



UNIVERSITY OF MANITOBA

Faculty of Arts

Applicant Information Bulletin 2019 – 2020

Application Deadlines:

SUMMER APPLICANTS: February 1, 2019

FALL APPLICANTS: June 1, 2019

WINTER APPLICANTS: October 1, 2019

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Arts at the

University of Manitoba. This document outlines categories of admission, requirements and deadlines. This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Bachelor of Arts (General Degree (B.A.))¹

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

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

¹ **NOTE: Advanced Major and Honours Programs:** Students admitted to the Faculty of Arts will, by default, enter the General Degree program. Entry into

either the Advanced Major or Honours programs requires specific courses and/or a minimum GPA as outlined in the *Undergraduate Calendar*: www.umanitoba.ca/calendar/ or the First Year Planning Guide: <http://umanitoba.ca/firstyear/>.

To enter the Advanced or Honours degree programs students must apply to the Arts General Office after they have been admitted or transited to Arts.

Section 2: Eligibility Requirements

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

1. Direct Entry from High School

Applicants in this category can apply directly from a Manitoba high school (or the equivalent) and will have met the General Entrance and Specific Admission Requirements as listed in the Direct Entry Application Information Bulletin.

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

2. Transiting from University 1

University 1 students who have completed a minimum of 24 credit hours may enter the Faculty of Arts by a 'transit' process available through the Aurora Student Registration system provided they have not attended another post-secondary institution after their U1 registration. There is no application fee to transit to Arts. Please note that University 1 students cannot transit to Arts for Summer 2019. 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. As these students have already submitted complete documentation prior to admission to University 1, there is no additional required documentation or application fee.

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

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

3. Advanced Entry (applicants with university/college background)

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

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

A. Academic Requirements

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

1. Regular Students

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

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

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

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

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

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

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

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

2. Second Degree Students

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

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

3. Mature Status Students (Canadian Military Only)

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

- a. Be active members of the Canadian military.
- b. Be Canadian Citizens or Permanent Residents of Canada.

- c. Have completed less than 24 credit hours of course work at any other university or college.
- d. 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.

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 link below to view English Proficiency Wavier information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See link below 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

Summer 2019	
Date	Deadlines and Important Dates
February 1, 2019	Deadline to submit application and application fee.
February 15, 2019	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Winter 2019 term, proof of registration showing all coursework completed and in-progress coursework must be provided by this date.</i>
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
	Deadline to submit proof of English Proficiency (if required).
	Deadline to submit proof of Canadian Military membership and proof of age for those applying as Military mature.
	Deadline to submit course outlines for applicants applying under Recommendation of the Dean.

Fall 2019	
Date	Deadlines and Important Dates
June 1, 2019	Deadline to submit application and application fee.
June 15, 2019	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Summer 2019 term, proof of registration showing all coursework completed and in-progress coursework must be provided by this date.</i>
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
	Deadline to submit proof of English Proficiency (if required).
	Deadline to submit proof of Canadian Military membership and proof of age for those applying as Military mature.
	Deadline to submit course outlines for applicants applying under Recommendation of the Dean.

Winter 2020*	
Date	Deadlines and Important Dates
October 1, 2019	Deadline to submit application and application fee.
October 15, 2019	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Fall 2019 term, proof of registration showing all coursework completed and in-progress coursework must be provided by this date.</i>
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).

	Deadline to submit proof of English Proficiency (if required).
	Deadline to submit proof of Canadian Military membership and proof of age for those applying as Military mature.
	Deadline to submit course outlines for applicants applying under Recommendation of the Dean.

IMPORTANT NOTE REGARDING SPANNED COURSEWORK:

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

*Applicants Applying to the Winter Term:

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

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

NOTE: It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**.

- **Course outlines** are required for first degree applicants presenting a CGPA below 2.00 from an external institution. All other applicants should be prepared to provide outlines for assessment of transfer of credit after admission. (see [Section D. Transfer Credit Information](#))
- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of membership in the Canadian military, proof of citizenship, and proof of age** if applying as a Mature Status Applicant.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, 3. Advanced Entry (applicants with university/college background), B. English Language Proficiency Requirements).

Please send all documentation to the following address:

**Admission for Arts
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

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. The Faculty of Arts will only consider external courses completed within the last ten years for the Bachelor of Arts.

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

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include information on: course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

For information on current course evaluations receiving credit, please visit:

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

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions.

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

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

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

Intake Term	Deadline Date
Fall Term	November 1
Winter Term	March 1
Summer Term	July 1

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

Additional information related to transfer credit may be found at:

<http://www.umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

Section 4: Selection Process

A. Selection

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

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

2. Returning Faculty of Arts students

Former students of the Faculty of Arts at the University of Manitoba will be allowed to register for courses **without** going through the application process provided 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, and it has been less than 10 years since their last attendance. Such students may contact the Faculty of Arts to request reactivation by filling out the [Permission to Re-Register in Arts](#) form.

All other returning students must complete the application process.

B. Notification of Decision

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

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

Section 5: Reconsideration & Appeals

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

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Arts and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Arts. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the

information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 8: Contact Information).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available. <http://umanitoba.ca/student/saa/accessibility/>

Section 8: Contact Information

Faculty of Arts:	Dean's Office 3 rd Floor Fletcher Argue Building <i>Telephone:</i> (204) 474-9100 <i>FAX:</i> (204) 474-7590 <i>Web:</i> www.umanitoba.ca/arts/ <i>E-mail:</i> arts_inquiry@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Brianne McKay <i>Telephone:</i> (204) 474-8814 <i>Email:</i> admissions.arts@umanitoba.ca

The following other contacts may also be useful.

Student Accessibility Services	520 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