitoba.ca/applynow). The *Bulletin* can also be downloaded by clicking the "Critical Program Information" on the Program Selection page of the online application. In the event of any discrepancies between the information provided in this *Bulletin* and that found in the University's annual *Academic Calendar*, the *Calendar* entry shall prevail.

Students can enter the Faculty of Arts in two ways:

1. Qualified students within the University of Manitoba University 1 program can 'transit' directly to the Faculty of Arts using the Aurora Student Registration system. There is no application fee to transit to Arts. University 1 students seeking current information on the transit process and timelines should consult the University 1 website for the most recent information

([www.umanitoba.ca/U1](http://www.umanitoba.ca/U1)). Students can also contact either the Faculty of Arts General Office or the University 1 Help Centre for information (see contact details in Section X below).

2. Students in other programs at the University of Manitoba or from other colleges/universities can apply for admission to the Faculty of Arts either through the online application process or by submitting a paper application. An application fee and appropriate documentation are required. The application and documentation deadlines must be observed (see Section V. Applying to Arts through the online or paper-based application process).

**Note:** Students admitted to the Faculty of Arts will, by default, be admitted to the BA General degree program.

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#### II. THE PROGRAMS

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The Faculty of Arts offers programming in the social sciences and humanities, as well as a wide range of interdisciplinary programs. Strong programming, combined with opportunities to study abroad, allow students to enrich their understanding, challenge their imagination, and develop an appreciation of our cultural, political and economic environments. 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, Drama, Film Studies, Global Political Economy, History of Art, Judaic Studies, Labour Studies, Latin American Studies, Medieval & Renaissance Studies, Music, Theatre, Ukrainian Canadian Heritage Studies, and Women's and Gender Studies.

There are three Bachelor of Arts degree options: a General Degree, an Advanced Major, and an Honours degree.

For more detailed information on the Faculty of Arts, please see [www.umanitoba.ca/arts](http://www.umanitoba.ca/arts) or review the Faculty of Arts section of the annual *Academic Calendar* which is available at: [www.umanitoba.ca/calendar/](http://www.umanitoba.ca/calendar/)

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### III. ELIGIBILITY REQUIREMENTS

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The following information details the requirements for admission to the Faculty of Arts.

NOTE: Applicants will be subject to the Faculty regulations and requirements for continuation in an Arts degree program that are detailed in the University of Manitoba *Academic Calendar* [www.umanitoba.ca/calendar/](http://www.umanitoba.ca/calendar/)

#### **Regular Students**

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

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

Students who have completed the minimum 24 credit hours of coursework, but who 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 a minimum of 24 credit hours of coursework acceptable for credit in Arts will normally be required to receive consideration for admission on the Dean's recommendation.

Students who are 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 who have been '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:

1. All courses taken at the University of Manitoba which have been assigned final grades, including failed courses, regardless of year of completion.
2. All non-University of Manitoba courses which have been assigned final grades, including failed courses,

which have been taken within the ten years immediately prior to the date of proposed admission to the Faculty of Arts.

#### **Returning students**

Former students of the Faculty of Arts, who have not yet completed their Arts degree and who have not attended any other post-secondary institution in the time since leaving the Faculty, may apply for readmission as returning students. If it has been nine years or less since your last attendance in the Faculty, you can simply contact the Faculty directly and ask for your records to be reactivated. If it has been ten or more years, you need to apply for readmission as a returning student. All of your previous credits, both for courses taken at the University of Manitoba and any transfer credit you were granted for work taken at other institution, will apply to your Arts degree.

If you have attended another post-secondary institution or another Faculty since the time you were a student in the Faculty of Arts, you must apply for admission as a **Regular Student**, regardless of the time since last a student in Arts.

#### **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 Second Degree students. Complete and official transcripts, including proof of first degree are required. Students should also be prepared to provide comprehensive course descriptions, including course outlines, textbook listings and copies of examinations, for any prior post-secondary studies completed outside of Manitoba.

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

#### **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 require specific courses and/or minimum GPA as outlined in each faculty section in the *Undergraduate Calendar*: [www.umanitoba.ca/calendar/](http://www.umanitoba.ca/calendar/) or the University1 Startbook: [www.umanitoba.ca/student/u1/startbook](http://www.umanitoba.ca/student/u1/startbook) To enter either the Advanced or Honours degree program students must apply to the Arts General Office, 3rd floor Fletcher Argue, after they have been admitted or have transited to Arts.

#### **Special Students**

To be eligible for admission to Arts as Special Students, applicants must have completed a first degree, either at the University of Manitoba or at another recognized university. Special Students complete courses for personal or professional reasons and are allowed to register for degree-credit courses although not working to complete an Arts degree. Most Special Students register as students within the General Studies program of Extended Education rather than with a Faculty such as Arts.

## Mature Status Students

To be eligible for admission as a Mature Status student, applicants must:

1. Be active members of the Canadian military, and
2. Be Canadian Citizens or Permanent Residents, and
3. Have completed less than 24 credit hours of work at any other university or college, and
4. Be 21 years of age or older by the end of the first month of the first term of studies in Arts.

\* Applicants who meet the qualifications listed above for admission as Mature Status students, but who are not members of the Canadian military, should apply for admission to University 1 rather than to the Faculty of Arts.

2013	Fall (201390)	Sep 2013	Jul 2, 2013
2013	Winter (201410)**	Jan 2014	Oct 1, 2013

- \* Applications to Arts received after these deadlines will be considered on a case-by-case basis if presented in-person with complete documentation.
- \*\* Applications will not be accepted for Winter 2014 from applicants who are currently registered at another institution in the immediately preceding fall term, or applying from an institution outside North America, or seeking a 2<sup>nd</sup> degree.

### Required documentation

1. Application form (online or paper) available at [www.umanitoba.ca/applynow](http://www.umanitoba.ca/applynow).
2. Non-refundable application fee (\$80 for Canadian Citizens/Permanent Residents, \$110 for international applicants).
3. Official transcripts from *all* post-secondary institutions attended, with the exception of prior work taken at the University of Manitoba.

**Applicants who are currently registered at another institution or in another Faculty at the University of Manitoba cannot be considered for admission until the final grades for ALL courses are available.**

If the official transcripts are not in English, an official English translation is required along with the original document.

Transcripts and other academic documents become University property and will not be returned.

4. Evidence of English language proficiency if applicable (see Section VI. English Language Proficiency Requirement below).
5. Proof of Permanent Resident status if applicable.
6. Proof of change of name if any academic records are under a different surname.
7. High school records if registration planned in any university courses that have specific high school subject prerequisites (e.g., chemistry, physics, mathematics, biology, statistics, computer science, microbiology, languages).
8. Proof of membership in the Canadian military, proof of citizenship, and proof of age if applying as a Mature Status Applicant.
9. Students who have attended post-secondary institutions, particularly those who have studied outside of Canada, and are seeking to complete a degree at the University of Manitoba, should be prepared to submit comprehensive course descriptions for any potentially transferable coursework.

## IV. TRANSITING TO ARTS FROM UNIVERSITY 1

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](http://www.umanitoba.ca/U1). Students can also contact either the Faculty of Arts General Office or the University 1 Help Centre for information (see contact details in Section X below).

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. Students who have completed 30 credit hours must transit to the Faculty of Arts or Science or apply for admission to their chosen faculty/school.

No minimum grade point average is required but students will be assessed in "good standing" or on "academic warning" and are subject to the requirements for continuation in an Arts degree. Because these students have already submitted complete documentation prior to admission to University 1, there is no additional required documentation or application fee. Please consult the *Undergraduate Registration Guide* for details regarding transit deadlines: [www.umanitoba.ca/student/records/registration/](http://www.umanitoba.ca/student/records/registration/)

Details on how to complete the transit process can be found in the University 1 section of the *Undergraduate Calendar* [www.umanitoba.ca/calendar/](http://www.umanitoba.ca/calendar/)

## V. APPLYING TO ARTS THROUGH THE ONLINE OR PAPER-BASED APPLICATION PROCESS

### Application and Documentation Deadlines

Year	Term	For classes starting in	Application & Documentation Deadline*
2013	Summer (201350)	May 2013	Mar 1, 2013

10. Applications will not be accepted for the Winter 2014/10 (Jan 2014) from students who are currently registered at another institution in the immediate preceding fall term or from students applying from an institution outside North America or seeking a 2<sup>nd</sup> degree.

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## VI. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

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English is the language of instruction and communication at the University of Manitoba. Accordingly, if students' primary language is not English, or if their previous education has been conducted in another language, they must demonstrate a command of English sufficient to meet the demands of classroom instruction, written assignments and participation in tutorials and discussions.

The term 'primary language' refers to that language which is most commonly used in homes, communities and daily commerce in the applicant's native country. It may or may not be the country's official language or one of the country's official languages or the language of instruction.

If students' primary language is not English, they will be required to demonstrate their proficiency in the use of the English language by meeting any of the options 1-7 listed below.

### English language proficiency options

1. Achieve a satisfactory result on the *Test of English as a Foreign Language (TOEFL)* by achieving any one of the following:
  - a. a minimum total score of 550 with no less than 50 in each of the component scores on the paper-based TOEFL, or
  - b. a minimum total score of 213 with no less than 17 in each component score, on the computer-based TOEFL, or
  - c. a minimum total score of 80 with a recommended minimum score of 19 in each skill area on the internet-based TOEFL.

The TOEFL institution code for U of M is 0973.
2. Achieve minimum scores of 4.5 in Reading, 4.5 in Listening, and 4.0 in Writing on the *Canadian Test of English for Scholars and Trainees (CanTEST)*.
3. Achieve a minimum score of 6.5 based upon the academic module on the *International English Language Testing System (IELTS)*.
4. Achieve a minimum score of 80 on the *Michigan English Language Assessment Battery (MELAB)* offered by the University of Michigan.
5. Achieve a minimum grade of C in the **University of Cambridge Certificate of Proficiency in English**.

6. Achieve a score of 60 or more in the **Canadian Academic English Language Assessment (CAEL)**.
7. Achieve a minimum of 65% in the *Direct-Entry English Program* (also known as *Academic English Program for University and College Entrance* or *AEPUCE*), taught at U of M by the English Language Centre.
8. Achieve a minimum score of 58 in the **Pearson Test of English (Academic)**.

### Criteria for an English language proficiency requirement waiver

Under certain circumstances students may request a waiver of the English language proficiency requirement. Students would need to complete a waiver application and provide supporting documentation to show that they meet one of the following conditions:

1. Ten consecutive years of residency in Canada, which may include years of study in Canada. The period of residency will be the time lapsed between the 'Landed On' date on the 'Record of Landing' document and July 1 of the year of application.
2. a. Successful completion of a three year secondary school program in Canada, or a three year post-secondary education in Canada, or any combination of three successful years of secondary and post-secondary education in Canada, *OR*
  - b. Graduation from a Manitoba high school, with five credits at the Senior Four level, which include two credits of English at the 40S level with an average grade of 75%.

Successful completion of secondary studies equates to meeting the General Entrance Requirements of the University of Manitoba. Secondary education must include Grade 12 where appropriate.
3. Achieve a grade of four or greater on the International Baccalaureate Higher Level English course, or a grade of four or greater on the Advanced Placement English examination (Language Composition; Literature and Composition).
4. Verify conditions equivalent to 1 or 2 listed above in a country where English is the primary language.

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## VII. SELECTION PROCESS

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### Transiting University 1 students

Students who transit to Arts from University 1 will be automatically admissible at the time the transit is initiated provided they meet the requirements for continuation in an Arts degree. No minimum grade point average is required but students will be assessed in "good standing" or on "academic warning". Any students with questions about the transiting process should contact the University 1 Help Centre.

**Transfer students from other universities/colleges, and from other University of Manitoba faculties**

Transfer students can apply for admission online or by using the paper application form. 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. Official notification of the admission decision will be provided by mail as soon as this decision has been completed. Students who fail to submit all the required documentation by the documentation deadline date will not be considered for admission.

**Returning Faculty of Arts students**

Former students of the Faculty of Arts at the University of Manitoba will be allowed to register for courses *without* going through the application process if:

- They have not registered in another Faculty or at another university/college since their last registration in Arts, except for any courses that may have been taken on a Letter of Permission approved by the Faculty.
- They have previously completed at least one course in the Faculty of Arts in which a final grade was received.
- They have registered in the Faculty of Arts within the 12 months prior to the anticipated start of classes. (If students will have been away from the Faculty for more than 12 months **but less than ten years** they may request permission to reregister from the Faculty’s Dean’s Office in lieu of completing the application process.)
- They have not already finished their degree program and graduated from the Faculty.

All other returning students must complete the application process.

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**VIII. TRANSFER CREDIT**

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Transfer credit will be considered for coursework completed at recognized colleges/universities within ten years of admission to the Faculty of Arts. (Work taken at the University of Manitoba can be considered for credit even if beyond the ten year limit.) All coursework assessed by the University as acceptable for transfer credit will be assigned, and can be applied to the degree up to the maximum allowed under the Faculty’s residency requirement (consult the Faculty of Arts section of the University’s Academic *Calendar* at: [www.umanitoba.ca/calendar/](http://www.umanitoba.ca/calendar/) for details). No transfer credit is assessed or assigned for students admitted to the Faculty of Arts as Special Students.

**Students may be asked to provide comprehensive and accurate course outlines or syllabi, including course objectives, textbook listings and copies of assignments, to assist in the transfer credit assessment process.**

Students who fail to provide requested information for course(s) where an “F” grade has been recorded, will have a failed attempt recorded as transfer credit. Such “F” grades will be taken into consideration in determining eligibility for admission and academic assessment.

Only successful applicants will be notified of transfer credit results. Students should expect to wait six to eight weeks for completion of the transfer credit assessment after a *Certificate of Acceptance* has been received.

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**IX. RECONSIDERATION & APPEALS**

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Applicants are advised that appeals of admission decisions focus on questions of correct adherence to published policies and procedures by the Admissions Officer, and NOT on the relative merits of the policies and procedures themselves.

If applicants believe there has been a procedural error, they may request to have their application reconsidered. This request must be in writing and addressed to the Admissions Officer within ten days of the mailing of the notification of a negative admission decision. (See X. Useful Office Names, Addresses & Telephone Numbers for contact information for the Admissions Officer).

To appeal the reconsidered decision, the applicant must submit a request in writing to the University Secretary, within ten days of the mailing of the reconsidered decision. This request will be conveyed to the Senate Admissions Appeal Committee. For more information on Senate Admissions Appeals see [www.umanitoba.ca/admin/governance/governing\\_documents/students/286.htm](http://www.umanitoba.ca/admin/governance/governing_documents/students/286.htm) the contact for the University Secretary is given in the following section. Appeals of reconsidered decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures by the Selection Committee, and NOT on subjective issues of the relative merits of the applicant.

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**X. USEFUL OFFICE NAMES, ADDRESSES & TELEPHONE NUMBERS**

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The mailing address for the following University offices is:  
(Name of Office)  
(Room Number and Building)  
University of Manitoba  
Winnipeg, Manitoba R3T 2N2

**Faculty of Arts**  
Dean’s Office  
3<sup>rd</sup> Floor Fletcher Argue Building  
Telephone: (204) 474-9100  
Website: [www.umanitoba.ca/arts/](http://www.umanitoba.ca/arts/)  
E-mail: [arts\\_inquiry@umanitoba.ca](mailto:arts_inquiry@umanitoba.ca)  
FAX : (204) 474-7590

**Admissions Office**

424 University Centre

General Office: (204) 474-8808

Website: [www.umanitoba.ca/applynow/](http://www.umanitoba.ca/applynow/)

FAX: (204) 474-7554

**University 1 First Year Centre**

205 Tier Building

Telephone: (204) 474-6209

Website: [www.umanitoba.ca/U1](http://www.umanitoba.ca/U1).

Email: [university1@umanitoba.ca](mailto:university1@umanitoba.ca)

**Financial Aid & Awards**

422 University Centre

Telephone: (204) 474-9531

Website: [www.umanitoba.ca/student/fin\\_awards](http://www.umanitoba.ca/student/fin_awards)

Email: [awards@umanitoba.ca](mailto:awards@umanitoba.ca)

**Student Financial Assistance Branch**

(Canada Student Loans)

#401-1181 Portage Avenue

Winnipeg, MB R3G 0T3

Telephone: (204) 945-6321

Website: [www.edu.gov.mb.ca/ael/learners/financial\\_assist.html](http://www.edu.gov.mb.ca/ael/learners/financial_assist.html)

**International Centre for Students**

541 University Centre

Telephone: (204) 474-8501

Website: [www.umanitoba.ca/student/ics](http://www.umanitoba.ca/student/ics)

**Office of the University Secretary**

312 Administration Building

Telephone: (204) 474-9593

Website: [www.umanitoba.ca/admin/governance/governing\\_documents/students/286.htm](http://www.umanitoba.ca/admin/governance/governing_documents/students/286.htm)