

## Fine Arts (School of Art)

### Fine Arts Degree and Diploma Programs (Advanced Entry)

#### Applicant Information Bulletin 2024 – 2025

**Application Deadline**  
**March 1, 2024**

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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 Fine Arts (General) Studio (*B.F.A*)
- Bachelor of Fine Arts (Honours) Studio (*B.F.A. (Hons.)*) by transfer after admission only (see *Section 9: Other*)
- Diploma in Art

## Section 2: Eligibility Requirements

### A. Academic Requirements

The University of Manitoba will require graded coursework to fulfill all admission requirements as outlined in this bulletin. Pass grades will not be considered for meeting any of these requirements unless otherwise stated.

Students may be eligible for admission to the School of Art Fine Arts Degree and Diploma programs in one of the following ways, depending on their previous academic history:

## Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the School of Art at the University of Manitoba. This document outlines categories of admission, requirements, and deadlines.

## **1. Direct Entry Category**

Applicants in this category are current high school students or students who have already graduated from high school but have completed fewer than twenty-four (24) credit hours at a recognized university/college. Applicants must meet the academic admission requirements as listed in the [Direct Entry Applicant Information Bulletin](#).

Additionally, Direct Entry applicants must meet the same non-academic requirements listed below as Advanced Entry applicants (see *Section 2: Eligibility Requirements, B. Non-Academic Requirements* and *C. English Language Proficiency Requirements*).

## **2. Advanced Entry Category**

This category is for applicants who have completed one year (24 credit hours) or more of studies in another faculty at the University of Manitoba or another recognized post-secondary institution.

Degree applicants must present a minimum Cumulative Grade Point Average (CGPA) of 2.0. (See *Section 4: Selection Process, A. Calculation of the Cumulative Grade Point Average (CGPA)*)

## **3. Special Student Category**

The Special Student category is for students who wish to take courses for personal or professional reasons but who are not currently wishing to pursue a degree program. Applicants must meet the University's English language proficiency requirements. Permission from the School of Art is required.

## **B. Non-Academic Requirements**

A portfolio with a supporting written statement is required of every applicant, with this material to be submitted by March 1<sup>st</sup>.

Further information about portfolio requirements can be found on the [Fine Arts Studio Program \(BFA, diploma\) page](#).

## **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.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

***Results for most language tests, including TOEFL, IELTS and Duolingo, 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 non-refundable 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, 2024 | Last date for receipt of application and application fee.<br><br>Deadline to submit portfolio with supporting written statement to the School of Art for review.  |
| June 1, 2024  | Last date to submit proof of English proficiency (if required).<br><br>Last date for receipt of final official transcripts for <u>all</u> postsecondary study and other academic documents that may be requested. If currently in studies proof of registration must be submitted by this date. |

## **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.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

- All applicants must submit a **portfolio of their work** to the School of Art. Please review the [portfolio requirements](#) on the University website.
- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.
- **Immigration documents** are required if born outside of 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, C. English Language Proficiency Requirements*).

Please send documentation to the following address:

Admission for Fine Arts  
University of Manitoba  
424 UMSU University Centre  
66 Chancellors Circle  
Winnipeg, MB R3T 2N2

Electronic transcripts should be submitted to [Applicant.Services@umanitoba.ca](mailto:Applicant.Services@umanitoba.ca).

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

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

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

## **D. Transfer Credit Information**

At the University of Manitoba, all prior course work from recognized post-secondary institutions will be considered as part of the application for admission process for our 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. Many faculties and schools 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](#) 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. An [online transfer credit resource](#) is available for information on current course evaluations receiving credit.

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 who 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](#) is available on the Admissions website.

## Section 4: Selection Process

### A. Calculation of the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average will be calculated using all recognized post-secondary course work including original grades of repeated courses.

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.

Should a grade be retained on your record yet excluded from your institutional GPA calculation, that grade will be used to meet admission requirements and the GPA calculation for your application to the University of Manitoba.

### 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 you do not accept the offer by the deadline date indicated in the letter, your offer will lapse and you will need to contact our office to discuss the possibility of an extension. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

## Section 5: Reconsideration and 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) business days of the posted decision date

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

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 School of Art and Admissions Office are able to assist applicants who seek counselling regarding admission to the School of Art. 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.

## Section 8: Contact Information

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|--|--|
| School of Art                            | 180 Dafoe Road, 255 ARTlab<br>Telephone: (431) 293-5431<br>Web: <a href="http://umanitoba.ca/schools/art/">http://umanitoba.ca/schools/art/</a><br>Email: <a href="mailto:fineart@umanitoba.ca">fineart@umanitoba.ca</a>   |
| School of Art Admissions Coordinator     | Louella Yambot<br>Telephone: (204) 474-9310<br>Email: <a href="mailto:Louella.Yambot@umanitoba.ca">Louella.Yambot@umanitoba.ca</a>   |
| University of Manitoba Admissions Office | <b>Undergraduate Admissions</b><br>424 UMSU University Centre<br>66 Chancellors Circle<br>University of Manitoba<br>Winnipeg, MB R3T 2N2<br>Telephone: (204) 474-8808<br><br>Admission Officer<br><b>Corrine Klekta</b><br><a href="#">Contact Fine Arts Admissions Team</a> |

The following other contacts may also be useful.

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

## Section 9: Other

The School of Art offers professional education in the visual arts. Students who seek a comprehensive background in fine arts and specialized knowledge in a specific area can pursue a Bachelor of Fine Arts degree in studio art. The Diploma in Fine Arts allows students seeking intensive studio work to focus on technical skills, in preparation for careers as practicing artists.

### Honours Program

To transfer to the Bachelor of Fine Arts Honours program, a student must successfully complete 63 credit hours of study in the General Program, with a degree GPA of 2.5. Contact the School of Art Student Advisor to arrange for a transfer once the 63 credit hours have been achieved. The requirements for the BFA Honours Degree may be found on the [School of Art website](#).