

## School of Dental Hygiene Dental Hygiene Degree Completion Program Applicant Information Bulletin 2020 – 2021

### Application Deadlines

**Fall: June 1, 2020**

**Winter: October 15, 2020**

### Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements .....	1
A. Academic Requirements .....	1
Required Courses.....	2
B. English Language Proficiency Requirements .....	2
Section 3: Application Process & Deadlines .....	2
A. Application Fees .....	2
B. Deadlines and Important Dates.....	3
Fall 2020 Intake.....	3
Winter 2021 Intake .....	3
C. Required Application Documentation.....	3
D. Required Admission Documentation .....	4
Section 4: Selection Process .....	4
A. Selection Criteria .....	4
B. Tie Breaking Procedure for Offers .....	5
C. Notification of Decision .....	5
Section 5: Reconsideration and Appeals .....	5
Section 6: Counselling of Applicants.....	5
Section 7: Student Accessibility .....	6
Section 8: Contact Information .....	6

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/](http://www.umanitoba.ca/faculties/dentalhygiene/)

Programs Offered:      Bachelor of Science in Dental Hygiene (B.Sc.DH)

### 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:

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 (2.0). There is a **required minimum overall grade point average of 3.0 (B) in the candidates Diploma in Dental Hygiene or Associate Degree Program.**

### **Required Courses**

#### Option A

This option is for those graduates of accredited dental hygiene programs who completed a prescribed pre-professional year of university studies prior to entry into their dental hygiene program.

COURSE #	COURSE TITLE	CREDIT HOURS
REHB 2450* or PSYC 2250* or PSYC 2260*	Research Methods	3
STAT 1000*	Basic Statistical Analysis	3
<b>Total Required Credit Hours</b>		<b>6</b>

\* or equivalent

#### Option B

This option is for dental hygienists who are graduates of accredited two year programs which did not require a pre-professional year of university studies.

COURSE #	COURSE TITLE	CREDIT HOURS
REHB 2450* or PSYC 2250* or PSYC 2260*	Research Methods	3
STAT 1000*	Basic Statistical Analysis	3
<b>Free choice electives</b>		<b>15</b>
<b>Total Required Credit Hours</b>		<b>21</b>

\* or equivalent

### **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 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.**

## **Section 3: Application Process & Deadlines**

### **A. Application Fees**

Canadian/Permanent Residents:	\$100.00
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 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

### *Fall 2020 Intake*

DATE	DEADLINES AND IMPORTANT DATES
<b>June 1, 2020</b>	<p>Last date for receipt of application and application fee.</p> <p>Last date to submit proof of English proficiency (if required).</p> <p>Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other academic and other 'Required Application Documentation' listed below</p>
<b>Mid -July 2020</b>	<p>Admissions decisions will be posted to students' application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.</p>

### *Winter 2021 Intake*

DATE	DEADLINES AND IMPORTANT DATES
<b>October 15, 2020</b>	<p>Last date for receipt of application and application fee.</p> <p>Last date to submit proof of English proficiency (if required).</p> <p>Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other academic and other "Required Application Documentation" listed below</p>
<b>Mid - November 2020</b>	<p>Admissions decisions will be posted to students' application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.</p>

## 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 Canadian Citizenship, Permanent Residence or Refugee Status). This can be a pdf document uploaded to the online application before application submission.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).
- **Course Outlines** for required coursework (i.e. Research Methods and Statistics) completed at accredited post-secondary institutions including universities and colleges are required.

Outlines should be submitted via email to [admissions.dentalhygiene@umanitoba.ca](mailto: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.

- 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 Admissions Office at [admissions.dentalhygiene@umanitoba.ca](mailto:admissions.dentalhygiene@umanitoba.ca).
- The **Essential Skills Form** is required of all applicants at the time of application. The form is available as a fillable pdf within the online application for admission. Once completed, the form is to be sent directly to the Admissions Office at [admissions.dentalhygiene@umanitoba.ca](mailto:admissions.dentalhygiene@umanitoba.ca).

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**

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.

---

## **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**

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.

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 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](mailto:student_accessibility@umanitoba.ca) to learn more about the confidential supports that are available.

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

---

## Section 8: Contact Information

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

The following other contacts may also be useful.

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