



Distance Delivery Social Work Program Welcome Package

2023-2024
New Admits

Faculty of Social Work
Distance Delivery Program



**University
of Manitoba**

Faculty of Social Work

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TRADITIONAL TERRITORIES ACKNOWLEDGEMENT



**TRADITIONAL TERRITORIES
ACKNOWLEDGEMENT**

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

WELCOME TO THE FACULTY OF SOCIAL WORK!

Congratulations on your admission to the Distance Delivery Bachelor of Social Work degree program. We are pleased that you have chosen Social Work as a profession, and we hope that your studies will be motivating and rewarding. We acknowledge that newly admitted students are likely to have many questions, but we ask that you please hold your questions for the live orientation sessions that you will be attending. This will assist in streamlining communication and ensuring everyone receives the same information.

As you begin to get ready to start your BSW program in the fall, there are important steps that need to be completed as soon as practical. Below we have outlined your upcoming tasks as a newly admitted student:

Important and Time Sensitive Tasks

1. Contact your local Police Station or RCMP Office to order your Criminal Record Checks, Vulnerable Sector Checks and other checks that pertain to your province/territory **as soon as possible!**
 - Nova Scotia residents must also complete a Child Abuse Check.
 - Manitoba residents must also complete an Adult and Child Abuse Check.
 - Alberta residents must also complete an Intervention Check.
 - Toronto residents must complete a form to request a Criminal Record check with Vulnerable Sector.
*Other regions might require a letter from the faculty to process the check(s). Please email your request for the form or letter to: ddsocial.work@umanitoba.ca
2. If you are a new University of Manitoba student, claim your UMNNetID and UM student email account (see next page for further instructions). Students can activate their student email 48 hours after they've accepted their offer of admission.
3. Once you've activated your student email, send an email to ddsocial.work@umanitoba.ca with the subject line **NEWLY ADMITTED: REQUESTING ACCESS TO ORIENTATION PORTAL.**
4. Once you are enrolled in the orientation portal on UMLearn, you will have access to a Self-Declaration Form that must be completed and submitted. This form will also ask for your preferred orientation and wrap-session times.
5. Attend an orientation session and complete orientation modules on UMLearn.
6. Register for your courses (Initial Registration opens for new Social Work admits at the end of July)
7. Attend a Wrap Up Session (mid-August)

Orientation 2023

All newly admitted students will attend a two-hour online orientation session. This session is mandatory, and you can choose one of the following times:

- Wednesday, June 28th | 11:00am to 1:00pm | Central/Manitoba Time (CST)
- Thursday, June 29th | 5:00pm to 7:00pm | Central/Manitoba time (CST)

In addition, you are required to attend a mandatory one-hour online wrap-up session. You can choose one of the following times:

- Wednesday, August 16th | 11:00am to 12:00pm | Central/Manitoba Time (CST)
- Thursday, August 17th | 5:00pm to 6:00pm | Central/Manitoba Time (CST)

You will choose your preferred times in the self-declaration form found on the orientation portal on the University of Manitoba's learning management system - UMLearn. You will receive a meeting link to the online orientation and wrap-up sessions closer to the dates. Once you have attended the orientation session, you will complete the orientation modules through UMLearn. The orientation modules can be completed at your own pace; however, it must be completed before your mandatory Wrap-Up Session scheduled the week of August 14th-18th. The purpose of the orientation modules is to provide incoming students with further details related to their program, resources as a university student, and requirements as a student in the Faculty of Social Work. Failure to complete the orientation requirements will delay fall registration.

FURTHER INSTRUCTIONS/DETAILS

UMNetID

Upon accepting your offer, you will claim your UMNetID through SignUM. Claiming your UMNetID gives you access to your online courses through UMLearn, your UM Email, Libraries, Software Express, Unix and other services.

- [Instructions and a tutorial on how to activate your UofM Computer Account](#)
- [Claiming your UMNetID](#)

UM Student Email

Your UMNetID gives you access to your UM student email address that **must** be used for all academic correspondence. **Your UM student email will be the only email address used by the University, professors, and the DD Social Work Program for all communications.** It is your responsibility to check your UM email frequently. You must use the university provided email for all communications per [university policy](#).

Student Identification Card

After you have successfully registered for classes, you are able to order your student ID card. Your student ID card is mandatory for field placements, so ensure you order as soon as you are able to. The following [link](#) outlines steps to obtain your student card.

Familiarize yourself with our BSW Student Handbook

The Bachelor of Social Work (BSW) Student Handbook houses important information students need to know. As a BSW student, ***it is your responsibility to read and understand all relevant social work policies and procedures.*** Please note, the handbook is currently being updated and will be available for view on the University of Manitoba Social Work website soon. A link to the document will be provided once it is available.

TECHNOLOGY REQUIREMENTS

Students must ensure they meet the technology requirements outlined below prior to the start of classes:

<p>Windows:</p> <ul style="list-style-type: none"> • Processor: 1.4 GHz Intel Pentium 4 or faster processor (or equivalent) • Operating System: Windows 10, Windows 8, or Windows 7 • Memory: 1 GB (32 bit) 2 GB (64 bit) • Web Browser: Chrome, Edge, Firefox, or Safari • Software: Cisco WebEx Browser Extension, Microsoft Office 	<p>Mac OS:</p> <ul style="list-style-type: none"> • Processor: 1.83 GHz Intel Core Duo or faster processor • Operating System: Mac OS X 10.13 or later • Memory: 1 GB • Web Browser: Chrome, Edge, Firefox, or Safari • Software: Cisco WebEx Browser Extension, Microsoft Office
<p>Additional Hardware:</p> <ul style="list-style-type: none"> • USB Headset with Microphone • Webcam is highly recommended. • Please note that Chromebooks and Chrome OS are not recommended but will work. 	<p>Internet Requirements:</p> <ul style="list-style-type: none"> • Bandwidth: minimum of 5 Mbps of download and 2 Mbps of upload capacity • Wired Connection Recommended: 5 Mbps of download and 2 Mbps of upload capacity • Wireless: Wireless-AC (802.11ac) access point (router or modem) • Computer that supports Wireless-AC (802.11ac) • Computer location within 10m (30 ft) of the access point (router or modem)
<p><u>UM Learn</u></p> <p>UM Learn will provide you access to course information for each distance and online education course.</p>	
<p><u>Microsoft 365</u></p> <p>The University has provided students with access to MS Office Suite for free, which includes Microsoft Teams. Please ensure you familiarize yourselves with Microsoft Teams and utilize this platform when working in a group setting or to meet with an instructor. Click on the link to access. If you have issues accessing Microsoft Teams, please contact our student tech assistant: Muhammad.Safdar@umanitoba.ca.</p>	

Online Social Work courses will require you to attend online web conferences. All web conferences and assignments are scheduled in central time zone (CST).

Tech Support

All newly admitted students will have the opportunity to attend tech information/assistance sessions as drop-ins. Please note that these sessions are specifically designed for addressing technology-related questions only.

Below are the details of the sessions:

- Friday, June 9th | 1:00pm to 2:00pm | Central/Manitoba Time (CST)
 - [Click here to join 1st session](#)
- Friday, June 16th | 12:00pm to 1:00pm | Central/Manitoba Time (CST)
 - [Click here to join 2nd session](#)
- Friday, June 23rd | 11:00am to 12:00pm | Central/Manitoba Time (CST)
 - [Click here to join 3rd session](#)

If you need additional tech support regarding program requirements, you can reach out to our Educational Tech Programmers. Additionally, the UM Information Services & Technology Office provides computer support for all University of Manitoba students including resetting email passwords, UMLearn Log in access etc. They can be reached at: (204) 474-8600 or support@umanitoba.ca.

MEET YOUR DEAN AND ASSOCIATE DEAN

	<p>DR. MICHAEL YELLOW BIRD Dean of the Faculty of Social Work</p>
	<p>DR. MARIA CHEUNG Associate Dean of the Faculty of Social Work (Undergraduate Programs)</p>

MEET YOUR DISTANCE DELIVERY TEAM

	<p>JOAN CHURLEY Program Coordinator Email: Joan.Churley@umanitoba.ca Phone: (204) 295-2789</p>	<p><i>The Program Coordinator's role is to ensure you receive quality education. If you have any concerns while receiving your degree, please do not hesitate to contact Joan.</i></p>
	<p>LESLIE MCKENZIE Program Administrator Email: Leslie.Mckenzie@umanitoba.ca Phone: (204) 474-9537</p>	<p><i>The Program Administrator's role is to manage the office as well as assist with field coordination.</i></p>
	<p>CANDIELYA JACKSON Field Coordinator Email: Candielya.Jackson@umanitoba.ca</p>	<p><i>The Field Coordinator's role is to ensure that you prepare for field. Please contact Candielya regarding any field and PLAR inquiries.</i></p>
	<p>KAT MADDOCKS Field Assistant Email: Kat.Maddocks@umanitoba.ca</p>	<p><i>The Field Assistant's role is to assist with field coordination and placements.</i></p>

	<p>JULIA FLOREK TURCAN Academic Advisor Email: Julia.Florek@umanitoba.ca Phone: (431) 336-6802</p>	<p><i>The Academic Advisor's role is to support students while they pursue their degree. Advisors can help you understand and be aware of policies and procedures; they can assist with course planning and registration, authorized withdrawals, degree planning and address any other questions you might have about your program. Your Academic Advisor is here to support you!</i></p>
	<p>MARVIC ABARRA Academic Advisor Email: Marvic.Abarra@umanitoba.ca Phone: (431) 336-7069</p>	
	<p>LOUISE SABOURIN Part-Time Academic Advisor Email: Louise.Sabourin@umanitoba.ca</p>	
	<p>DAVE NICHOLLS Educational Tech Programmer Email: Dave.Nicholls@umanitoba.ca Phone: (431) 275-5951</p>	<p><i>The Educational Tech Programmers will work with you to ensure you are ready for web conferences. They also design your courses in UM Learn and offer workshops and training for instructors and students.</i></p>
	<p>ERIN JANSEN Educational Tech Programmer Email: Erin.Jansen@umanitoba.ca Phone: (431) 277-7543</p>	
	<p>EDEN METRIK Educational Tech Programmer Email: Eden.Metrik@umanitoba.ca Phone: (431) 275-4319</p>	

General Distance Delivery Office Contact Information

Email: ddsocial.work@umanitoba.ca

Phone: (204) 474-7912

The Office Assistant's role is to provide information and advice regarding various University of Manitoba Policies and Procedures. They can help answer general inquiries, and direct students based on their particular needs.

Student Office Assistant	Emma Baker	ddsocial.work@umanitoba.ca
Student Tech Assistant	Muhammad Safdar	Muhammad.Safdar@umanitoba.ca

BACHELOR OF SOCIAL WORK REQUIREMENTS

The Bachelor of Social Work Degree Program consists of 123 credit hours of course work, including:

- 75 credit hours of required social work courses, including two field practicums.
- 48 credit hours of required electives and must include a 3-credit hour elective course with significant mathematics content and a 3-credit hour elective course with significant written English.
- Within the 48 credit hours of electives, there are specific non-Social Work courses you are required to fulfill.

Students have up to 9 years to complete the BSW degree. The actual completion time will vary for each student as it will depend on factors such as the number of credit hours transferred in, work and personal circumstances, etc.

Students may transfer up to 48 credit hours of elective courses from previous studies from a recognized educational institution. The University of Manitoba determines the admissibility of elective credits on a course-by-course basis.

Students who have taken social work courses at other universities may request the Admissions Office to consider equivalency credit within the 6-month period following their acceptance into the faculty as a regular student. Any social work courses for which you are requesting review for equivalency credit, must have been completed within the last 9 years and must be from a program that is accredited by the Canadian Association for Social Work Education. Required non-Social Work elective courses (ie. FMLY 1010/PSYC 1200; INDG 1200/INDG 1220 & INDG 1240; WOMN 1600) are valid for 10 years counting from when the student completed the course.

***** It is important to note that a student enrolled in the BSW program at the University of Manitoba must not be enrolled at any other post-secondary institution. *****

Written English and Math Requirement

Per the University of Manitoba policy “all students are required to complete, within the first 60 credit hours of their programs, a minimum of one 3 credit hour course with significant content in written English, and a minimum of one 3 credit hour course with significant content in mathematics.” Students that have completed baccalaureate degrees and students admitted before the 1997-98 regular Session are exempt from this requirement.

All credit hours used for the purpose of admission into the BSW program are a part of the 60-credit hour program count. If a student does not satisfy both the written English and mathematics requirement (with a minimum grade of D) within the first 60 credit hours, students may not be permitted to register for any social work courses until they have registered in the mathematics and written English requirement courses. A student accepted at the University of Manitoba cannot graduate without meeting the Math and English requirement. Students who have not completed the math and written requirement should reach out as soon as practical.

Required Social Work Courses

The 75 credit hours of required social work courses include core, elective and field courses. It is important that you consult with your Distance Delivery Academic Advisor on a regular basis for assistance with planning. As you consider which courses to take, please note that you must complete eight core courses (outlined in red below) before you can take the Field Instruction/Practice courses, as well as the social work elective courses.

Course descriptions, prerequisites and co-requisites for the courses are outlined in the [Academic Calendar](#) or [Aurora](#).

CORE SOCIAL WORK COURSES (48 CREDIT HOURS)

Social Justice – Rights – Diversity Courses (15 credit hours)

- **SWRK 1200** Introduction to Canadian Social Welfare
- **SWRK 1220** Social Justice, Diversity and Human Rights
- **SWRK 2000** Anti-Racist Social Work Practice (*Prerequisite: SWRK 1220*)
- **SWRK 2040** Social Welfare Policy: Analysis and Advocacy (*Prerequisite: SWRK 1200*)
- **SWRK 3160** Feminist Perspectives in Social Work Practice and Social Welfare Policy (*Prerequisite: WOMN 1600 & pre/co SWRK 2000*)

Indigenization – Decolonization – Reconciliation (9 credit hours)

- **SWRK 1210** Mitakuye Oyasin (We are All Related) (*Prerequisite: INDG 1200 or INDG 1220 + INDG 1240*)
- **SWRK 2010** Indigenization and Decolonization in Social Work (*Prerequisite: SWRK 1210*)
- **SWRK 3190** Social Work Practice with Indigenous Peoples: Towards Reconciliation (*Prerequisite: SWRK 2010*)

Social Work Professional Ethics & Identity (9 credit hours)

- **SWRK 1240** Social Work and Professional Identity
- **SWRK 2030** Communication and Relational Skills in Social Work
- **SWRK 3170** Discovering Social Work Research: How knowledge is framed and forging a review (*Prerequisite: SWRK 2010 & SWRK 1240*)

Community Well-Being & Practice (15 credit hours)

- **SWRK 1230** Community Health and Well-Being: Imagination for Social Work Practice
- **SWRK 1250** Human Behaviour, Family and Community Well-Being: Theory and Practice
- **SWRK 2020** Community Development and Social Work
- **SWRK 3180** Social Work Practice with Immigrants and Refugees (*Prerequisite: SWRK 1220 & SWRK 1210*)
- **SWRK 3200** Social Work Practice with 2SLGBTQIA+ Communities (*Prerequisite: SWRK 1220 & SWRK 1210*)

ELECTIVE SOCIAL WORK COURSES (12 CREDIT HOURS)

The program offers 23 elective courses. Once students complete eight core courses (24 credit hours) listed in red above, they will be eligible to take social work elective courses. Students will choose four courses from the list below. Electives will be offered on a rotating basis. The electives highlighted in yellow below will be offered as early as Summer 2024. Electives can be chosen from any of the following groups:

Impact of Social Phenomena on Social Work Practices

- **SWRK 4252** Violence in Families: Direct Practice Interventions in Primary Helping Systems
- **SWRK 4254** Substance Use, Mental Health, and Social Work
- **SWRK 4256** Trauma-Focused Social Work Practice: Legacies, Development, Post-Traumatic Growth
- **SWRK 4258** Loss, Grief, Bereavement and Social Work
- **SWRK 4262** Homelessness and the Housing Continuum: Ethics of Caring and Community Development
- **SWRK 4264** Critical and Emergent Practices of Child Welfare

Specialized Practices and Modalities in Social Work

- **SWRK 4266** Introduction to Social Work Practice with Groups
- **SWRK 4268** Creativity and Arts-Based Methods for Social Work Practice
- **SWRK 4272** Mindfulness and Contemporary Contemplative Practices in Social Work: Cultivating Practice Integrity
- **SWRK 4274** Wholistic Indigenous Land-Based Practices for Social and Environmental Justice
- **SWRK 4276** Community Building: Social Work Skills for Outreach, Networking, and Connecting
- **SWRK 4278** Building Knowledge in Social Work: Research Methodologies and Practices

Social Work Practices within Specific Populations

- **SWRK 4280** Social Work Practice with Mandated/Justice-Involved Populations
- **SWRK 4282** Social Work Practice with Older Adults
- **SWRK 4284** Disability and Accessibility- Rights, Policies, and Communities
- **SWRK 4286** Mino Shkaabis with First Nations, Metis, Inuit Children, Youth and Families
- **SWRK 4288** Mino pimatisiwin in Northern Rural and Isolated Communities focusing on Treaties 5 and 10

Policy Impacts on Society and Social Work Practice

- **SWRK 4292** Violence in Families: The Practice of Policy Development
- **SWRK 4294** International Social Work and Global Migration
- **SWRK 4296** Diversity in Aging: Theory and Policy
- **SWRK 4298** Poverty and Inequality: Policy and Social Work Practice
- **SWRK 4310** Disaster, Risk Reduction, and Resiliency: International Social Work Perspectives

Field

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of Social Work assessment, planning, intervention, evaluation and integration of theory from classroom course work to placement setting. Possible field placement sites may include school settings, government policy departments, correctional services, child and family services, immigrant and refugee services, and health care. Students must complete eight core courses before they can start a field placement. For further information, please contact the Field Coordinator.

Final Exams

You will not be required to write off-campus exams in your Distance Social Work courses. However, in your non-social work elective courses you may be required to apply to write examinations at off campus locations. All students enrolled in Distance and Online Education courses are required to declare the location at which they will write all invigilated final examinations. Exam Invigilation Sites may require that students travel up to two hours (one-way) to the nearest examination center. You must complete the Exam Location Declaration Tool located within the Exam Location Management Widget of your UM Learn courses.

STUDENT EXPECTATIONS

Ensure your Contact Information is up to date

It is essential that you inform the University of Manitoba of any changes to your contact information. Please ensure that you update your contact information in [Aurora](#) whenever changes occur (address, telephone number, email address or name change). In addition, students should email the Distance Delivery Office so we can ensure our records are up to date.

Group Work

A big component of the Distance Delivery BSW program is group work. Managing group work can be quite challenging if problems arise within your group. It is better to deal with the issues rather than letting them escalate. This will allow your group to get back on track.

Our instructors acknowledge the different time zones amongst our students and realize the impact this could have for individuals working in groups. While some instructors will try to break students into groups based on their geographic locations, that is not always possible or an option. Students will need to communicate and plan to make themselves available to equally contribute.

As you prepare to begin your studies consider any issues you may experience with group work. How would you address issues? What are potential solutions that may work in an online environment?

Group Members must ensure that a group project adheres to the principles of Academic Integrity. This means that you are expected to treat others with respect and work together as a team. You do not always have to agree, but you must work together. Group work is important and social workers are required to manage and work with and in groups regularly. Please adhere to the same fundamental values spoken about earlier.

Also, students should use Teams, or Cisco WebEx, the Discussion Boards and their University of Manitoba email to contact each other. Students **DO NOT** have to and **SHOULD NOT** give out personal information such as cell numbers or personal email addresses to students assigned to work in groups. The University of Manitoba has provided free tools such as Microsoft Teams and Cisco WebEx and students should work in a system that is approved by the University. If you have any issues or concerns, please speak to your instructor.

Online Conduct

As a University of Manitoba student and member of the Faculty of Social Work, you are expected to conduct yourself respectfully and appropriately in all interactions. As a Distance Delivery student, of your interactions among peers and instructors will be completed via email, discussion posts, group projects or live web-conferences. As you begin preparing for your program consider what constitutes appropriate online conduct. How can you manage your environment to make for minimal disruptions during class? If issues arise during lectures, how would you address them? It is important to remember that as student of a professional faculty and institution, you are responsible for adhering to strict standards of conduct.

Inappropriate Online Behaviour

Inappropriate online behaviour can take many different forms such as discrimination, personal harassment, and/or sexual violence. In online environments this can occur in email, social media (Twitter, Instagram, TikTok, Snapchat, etc.), online learning portals (UM Learn, WebEx, Zoom, Skype), and chat groups (Discord, Telegram). Inappropriate behaviour targeted at any instructor, student or University staff will not be tolerated and will be subject to serious consequences per university policies and procedures.

GENERAL POINTS

The following information will be expanded on in further detail during your online orientation.

Academic Advising

Academic Advisors have specialized knowledge about processes and policies; they assist in mapping out your courses, advise on course selection, assist you with registration issues, direct you to appropriate resources, and answer other questions you may have about your program. Your Academic Advisor is here to help! If you don't know who to ask, start with your Advisor! They will point you in the right direction.

Aurora

Aurora is the University of Manitoba's Student Management system that will allow you to access the Course Catalogue, Class Schedule, and Transfer Credit Equivalencies Database. You will have access to your Personal Information, Enrolment and Academic Records including registration, your academic transcript, student fee account, access your booklists and more.

Academic Schedule

The University of Manitoba Registrar's Office has set out all important dates and deadlines online through the Academic Schedule. Pay very close attention to registration dates, voluntary withdrawal deadlines, fee payment deadlines, refund deadlines and examination periods.

Fees

The Registrar's Office Fee Information page provides a summary of undergraduate fees including undergraduate tuition, compulsory, and incidental fees. It is a student's responsibility to pay all required fees by the due dates. Your fee statement is only available in your Aurora Student Fee Account. Students with outstanding balances may be placed on hold and will be subject to late fees, cancellation of registration in subsequent terms and suspension of grades.

Student Supports

The University has many supports and resources in place for students, including those completing studies via distance. Some resources that may be useful for students include:

- Academic Learning Centre
- Student Accessibility Services
- Student Counselling
- Spiritual Support
- Financial Support

Join us on Facebook and Instagram

The Faculty of Social Work Distance Delivery BSW Program has created a private Facebook Group for students, faculty, and staff to interact in discussion, ask questions, and share valuable information with each other. We invite all students to join and participate. When joining the group please provide the name you have used to register as a student, we cannot add you to the group if we do not know what your registered student name is. Join us on Instagram as well @ddbbsw

NEW ADMITS CHECKLIST

<p>Order your Criminal Record Check, Vulnerable Sector Checks and other checks that pertain to your province/territory ¹</p> <ul style="list-style-type: none"> • If the check is completed electronically, please forward original to ddsocial.work@umanitoba.ca. • If the check is completed via hard copy, please mail <u>original</u> check to: <p style="text-align: center;">Faculty of Social Work Distance Delivery BSW Program 521 Tier Building, University of Manitoba Winnipeg, MB R3T 2N2</p> 	
<p>Claim your UMNNetID and confirm you can access your UM student email</p> <ul style="list-style-type: none"> • Review the following webpage 	
<p>Email ddsocial.work@umanitoba.ca with subject: NEWLY ADMITTED: REQUESTING ACCESS TO ORIENTATION PORTAL</p>	
<p>Complete and Submit Self-Declaration Form that is in the orientation portal on UMLearn and select your preferred online orientation and wrap-up session times</p>	
<p>Optional: Attend a Tech Information/Assistance Drop-In Session</p>	
<p>Attend online Orientation Session</p>	
<p>Familiarize yourself with BSW Student Handbook, UM website, Academic Calendar etc.</p>	
<p>Ensure your technology meets the standards of the program</p>	
<p>Order UM Student Card on Aurora</p>	
<p>Attend online Wrap Up Session</p>	

Good luck!

We look forward to meeting you at Orientation.

¹ Note we do not accept Criminal Record checks from third party organizations such as myCRC and Triton.