Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Dental Hygiene Degree Completion program at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

Section 2: Eligibility Requirements

A. Academic Requirements

Admission to the degree completion program requires that applicants:

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.

The program will be available to Dental Hygiene Diploma graduates of the University of Manitoba or other accredited dental hygiene educational institutions wishing to complete requirements for the baccalaureate degree on a full-time or part-time basis.

The BScDH degree completion program will allow candidates who are graduates of accredited dental hygiene schools to complete the degree with 19-45 credit hours of work, depending on the amount and location of prior academic training. For further details on the program and the minimum hours for degree completion, see the Faculty website at:

www.umanitoba.ca/faculties/dentalhygiene/

Programs Offered: Bachelor of Science in Dental Hygiene (B.Sc.DH)
1. Possess a Diploma in Dental Hygiene from an accredited university or community college program accredited by either the Commission on Dental Accreditation of Canada or the American Dental Association’s Commission on Dental Accreditation.

2. Possess the National Dental Hygiene Certification Board (NDHCB) Certificate.

3. Hold current licensure to practice dental hygiene in Canada and be eligible for licensure in Manitoba.

4. They must possess all the prerequisite course requirements prior to admission.

5. The required minimum grade for specified prerequisite courses including electives is a C. There is a **required minimum overall grade point average of 3.0 (B) in the candidates Diploma in Dental Hygiene or Associate Degree Program.**

### 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 below links to view English Proficiency Wavier information:

(http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html)

See below links to view specific English Proficiency Requirement information:

(http://umanitoba.ca/student/admissions/international/english/index.html).

**Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.**

### Section 3: Application Process & Deadlines

#### A. Application Fees

Canadian/Permanent Residents: $90.00

International applicants: Not applicable

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. (*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.*)
B. Deadlines and Important Dates

Fall 2017 Intake

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
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<tbody>
<tr>
<td>June 1, 2017</td>
<td>Last date for receipt of application and application fee.</td>
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<tr>
<td></td>
<td>Last date to submit proof of English proficiency (if required).</td>
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<tr>
<td></td>
<td>Last date for receipt of final official transcripts for all postsecondary study and other academic and other “Required Application Documentation” listed below</td>
</tr>
<tr>
<td>Mid -July 2017</td>
<td>Applicants will be contacted via email regarding the selection for admission decisions.</td>
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Winter 2018 Intake

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
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<tbody>
<tr>
<td>October 15, 2017</td>
<td>Last date for receipt of application and application fee.</td>
</tr>
<tr>
<td></td>
<td>Last date to submit proof of English proficiency (if required).</td>
</tr>
<tr>
<td></td>
<td>Last date for receipt of final official transcripts for all postsecondary study and other academic and other “Required Application Documentation” listed below</td>
</tr>
<tr>
<td>Mid -November 2017</td>
<td>Applicants will be contacted via email regarding the selection for admission decisions.</td>
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C. Required Application Documentation

The following documents will be required to complete your application.

- 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. 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.

- Certified copy of the candidates National Dental Hygiene Certification Board (NDHCB) Certificate.

- Proof of current Dental Hygiene registration/licensure and good standing from the candidate’s regulatory authority in the applicable province/state.

- Name change documentation must be submitted if name has changed as a result of marriage, divorce or other reason.

- Immigration documents are required if born outside of Canada.

- Proof of proficiency in the use of the English language (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).

- If you have completed the prerequisite courses in Research Methods and Statistics external to the University of Manitoba, you may be requested to provide course outlines to assist in equivalency evaluation.

- The Criminal Record Search, Child Abuse and Adult Abuse Registry Self-Declaration Forms are required of all applicants at the time of application. This form is available as a fillable pdf within the online application for admission. Once completed, the form is to be sent directly to the School of Dental Hygiene at: lisa.chrusch@umanitoba.ca

Please send all application documentation to the following address:

Admission for Dental Hygiene
Enrolment Services, 424 University Centre
University of Manitoba,
Winnipeg, MB R3T 2N2

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

All successful applicants to the Dental Hygiene Degree Completion program are required to submit the following:

- A criminal record search certificate, declaration of pending criminal charges, child abuse registry self-check and an adult abuse registry self-check are required at the time of registration and annually thereafter. Applicants will need to comply with any University of Manitoba policy on criminal record and abuse checks that may be in effect as of the time of registration.

NOTES:

a. Students in the Bachelor of Science in Dental Hygiene program must maintain professional licensure during their registration at the School of Dental Hygiene. Students should also note that licensure with the College of Dental Hygienists of Manitoba may be required for registration within certain core courses (example: teaching practicum) of the program. Students are responsible for all fees associated with the maintenance of current licensure as well as application for licensure within Manitoba as may be required.

b. Once in the program, students who do not exhibit ability to communicate in writing may be required to seek remediation in writing skills.

c. Students in the B.Sc. Dental Hygiene program must maintain appropriate clinic attire when participating in clinical activities. Where necessary, students will be required to purchase clinic uniforms as specified.

E. 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 School of Dental Hygiene will only consider external courses completed within the last ten (or fewer) years.

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

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

For information on current course evaluations receiving credit, please visit: www.umanitoba.ca/admissions/tc

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students that are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student’s program of study. Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at: http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html
Section 4: Selection Process

A. Selection Criteria

1. Enrolment in first year of the Bachelor of Science in Dental Hygiene program is limited, and, in the event of a surplus of qualified applicants candidates will be selected based on their GPAs over the 60 credit hours of study most recently completed at an accredited post-secondary level.

2. Preference in admission is given to Canadian citizens and Permanent Residents of Canada. Consideration may be given to international students who are graduates of a Dental Hygiene program accredited by the American Dental Association (ADA) Council on Dental Accreditation (CODA) and who fulfill Canadian Licensing requirements.

**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. 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.

B. 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.

C. Notification of Decision

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If you do not accept the offer and pay the required deposit by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Applicants will be informed via email of their selection status. 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 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) days of the posted decision date.

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures. [http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html](http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html)

Applicants are advised that appeals of reconsideration decisions by the 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 7: Contact Information).

Section 7: Contact Information

| School of Dental Hygiene: | D212-780 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0W2  
Telephone: (204) 272-3062  
Fax: (204) 789-3948  
E-mail: dent_hygiene@umanitoba.ca |
|-----------------------------|--------------------------------------------------------------------------------|
| Admissions Office:          | 424 University Centre  
Telephone: (204) 474-8808  
Email: admissions@umanitoba.ca |
| Admissions Officer:         | Mark Curran  
Telephone: (204) 474-8810  
Email: admissions.dentalhygiene@umanitoba.ca |
| Student Accessibility Services | 520 University Centre  
Telephone: (204) 474-7423  
Email: student_accessibility@umanitoba.ca |
| Student Advocacy Office     | 520 University Centre  
Telephone: (204) 474-7423  
Email: student_advocacy@umanitoba.ca |