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I. Welcome

We would like to welcome you to the Faculty of Arts at the University of Manitoba.

In this guide you will:

- learn how to access the important information from the University of Manitoba Academic Calendar that you will need as a student.
- learn about the Faculty of Arts Degree and Departmental Programs.
- become familiar with basic University terminology such as credit hours, prerequisites, terms and sessions.
- learn about course selection and registration using Aurora Student Registration System.

In addition, you need to be aware of other helpful sources of information such as:

the Faculty of Arts Handbook: http://umanitoba.ca/faculties/arts/media/Art_handbook.pdf

2. Getting Started

Once you have accepted your offer of admission, you will be placed in the B.A. General Degree program in the Faculty of Arts at the University of Manitoba.

Starting on May 1st, you will be able to apply for your picture I.D. card (which you must have in order to use the University’s facilities such as the libraries and even to write your exams) at http://umanitoba.ca/student/records/pii/photo_id.html.

You must also claim an email account with the University after you have registered at http://umanitoba.ca/computing/ist/accounts/claimid.html.

The University of Manitoba will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices.
3. University of Manitoba Academic Calendar: Information Applicable to All Students

The most important source of information for all university students is the University of Manitoba Academic Calendar. The Academic Calendar includes important information regarding regulations and policies, faculty programs and a complete list of courses offered by the University. In the Aurora Student Registration System it is sometimes referred to as the “Catalog”. But the Calendar is much more than just a catalogue of courses.

Students are advised to review the Academic Calendar carefully to ensure that they are adhering to the policies and regulations regarding degree program requirements and program regulations. Final completion of degree requirements is the student’s responsibility.

To access the University of Manitoba Calendar, you must first access the University of Manitoba homepage http://umanitoba.ca/ and under the heading “Studying at the U of M”, select “Academic Calendar”: http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx.
On the left side of the page is a list of links starting with a “Welcome” and general information about the University.

The “Academic Schedule” is a list of important dates pertaining to students throughout the academic year. This is where you would find admission deadlines, registration deadline dates, course withdrawal deadlines and exam periods.
The headings “University Policies” and “General Academic Regulations” apply to all students at the University. These sections are essential reading.

The “University Policies” section contains guidelines on matters such as the responsibilities of academic staff with regard to students, accessibility, language use, and the student discipline bylaw.

The “General Academic Regulations” section contains the “Written English and Mathematics Requirement”, how grades and grade point averages are calculated, the process for appealing grades through the Registrar’s Office, a review of rules governing examinations and much more.
### Residence and Written English and Mathematics Requirements

1. **Residence Requirements For Graduation**

   Each faculty and school recommends to the Senate the number of credit hours each student must complete in order to graduate from its programs. Senate also requires each student to complete a minimum number of residence hours. This is called the “residence requirement.”

   Unless otherwise stated in faculty and school regulations, the minimum residence requirement of the University of Manitoba is the same as the normal residence requirement for programs of three years or duration. Some faculties and schools may have additional residence requirements specified in their program regulations. However, in all cases, the residence requirement is assessed following an appraisal of a student’s academic record.

2. **University English and Mathematics Requirements for Undergraduate Students**

   All students are required to complete, within the first 60 credit hours of their program, a minimum of one three-credit hour course in written English, and a minimum of one three-credit hour course in mathematics.

   Some degree programs have designated specific written English and mathematics courses to fulfill this requirement.

   Some degree programs require that the written English and mathematics requirements be completed prior to admission.

   See the program descriptions in the faculty and school chapters of the Academic Calendar for details.

3. **Approved English and Mathematics Courses**

   A complete list of all courses which satisfy the university written English and mathematics requirement is provided below. (When searching for courses in Aurora, students may search Course Attributes for course requirements.)

### Grades and Grade Point Average Calculation

**Grades and Grade Point Average Calculation**

**Introduction**

Final grades in most courses are expressed as letters, ranging from A to F. A grade of A is the highest passing grade, however the minimum grade required to use a course as credit toward a degree or school. Refer to faculty and school regulations. Each letter grade has an assigned numerical value which is used to calculate grade point averages. Grading scales used to determine the final letter grade may vary from school to school.

Some courses are graded on a pass/fail basis and because no numerical value is assigned to these courses, they do not affect grade point averages. Courses graded in this way are clearly identified in course descriptions.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>S</td>
<td>Standing</td>
</tr>
</tbody>
</table>
The “Undergraduate Studies” heading links to all the Undergraduate Faculties/Schools and Programs at the University of Manitoba.

The rest of the headings on the left side of this page connect you to other programs, St. Boniface University and other important sources of information for students. There is also a comprehensive guide to student resources in the Student Affairs Student Guide: http://umanitoba.ca/student/media/UM-Student-Guide-2014-web.pdf.

4. Faculty of Arts Information: Degree Programs and Requirements

If you select the “Undergraduate Studies” link, on the left hand side of the page you will see a list of all the Faculties and Schools at the University of Manitoba. The Faculty/School is the degree granting unit. The Faculty/School may contain a few departments or many departments. The Faculty of Arts is the largest faculty and has 15 departments. You may access information about Faculties/Schools, programs and courses, simply by clicking on their highlighted link.

Since you have been admitted to the Faculty of Arts it is essential that you review the information under the Faculty of Arts Section which is provided in the online Academic Calendar.

If you click the Faculty of Arts link, a list of headings appear on the left hand side of the page which gives you access to information about the Faculty, its departments, degrees, programs and courses.

“Chapter Contents” lists the topics covered in alphabetical order.
Section 1: Degree Programs Offered Leading to a B.A. shows all the degrees and programs offered by the Faculty of Arts in two separate tables: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=260&chapterid=2837&topicgroupid=16279&loaduseredits=False](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=260&chapterid=2837&topicgroupid=16279&loaduseredits=False).

### SECTION 1: Degree Programs Offered Leading to a B.A.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Years to Complete (Full-time)</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts (General)</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>Bachelor of Arts (Advanced)</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>Bachelor of Arts (Honours)</td>
<td>4</td>
<td>108-120</td>
</tr>
<tr>
<td>Bachelor of Arts Integrated Studies</td>
<td>3</td>
<td>90</td>
</tr>
</tbody>
</table>

*This includes one year (30 credit hours) of study in University 1. There is no time limit for completion of any of the above programs. Students may complete their degrees on a full-time or part-time basis.

Section 3: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs describes the requirements for the three degree programs in Arts. It also includes this information in tabular form. Please review this section carefully by printing this page: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=260&chapterid=2837&topicgroupid=16283&loaduseredits=False](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=260&chapterid=2837&topicgroupid=16283&loaduseredits=False).
Further down the page are the Basic Faculty Regulations for the three degree programs in Arts in tabular form:

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>GENERAL DEGREE PROGRAM (90 Credit Hours)</th>
<th>ADVANCED DEGREE PROGRAM (108 Credit Hours)</th>
<th>HONOURS DEGREE PROGRAM (108-120 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENT 1: Major(s) at Honours</td>
<td>- minimum 30 credit hours</td>
<td>- minimum 48 credit hours (some departments require more)</td>
<td>- Variable by Honours subject fields</td>
</tr>
<tr>
<td>- grade point average of 2.00 on all courses taken for purposes of satisfying the major</td>
<td>- grade point average of 2.00 on all courses taken for purposes of satisfying the major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIREMENT 2: Minor</td>
<td>- minimum 15 credit hours, except when Major a Global Political Economy</td>
<td>- minimum 18 credit hours, except when Major a Global Political Economy</td>
<td>- optional Minor (see note in Section 3.3.4)</td>
</tr>
<tr>
<td>REQUIREMENT 3: Options</td>
<td>- minimum 30 credit hours outside students chosen Major(s) and Minor</td>
<td>- minimum 45 credit hours outside students chosen Major(s) and Minor</td>
<td></td>
</tr>
<tr>
<td>- minimum 12 credit hours in area of choice</td>
<td>- minimum 12 credit hours in area of choice</td>
<td>- minimum 12 credit hours in area of choice</td>
<td></td>
</tr>
<tr>
<td>Within the above 3 requirements, students must also satisfy the following requirements. Note a course may satisfy more than one requirement.</td>
<td>- ancillary options: minimum 24 to 30 credit hours over years 2, 3, and 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIREMENT 4: Written English and Math</td>
<td>- Written English and Math Requirement (minimum 3 credit hours in each)</td>
<td>- Written English and Math Requirement (minimum 3 credit hours in each)</td>
<td>- Written English and Math Requirement (minimum 3 credit hours in each)</td>
</tr>
<tr>
<td>REQUIREMENT 5: Humanities Requirement</td>
<td>- 6 credit hours from subjects identified as Humanities</td>
<td>- 6 credit hours from subjects identified as Humanities</td>
<td>- 6 credit hours from subjects identified as Humanities</td>
</tr>
</tbody>
</table>

The General Degree is a three year program (90 credit hours). The Advanced Degree (120 credit hours) and Honours Degree are four year programs (108-120 credit hours).

All students admitted to the Faculty of Arts are automatically placed in the three year General Degree program. If you want to pursue the four year Advanced Degree or the Honours Degree you must apply to enter. The application forms are available online [http://umanitoba.ca/faculties/arts/student/index.html](http://umanitoba.ca/faculties/arts/student/index.html) or in the Faculty of Arts General Office.

The three year General Degree is the most popular degree we offer because it allows students to complete a degree in a minimum amount of time. This is particularly useful if you are planning to pursue another degree program such as Education, Law or Social Work.

However, most Canadian Universities offer only four year degree programs. Therefore, if you want a degree which is comparable to an undergraduate degree in another province, you may want to consider the four year Advanced Degree, especially if it is the only degree you plan to earn. You must complete 24 credit hours with 6 credit hours in each of four different subject fields in order to apply for entry.

The four year Honours Degree is the preferred program of study for students who intend to pursue a graduate degree program. You must complete 24 credit hours with 6 credit hours in each of four different subject fields and have a minimum cumulative grade point average of 3.0 (3.5 for Psychology) to apply to Honours.
Section 5: Additional Faculty Regulations and Policies Applicable to All Faculty of Arts Degree Programs

This section provides a more detailed explanation of the degree requirements plus many rules applying to registration which will be covered more fully later.


As a first year student you will primarily be concerned with satisfying the Subject Field Requirement; which means that you must complete 6 credit hours in each of five different subjects.

A full or spanned course extending from September to April is worth 6 credit hours. A half course offered from either September to December or January to April is worth 3 credit hours.

You may fulfill the requirement by taking one full course or two half courses in the same subject. For example, you could take 6 credit hours of Introductory French or 3 credit hours of Micro Economics and 3 credit hours of Macro Economics. Each of these examples would be considered a Subject Field. It does not matter what the subject is, as long as you have taken the equivalent of a full course or 6 credit hours in five different subjects. The regulation is intended to provide a broad experience of many subjects within your undergraduate degree.
Another regulation which should be considered within your first year is that you are required complete 6 credit hours of courses which are Humanities, 6 credit hours which are Social Sciences, and 6 credit hours which are Sciences. All courses in the Faculty of Arts are categorized as either Humanities or Social Sciences. Refer to http://umanitoba.ca/faculties/arts/student/requirements.html.
The **Humanities** are subjects which are studied analytically rather than empirically and are concerned with human culture such as languages, religion, philosophy and the arts. Course subjects taught by the Faculty of Arts that can be used towards the Humanities requirement are: Arabic, Asian Studies, Canadian Studies, Catholic Studies, Classical Studies, English (excluding ENGL 0930, ENGL 0940, ENGL 2000, ENGL 2001), Film Studies, French, German, Greek, Hebrew, History, Hungarian, Icelandic, Italian, Judaic Civilization, Latin, Native Languages, Native Studies, Philosophy, Polish, Portuguese, Religion, Russian, Spanish, Theatre, Ukrainian, and Yiddish. In addition the following courses may be used: Women’s and Gender Studies WOMN 1500, WOMN 2530, WOMN 2570, WOMN 2600, WOMN 3600 and WOMN 3620. Course subjects offered by other units which can be used towards the Humanities requirement are: Music (List A) courses and History of Art (i.e. all courses listed with course prefix FAAH).

The **Social Sciences** are subjects which study human behaviour, as well as systems, institutions and relationships within society and tend to be quantifiable. Course subjects taught by the Faculty of Arts that can be used towards the Social Science requirement are: Anthropology, Economics, Global Political Economy courses GPE 2700, GPE 4700, Labour Studies, Linguistics, Political Studies, Psychology, and Sociology. In addition the following courses may be used: Women’s and Gender Studies WOMN 1600, WOMN 2500, WOMN 2510, WOMN 2560, WOMN 3100, WOMN 3510, WOMN 3550, WOMN 3560 and Others ARTS 1160.

The 6 credit hour **Science** course requirement may only be fulfilled by courses offered by the Faculty of Science. Course subjects taught by the Faculty of Science that can be used towards the Science requirement are: Astronomy, Biological Sciences, Biotechnology, Botany, Chemistry, Computer Science, Forensic Science, Mathematics, Microbiology, Physics, Statistics, and Zoology.

You may fulfill this requirement by taking one full (one 6 credit hour course) or two half (two 3 credit hour courses) from the Humanities list of courses; one full course or two half courses from the Social Science list and one full or two half courses from the Science list. The courses do not have to be taken in the same subject.

**Major and Minor requirements:**

The B.A. General Degree and the B.A. Advanced Degree both require a Major and a Minor. In the B.A. General Degree, the major is 30 credit hours and the minor is 18 credit hours. In the B.A. Advanced Degree, the major is 48 to 60 credit hours and the minor is 18 credit hours.

You may also choose a Double Major Program in the B.A. General Degree in which you would complete a 30 credit hour major in two subjects or a Double Advanced Major Program in the B.A. Advanced Degree in which you would complete a 42 credit hour major in two subjects. The Double Major Programs do not have a minor.

In the Honours Program, you declare an Honours Subject Field instead of a major. A minor is not required but you may choose to declare one if you wish.

Therefore, when choosing your subjects for first year you should try to include all the subjects you are most interested in which could be potential majors or minors in your future degree program.
5. Departmental Programs and Courses in the Faculty of Arts

Section 8: Departments in and Programs and Courses Offered by, the Faculty of Arts

This section opens links to the 29 departments and programs offered by the Faculty in alphabetical order. You may also wish to read the Faculty of Arts Handbook at: http://umanitoba.ca/faculties/arts/media/Art_handbook.pdf.

For example, if you select Psychology (Section 8.25) http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=260&chapterid=2855&loaduseredits=False you will be accessing information regarding requirements for programs and courses specific to this department. Requirements for the Major, Advanced Major, Minor, Single Honours and Double Honours Programs appear in text and in tabular form. Almost all the departments and programs will have a table in addition to the text which lists the program requirements. Psychology offers all the Faculty of Arts programs: General Major, Advanced Major, Single Honours, Double Honours and a Minor.

Following the Major, Minor and Honours requirements is a list of the courses offered by the Psychology Department in ascending order starting with 1000 level course(s) which are considered introductory level courses. The 2000 level, 3000 level and 4000 level courses roughly correspond to the year level of the course. These are also called upper level courses. In order to take upper level Psychology courses, you must first complete 6 credit hours of introductory level Psychology with a grade of C or better.

Prerequisites and Co-requisites:

A course which must be completed prior to taking another course is called a “prerequisite”. Sometimes, you will see that a course requires a “co-requisite”. This means that the course you are planning to take must be taken concurrently with another course. None of the courses in the Faculty of Arts require co-requisites; however, some Science courses and some Management courses do.
Course Descriptions:

If you click on “Psychology course descriptions –1000 level” you will see one introductory level Psychology course: PSYC 1200 Credits (6). This is the prerequisite for all upper level Psychology courses.

Every course at the University has its own “course code” which consists of a three or four letter alpha prefix which represents the department or the subject and a four digit number which represents the course. The first digit of the course number corresponds to the level of the course as mentioned previously. The “credits” refer to the number of credit hours the course is worth. A “6” credit hour course is a full course which would be offered over the entire Fall/Winter Session during both terms, from September to April. If a final exam is required, it would be written in April. If the credits are indicated as “3”, the course is a half course which would be offered in Fall Term from September to December or in Winter Term from January to April. Exams for a half course would be written either in December for Fall Term or April for Winter Term.

Under the title of the course is a brief course description. This description may also contain prerequisite/co-requisite information as well as any courses which may not be held for credit with the course. You may wish to contact the instructor of the course for a more detailed outline of the course content. It is essential to read all the course descriptions and the departmental information in the Academic Calendar before selecting your courses, planning your timetable and registering.
6. Course Selection and Timetable Planning

Before you select your courses and plan your timetable, you should review the Academic Calendar, the First Year Planning Guide entry for Faculty of Arts, and information pertinent to any target faculty you may be considering. Once you have reviewed these resources, you should familiarize yourself with the Aurora Student Registration System. Here are a few additional points to note:

The Regular Session at the University of Manitoba runs from September to April and is divided into two academic periods called terms.

- The Fall term runs from September to December
- The Winter term runs from January to April

As previously discussed, a course offered from either September to December or January to April is worth 3 credit hours. A course extending from September to April (both Fall term and Winter term) is worth 6 credit hours and is commonly referred to as a spanned course on the Aurora Student Registration System.

There is also a Summer term that runs from May to August which offers both 3 and 6 credit hour courses and is commonly referred to as Summer Session.

In the Regular Session (September to April), you can take a maximum of 5 courses per term for a total of 30 credit hours. This would be considered a Full (100%) course load as displayed below:

**Fall term (Sept to Dec):**
- Course #1 (3 credit hours)
- Course #2 (3 credit hours)
- Course #3 (3 credit hours)
- Course #4 (3 credit hours)
- Course #5 (3 credit hours)

**Total = 15 credit hours**

**Winter term (Jan to Apr):**
- Course #6 (3 credit hours)
- Course #7 (3 credit hours)
- Course #8 (3 credit hours)
- Course #9 (3 credit hours)
- Course #10 (3 credit hours)

**Total = 15 credit hours**

You are not required to complete 30 credit hours during your first year of study in the Faculty of Arts. Your degree requirements may be completed on a full-time or part-time basis.

To be considered a full-time student, you must be registered in a minimum 60% course load (9 credit hours per term). However, to be eligible for many scholarships and bursaries, you must be registered in an 80% course load (12 credit hours per term).

Selecting your Courses

As a first year student in the Faculty of Arts, you should include introductory courses for your intended Major and Minor. You should also try to include courses which will cover the five subject fields. In order to satisfy the subject field requirement, you must complete 6 credit hours in each of 5 different course subjects. For example, a student who has completed 6 credit hours of Psychology, 6 credit hours of Sociology, 6 credit hours of English, 6 credit hours of Mathematics and 6 credit hours of Anthropology will have fulfilled the subject field requirement. The subject field requirement may be fulfilled by taking courses from faculties other than the Faculty of Arts.

You should also try to complete courses which satisfy the Humanities, Social Sciences and Science requirement as discussed in 4. Faculty of Arts Information – Degree Programs and Requirements or refer to the Academic Calendar, Faculty of Arts, Section 5. You may satisfy this requirement by taking one 6 credit hour course or two 3 credit hour courses from the list of Humanities courses; one 6 credit hour course or two 3 credit hour courses from the list of Social Sciences; and one 6 credit hour course or two 3 credit hour courses from the list of Science courses.
A course subject may satisfy both the subject field requirements and the Humanities/Social Science/Science requirement. You may also wish to complete your Written English (W) and Mathematics (M) requirement as this is required for graduation. Courses that will meet your “W” and “M” requirement can be found in the Academic Calendar, General Academic Regulations.

Creating your Timetable
Here are a few things to know before you start planning your timetable:

The week is divided into lecture and laboratory time periods. Typically, you should expect to be in class 3 hours a week for each lecture (not including labs). (Refer to the timetable key on the following page.)
Lectures held on Monday (M)/Wednesday (W)/Friday (F) are 50 minutes in length with a 10 minute break between each. For example, the slot highlighted in orange indicates a class on M/W/F from 9:30 to 10:20 am.

Lectures held on Tuesday (T)/Thursday (R) are 75 minutes in length with a 15 minute break between each. The slot highlighted in turquoise indicates a class on T/R from 10:00 to 11:15 am.

Lectures offered in the evening are 3 hours in length once a week. The slot highlighted in yellow indicates a class on Wednesday evening from 7:00 – 10:00 pm.

Lectures offered in the evening are 3 hours in length once a week. The slot highlighted in grey bars on the timetable planning form indicate a lab section. For example, the bar highlighted in green indicates a lab on Monday from 2:30 to 5:30 pm. (NOTE: Some labs such as Mathematics and Language labs are only 50 minutes in length.)

Timetable planning form: [http://umanitoba.ca/u1/media/pdf/timetable_planning_form.pdf](http://umanitoba.ca/u1/media/pdf/timetable_planning_form.pdf)

For additional information regarding steps to creating your own timetable, please refer to the University 1 First Year Centre website at [http://umanitoba.ca/u1/](http://umanitoba.ca/u1/).

### 7. Registration Information

Online Registration Tutorials have been designed to help you use the Aurora Student registration system. The following 6 tutorials are currently available for students:

1) Getting Started with Aurora Student
2) How to use the course catalog & class schedule
3) Looking up classes
4) Understanding class search results
5) Preparing for Registration
6) Registration and Beyond

Initial registration times for new students are between **July 14** and **July 18**. You may login to Aurora Student starting **July 7** to determine your specific day and time to register.

As a new student in the Faculty of Arts, it is strongly recommended that you go through the online registration tutorials prior to registering for courses: [http://umanitoba.ca/student/records/tutorial/](http://umanitoba.ca/student/records/tutorial/)

Please also refer to the *First Year Planning Guide* and *Faculty of Arts Registration Guide* for additional information:

8. Contact Information

Academic Advisors are available to answer questions about your academic program in the Faculty of Arts and can provide information on the services available on campus.

Advisors can be contacted in-person, by phone, or by e-mail.

**Office Hours (3rd Floor, Fletcher Argue Building)**
Monday – Friday: 8:30 a.m. – 4:30 p.m.

**Drop-In Schedule**
Monday- Friday: 8:30 a.m. – 4:00 p.m.
*(Due to large volumes of students, The Faculty of Arts reserves the right to limit the number of students seen per day)*.

**Appointment Schedule (30 minute sessions)**
Monday – Friday, 9:00 a.m. – 11:30 a.m. and 2:00 p.m. – 3:30 p.m.

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**Contact Information**

Phone: (204) 474-9100

E-mail: Arts_Inquiry@umanitoba.ca

Phone: (204) 474-9100

We look forward to meeting with you and in the meantime we wish you every success in your studies.