

School of Dental Hygiene Dental Hygiene Diploma Applicant Information Bulletin 2020 – 2021

**Application Deadline
March 1, 2020**

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the School of Dental Hygiene 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: Diploma in Dental Hygiene

Section 2: Eligibility Requirements

Students may be eligible for admission to the School of Dental Hygiene in one of two ways, depending on their previous academic history:

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 [2020-2021 Direct Entry Application Information Bulletin](#).

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 School of Dental Hygiene through the online application process. An application fee and appropriate documentation are required, and application and documentation deadlines must be observed.

A. Academic Requirements

Applicants who do not fulfill all the requirements as described below will be deemed ineligible for selection.

1. Completed Coursework

- i. Complete a minimum of 30 credit hours of university degree level course work at a post-secondary institution in North America.
- ii. The 30 credit hours will include the required courses (or their equivalent) as listed in the subsequent table, completed at a post-secondary institution in North America.
- iii. No grade less than “C” will be permitted in the required courses with the exception of English. The minimum grade required for English is C+. Any required courses with less than a C grade must be repeated to meet admission requirements.
- iv. Achieve a required minimum Adjust Grade Point Average (AGPA) (see Section 4: Selection Process, B. Calculation of the Adjusted Grade Point Average (AGPA))
 - Regular applicants must achieve a minimum AGPA of 3.0 (B).
 - Special Consideration Category Applicants must achieve a minimum AGPA of 2.5 (C+).
- v. All academic requirements must be completed by April 2020.

2. Required Courses

Core Courses

	UNIVERSITY OF MANITOBA	UNIVERSITY OF WINNIPEG	BRANDON UNIVERSITY
Introductory Chemistry (6)	CHEM 1300 and ONE of CHEM 1310 or 1320	CHEM 1111/3 and CHEM 1112/3	CHEM 18.121 or 18.160 and 18.170
Anatomy and Physiology of the Human Body (6)	BIOL 1410 and 1412	BIOL 1112/6	ZOOL 94.123 or BIOL 15.171 and BIOL 15.172
Introductory Psychology (6)	PSYC 1200	PSYC 1000/6	PSYC 82.160 and 82.161
Statistics (3)	STAT 1000	STAT 1501	STAT 62.171
English (3)	ENGL 1400** or ENGL 1340	ENGL 1003 or ENGL 1000	ENGL 30.162

Other Courses

Electives* Free Choice Elective (6)	Two half year courses (6 credit hours). No specific courses are required.*
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***It is recommended that applicants take 6 credit hours of Introduction to Sociology as their elective. (University of Manitoba – Soc 1200; University of Winnipeg – Soc 1101/6; Brandon University – 90.154 and 90.155).**

****formerly ENGL 1310**

NOTES:

- a. All applicants, including foreign-trained professionals (i.e. dentists, physicians, etc.) must complete all admission requirements as outlined above. They must complete at least 30 credit hours of pre-professional studies including the required courses at a post-secondary institution in North America.
- b. An applicant whose pre-Dental Hygiene education was not completed at the University of Manitoba but was completed at a recognized post-secondary institution in North America will be eligible for consideration if they have completed courses deemed by the University of Manitoba to be equivalent to those shown above. These courses will need to have been completed in the most recent 10 years in order for them to be evaluated for equivalence.

- c. Graduates of two-year or three-year diploma programs must present course work which is directly transferable (not unallocated) into a university degree program.
- d. Only courses which have a grade assigned to them will be considered.
- e. If applicants select to use AP/IB courses to fulfill core course requirements it will be the responsibility of the applicant to have the official AP/IB transcripts submitted to the University of Manitoba Admissions Office by the documentation deadline.
- f. It is *recommended* that students complete at least 24 credit hours in one year (from September to April), as the course load for Dental Hygiene is quite heavy. This is not a requirement, however.

B. Canadian Residency

Preference in admission is given to Canadian citizens or Permanent Residents of Canada. International applicants are not considered for admission with the exception of those international students who are sponsored by Canadian agencies.

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.

D. Categories of Applicants

1. Regular Applicants

Applicants in the Regular applicant category are considered for admission on the basis of academic performance. All Regular applicants will be required to complete the academic requirements as stipulated in Section 2: Eligibility Requirements.

All applicants will be automatically evaluated in this category.

2. Special Consideration Applicants

Applicants who have met the requirements as stipulated in Section 2: Eligibility Requirements, but who may not be competitive in the Regular applicant category may select one of the following sub-categories:

- a. **Occupational Background.** Eligible applicants will have a minimum of two years of work experience in areas acceptable to the Committee as relevant to the health services field.
- b. **Indigenous Peoples of Canada.** Eligible applicants will be from the Indigenous populations of Canada.

Special Consideration Applicants must submit the following in order to be considered for admission in this category:

Biographical Statement

The biographical statement should outline reasons for applying in the Special Consideration category. It should include details of training/work experience and/or background. This statement will indicate why the applicant merits consideration in this category (see Section 3: Application Process & Deadlines, B. Deadlines and Important Dates and C. Required Application Documentation).

Recommendations

Three recommendations will be required. Applicants will list the recommenders name and contact email in the on-line application at the time of application (see Section 3: Application Process & Deadlines, B.

Deadlines and Important Dates and C. Required Application Documentation). This information will be collected in the strictest of confidence and will not be released to the applicant. This is done to ensure the integrity of the recommendation process.

Interview

Eligible applicants will be invited for and must attend an interview.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents: \$100.00
 International applicants: \$120.00*

*see Section 2: Eligibility Requirements, B. Canadian Residency

Applications are not considered received until the application is submitted and the application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below:

B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
March 1, 2020	Last date for receipt of application, application fee.
March 15, 2020	Last date for receipt of all post-secondary transcripts. Last date to submit proof of English proficiency (if required).

March 15, 2020	Last date to submit proof of Canadian Citizenship or Permanent Residence Status. Last date to submit the essential skills and self-declaration forms Last date to submit all applicable course outlines Last date for Special Consideration Applicants to submit the Biographical Statement. Last date for references to be received for Special Consideration Applicants.
May, 2020	Special Consideration Interviews held.
June 1, 2020	Last date for receipt of final official transcripts for all postsecondary study and other academic documents that may be requested.
Mid-June, 2020	Selection meeting held. Admissions decisions will be posted to student's application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.

C. Required Application Documentation

The following documents will be required to complete your application.

- **Interim official transcripts** showing all completed course work and current registration are to be submitted by March 15th. Transcripts are required from any university or college attended other than the University of Manitoba (including exchange, transfer and letter of permission).
- **Final official transcripts** from any university or college attended other than University of Manitoba are required (including exchange, transfer and letter of permission). Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

- **Advanced Placement (AP)/International Baccalaureate (IB) official transcripts** must be submitted if being used in the application process for AGPA or to meet application requirements (see Section 2: Eligibility Requirements, A. Academic Requirements, 2. Required Courses).

NOTE: It is the applicant’s responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process.

- **Course Outlines** for coursework completed at accredited post-secondary institutions including universities and colleges are required. Outlines should be submitted via email to admissions.dentalhygiene@umanitoba.ca after application. It may take several weeks to evaluate a transcript from another accredited post-secondary institution for possible credit transfer and admission eligibility. The Admissions Office must be able to evaluate previous coursework before the final admission selection process can be completed (see Section 4: Selection Process).
- **Immigration documents** are required if born outside of Canada (Proof of Canadian Citizenship, Permanent Residence or Refugee Status). This can be a pdf document uploaded to the online application before application submission.
- **Name change documentation** must be submitted if name has changed as a result of marriage, divorce or other reason. This can be a pdf document uploaded to the online application before application submission.
- **Proof of Manitoba Residency** (if applicable) (see Section 4: Selection Process, A. Citizenship and Residence). Applicants who have not completed High School in Manitoba or one consecutive year of study at a university in Manitoba should submit a scanned copy of their MB health card showing Manitoba residency of at least two years following High School and by the time of application.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, C. English Language Proficiency Requirements).

- Indigenous applicants are required to submit documentation (**status card, Manitoba Metis Federation membership card or equivalent**), or a letter of verification from their community at the time of application. This can be a pdf document uploaded to the online application before application submission.

- **Biographical Statement** should outline reasons for applying in the Special Consideration category. It should include details of training/work experience and/or background. This statement will indicate why the applicant merits consideration in this category.
- **Recommenders (references) for Special Consideration Candidates** must be listed in the online application at the time of application submission. Recommendations must be received from the Recommenders by **March 15, 2020** prior to interview sessions, which are held in May.

Please send all application documentation to the following address:

**Admission for Dental Hygiene
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

- **Self-Declaration form and Essential Skills form** are required of all applicants.
- **The “Adult Criminal Records, Child Abuse and Adult Abuse Registry Self-Declaration Form”** is required from all applicants.

These forms are available as a fillable pdf within the online application for admission. Once completed the form will be sent to admissions.dentalhygiene@umanitoba.ca

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

D. Required Admission Documentation

All successful applicants to the College of Dentistry are required to submit the following:

Immunization Requirements

All candidates who are offered a position in the incoming class must provide an up to date immunization record in order to register and attend classes.

Each applicant offered admission will receive an immunization document which must be completed and returned to the Dean's Office **prior to registration in the program.**

Prospective students should refer to and be familiar with the College's Immunization and Bloodborne Diseases Policy Statement found in the Academic Calendar/School of Dental Hygiene/Faculty Academic Regulations section.

<http://www.umanitoba.ca/calendar>

Any student applicant with an infectious disease should either delay their application to the program or disclose this information upon being accepted into the College of Dentistry. Should a student who has been accepted into the program but has been found to be unable to meet the College's Infectious Disease policy requirements, every effort will be made to accommodate the student until the guidelines are met. In some cases, it may be necessary to suspend or terminate the student from the program if it is shown that the policy guidelines are unable to be met.

Adult Criminal Record and Child and Adult Abuse Registry Checks

An adult criminal record and child abuse and adult abuse registries self-declaration will be required of all applicants. Official adult criminal records and child and adult abuse registries checks are required for all admitted students by the time of registration, and annually thereafter in accordance with existing policies of other health, education and social service programs at the University of Manitoba. Applicants will need to comply with any University policy on criminal record and abuse checks that may be in effect as of the time of registration.

Section 4: Selection Process

A. Citizenship and Residence

The Admissions Committee gives priority to Manitoba applicants.

In the Special Consideration Category and on the wait list preference will be given to **Manitoban residents.**

A Manitoba resident shall be defined as a Canadian Citizen or Permanent Resident of Canada who, at the application deadline, meets any one of the following four descriptions:

- a. Has graduated from a Manitoba high school; or
- b. Has a recognized degree from a university in Manitoba; or
- c. Has completed at least one consecutive year of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or
- d. Has resided continuously in Manitoba for any two year period following high school graduation. The two year residence period shall not be considered broken where the program's admission committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.

B. Calculation of the Adjusted Grade Point Average (AGPA)

The Adjusted Grade Point Average (AGPA) is calculated using the last 60 credit hours completed.

If a student has completed 30 to 60 credit hours of university degree level work, the AGPA will be calculated on the basis of all work completed.

If a student has completed more than 60 credit hours of university degree level work, an AGPA will be calculated over the most recently completed 60 credit hours.

NOTES:

- All graded results, including repeated courses, will be included in the calculation of the AGPA.
- It is the applicant's responsibility to inform the Admissions office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.

C. Selection of Applicants

Enrolment in first year Dental Hygiene is limited and there are usually more eligible applicants than available positions, therefore, attaining the minimum eligibility requirements does not ensure an offer of admission.

1. Regular Applicants

Regular applications will be considered and ranked on the basis of their AGPA (see Section 4: Selection Process, B. Calculation of the Adjusted Grade Point Average (AGPA)).

2. Special Consideration

Special Consideration applications will be evaluated on the basis of academic records, an interview, references, and biographical statement with less weight on academic record than for Regular applicants.

Up to a maximum of four positions in the first year class will be allocated to Special Consideration Applicants. Formal education and/or significant experiences in a related field will be considered.

Two of these four positions may be reserved for Indigenous Peoples of Canada.

Preference may be given to Manitoba residents.

D. Wait List

A short waitlist (alternate list) will be created at the selection meeting in the event that spaces become available. Applicants selected to be on the waitlist will be notified by email that they are on the waitlist after the selection meeting. Applicants on the waitlist will also be notified by email when the waitlist is closed (usually in the first week of August). Preference will be given to Manitobans.

E. 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.

F. 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 and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked.

In order to accept an offer of admission a non-refundable deposit of \$100.00 will be required. The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this

level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date (see Section 8: Contact Information).

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

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

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

Section 6: Counselling of Applicants

The School of Dental Hygiene and Admissions Office are able to assist applicants who seek counselling regarding admission to the School of Dental Hygiene. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered

as evidence of any advice given (see Section 8: Contact Information).

Section 7: Student Accessibility

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

<http://umanitoba.ca/student-supports/accessibility>

Section 8: Contact Information

School of Dental Hygiene:	D212-780 Bannatyne Avenue Winnipeg, Manitoba R3E 0W2 <i>Telephone:</i> (204) 272-3062 <i>Fax:</i> (204) 789-3948 <i>E-mail:</i> dent_hygiene@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Jody Dewbury <i>Telephone:</i> (204) 474-8825 <i>Email:</i> admissions.dentalhygiene@umanitoba.ca

The following other contacts may also be useful.

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