



# UNIVERSITY OF MANITOBA

## Extended Education

### General Studies

### Applicant Information Bulletin 2019 – 2020

#### Application Deadlines:

**SUMMER 2019 APPLICANTS: One month before start of class**

**FALL 2019 APPLICANTS: August 15, 2019**

**WINTER 2020 APPLICANTS: December 15, 2019**

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to General Studies 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.

General Studies provides opportunities for students to take credit courses at the University of Manitoba without being enrolled in a degree program. Students in General Studies include professionals developing their careers, seniors enriching their lives, students visiting from other institutions and individuals exploring career change. General Studies is a good opportunity for students to take coursework to satisfy the entrance requirements for other programs and to improve their GPA for competitive programs without being in a degree program.

Students intending to pursue a degree should apply to the appropriate degree program.

## Section 2: Eligibility Requirements

### **A. Academic Requirements**

Students may be eligible for admission to Extended Education, General Studies in one of the following ways:

#### **1. Transfer Students**

Applicants in this category are students with a year (24 credit hours) or more of college or university studies, who are looking to take degree level coursework but are not currently seeking a University of Manitoba degree. Applicants must be in good academic standing at their institution (for example: not on active suspension) and must meet the University of Manitoba's English language proficiency requirements. Students should ensure that they meet any high school or university prerequisites for the course(s) to be taken at the University of Manitoba.

#### **2. Visiting Students**

Students registered at another university or college who wish to take courses at the University of Manitoba for transfer back to their home institution. Applicants will require a letter of permission from their home institution. Students should ensure that they meet any high school or university prerequisites for the course(s) to be taken at the University of Manitoba.

#### **3. University Courses in High School (Concurrent Students)**

The University of Manitoba has agreements with a number of Manitoba high schools. High school students who are interested in taking such courses should speak to their school and must have prior approval before applying.

#### **4. Auditing Students**

Students who wish to attend lectures for a particular course(s) who do not wish to write the exams or receive any degree credit for the course(s). This option is limited to Canadian Citizens/Permanent Residents. Applicants will require written permission from the instructor to audit the course.

#### **5. Senior Students**

Students that are Canadian Citizens or Permanent Residents and are 65 years of age (by September 1 for Fall Term; May 1 for summer term; January 1 for Winter term), can apply as Senior Students. Senior students are waived of the application and tuition fees as well as course, student union, and associated fees (books and supplies not included). Seniors who are seeking course credit should apply as Special students while Seniors who are not seeking credit and wish to Audit should apply as Auditing students. Senior students must meet all application and entrance requirements. Proof of Age will be required and possibly proof of citizenship/residency and English proficiency, if applicable.

#### **NOTES:**

- As General Studies is not a degree program, students will be admitted as Special Students. If you are intending to pursue a degree program, you are required to apply to the faculty of your choice as soon as the application(s) are made available.
- The Admissions Office may request verification of Academic Standing in order to proceed with admission assessment.
- Applications will not be assessed for transfer credit by the Admissions Office. The General Studies Office will however, enter overrides for external course(s) that have been evaluated by the University of Manitoba and that satisfy prerequisite requirements. Students are required to contact the General Studies Office upon admission and prior to registration if required to ensure overrides have been loaded into Aurora. Please take a look at the Transfer Credit Equivalency database to see if the institution you have attended has been evaluated for possible transfer credit equivalencies.  
[https://aurora.umanitoba.ca/banprod/ksstransequiv.p\\_trans\\_eq\\_main](https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main)

#### **Government student aid information:**

Each of Canada's provinces/territories maintain their own financial aid program for permanent residents. Loan applications are submitted to your home province and are integrated with the federal government (you do not have to complete two applications).

Manitoba residents enrolled in General Studies, are allowed to apply for provincial/loan funding, as long as they are in a minimum of 18 credits hours over the fall and winter terms (with a minimum load per term of 9 credit hours). Students, who are residents of other provinces, are encouraged to contact their provincial loan authority prior to accepting offers of admission to determine application eligibility as some programs are not recognized across provinces.

Links to all provincial agencies can be found at:

[http://umanitoba.ca/student/fin\\_awards/government\\_aid/index.html](http://umanitoba.ca/student/fin_awards/government_aid/index.html)

### **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**

Domestic: \$100.00  
International: \$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**

#### **1. Summer 2019 Applicants**

<b>Date</b>	<b>Deadlines and Important Dates</b>
<b>April 1, 2019*</b>	Recommended deadline for receipt of application and application fee for Summer 2019 Applicants
<b>May 1, 2019</b>	Recommended date for submission of all outstanding documentation
<b>One month before start of classes<sup>1</sup></b>	Final deadline for receipt of application, application fee and all required documentation for Summer 2019 Applicants

#### **2. Fall 2019 Applicants**

<b>Date</b>	<b>Deadlines and Important Dates</b>
<b>August 15, 2019<sup>1*</sup></b>	Last date for receipt of application and application fee for Fall 2019 Applicants
	Last date for submission of all outstanding documentation

#### **3. Winter 2020 Applicants**

<b>Date</b>	<b>Deadlines and Important Dates</b>
<b>December 15, 2019<sup>1*</sup></b>	Last date for receipt of application and application fee for Winter 2020 Applicants
	Last date for submission of all outstanding documentation

<sup>1</sup> Registration for classes will open well before the final deadline for applications to Extended Education, and applicants who apply late or submit their documents late should be aware that they might not be able to register for the classes of their choice. **Applicants who apply close to or on the December 15<sup>th</sup> deadline should**

**be aware that due to the University Holiday Closure, admission decisions may not be available until January.**

\* Late applications may be considered after the final deadline with the permission of an academic advisor in General Studies and **only** if all required documentation accompanies the application.

### **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**. 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.

- **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 proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).
- **Letter of Permission** from Home Institution for Visiting Students
- **Consent from Professor** (for students wishing to audit a class)
- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.

Please send all documentation to the following address:

**Admissions for General Studies  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

## **Section 4: Selection Process**

### **A. Notification of Decision**

General Studies is an open program, however submitted applications must be complete and meet the requirements outlined in this document for consideration. Students applying to General Studies should ensure the courses they seek to complete have availability. Refunds will not be granted if course offerings are not available.

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. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse. Lapsed offers are considered a decline and students will need to reapply for a future term.

## **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 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 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 Extended Education program office and Admissions Office are able to assist applicants who seek counselling regarding admission to Extended Education, General Studies. 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/saa/accessibility/>

## Section 8: Contact Information

<b>Extended Education:</b>	185 Extended Education Complex 406 University Crescent <i>Telephone:</i> (204) 474-8330 <i>Email:</i> <a href="mailto:generalstudies@umanitoba.ca">generalstudies@umanitoba.ca</a>
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<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 Assessor:</b>	<i>Telephone:</i> (204) 474-8821 <i>Email:</i> <a href="mailto:admissions.generalstudies@umanitoba.ca">admissions.generalstudies@umanitoba.ca</a>