



FORT GARRY  
BACHELOR OF SOCIAL WORK

# Student Welcome Package 2024-2025



University  
of Manitoba

| Faculty of Social Work

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## Welcome to the Faculty of Social Work

Congratulations on your admission and welcome to the Fort Garry Campus Bachelor of Social Work! We are pleased that you have chosen Social Work as a profession, and we hope that your studies in the BSW Program will be stimulating and rewarding. We acknowledge that newly admitted students are likely to have many questions, but we ask that you please hold your questions for the virtual orientation session that you will be attending. This will assist in streamlining communication and ensuring everyone receives the same information.

As you prepare for the start of the BSW Program in the Fall term, there are important steps that need to be completed:

1. Order your **Criminal Record Check** and **Child Abuse Registry Check**.
  - a. If you received your Criminal Record Check electronically, forward the results within twenty working days from your offer of admission to [Kim.Ormiston@umanitoba.ca](mailto:Kim.Ormiston@umanitoba.ca)
  - b. Child Abuse Registry Checks must be mailed or dropped off within twenty working days from your offer of admission to:  
*Faculty of Social Work BSW Program  
University of Manitoba  
521 Tier Building  
Winnipeg, MB R3T 2N2*
2. If you are a new University of Manitoba student, claim your UMNNetID and UM student email account.
3. Complete the [Self Declaration Form](#) within twenty working days from your offer of admission.
4. Attend a virtual orientation session.
5. Complete the orientation modules in UM Learn by Monday, July 15.
6. *Optional forms:*
  - a. Submit the [Concentrated Student Form](#) by Monday, July 15.
  - b. Submit the [Option in Aging Form](#) by Monday, July 15.

A checklist is provided at the end of this package to ensure you complete all required tasks.

## Orientation

### Orientation Modules in UM Learn

Each student will need to complete the orientation modules in UM Learn by **Monday, July 15, 2024**. Enrollment in the modules will occur within 5 business days of accepting your offer. Failure to complete the modules by the deadline will result in a hold on your account which will prevent registration in September courses. The hold will only be removed when all **6** modules have been completed.

### Virtual Orientation

There will be a mandatory virtual orientation session for all newly admitted students on **Wednesday, July**

**3**. Additional details will be sent to your UM student email address.

## Self-Declaration Form, Criminal Record Check, & Child Abuse Registry Check

All applicants offered admission will be required to indicate whether or not they have an adult criminal record by submitting a Self-Declaration Form, Official Adult Criminal Record Check, and a Child Abuse Registry Check.

### Self-Declaration Form

Students must submit the [Self-Declaration Form](#) within twenty working days of receipt of offer of admission. As processing times of record checks may take longer than twenty working days, please upload your payment receipts in the Self-Declaration Form as that will allow you to proceed with course registration while we wait for your checks to arrive.

### Criminal Record Check

Students must submit an Official Criminal Record Check within twenty working days of receipt of offer of admission. Record checks may not be older than three months from your offer of admission. We do not accept Criminal Record Checks from third party organizations such as myCRC and Triton.

**Applicants within Manitoba** can apply online at [www.winnipeg.ca/police/pr/pic.stm](http://www.winnipeg.ca/police/pr/pic.stm)

Online applications are highly recommended as you can forward the results directly to:

[Kim.Ormiston@umanitoba.ca](mailto:Kim.Ormiston@umanitoba.ca)

Applications can also be obtained through the local RCMP office, or the Winnipeg Police Headquarters located at 245 Smith Street (appointments are required for in-person requests and can be booked [here](#)).

**Applicants outside of Manitoba** must obtain an application through the local Municipal, Provincial, or RCMP office in your area: <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>

### Child Abuse Registry Check

Students must submit a Child Abuse Registry Check within twenty working days of receipt of offer of admission. Registry checks may not be older than three months from your offer of admission.

**Applicants within Manitoba** must apply online at:

[https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html)

**Applicants in other Provinces or Territories in Canada** should check for the Child Abuse Registry in your province. If there is none, you must apply for a Vulnerable Sector Check along with your Criminal Record Check.

All Child Abuse Registry Checks must be mailed or dropped off at:

FACULTY OF SOCIAL WORK BSW PROGRAM  
THE UNIVERSITY OF MANITOBA  
521 TIER BUILDING, WINNIPEG, MB R3T 2N2

## Bachelor of Social Work Requirements

The University of Manitoba Bachelor of Social Work Degree Program consists of 123 credit hours of course work, including:

- 75 credit hours of Social Work courses.
- 48 credit hours of non-Social Work electives.

Students have up to 9 years to complete the BSW degree. Completion time will vary depending on factors such as the number of credit hours transferred in, work and personal circumstances, etc.

Upon admission to the BSW Program, incoming students will only be allowed to apply courses from the University of Manitoba and any other partner post-secondary institution with a grade of 'C' or higher, with the exception of courses satisfying the math requirement to their degree plan.

Students who have taken Social Work courses at other universities may request the Admissions Office to consider equivalency credit within the 6-month period following their acceptance into the faculty. Any Social Work courses for which you are requesting review for equivalency credit must have been completed within the last 9 years and must be from a program that is accredited by the Canadian Association for Social Work Education. Required non-Social Work elective courses (i.e. FMLY 1010/PSYC 1200; INDG 1200/INDG 1220 & INDG 1240; WOMN 1600) must be completed no more than 10 years prior to admission. Any required non-Social Work courses that have not been completed prior to admission must be completed within a student's first 30 credit hours in the program.

### Written English & Math Requirement

As per the University of Manitoba policy "all students are required to complete, within the first 60 credit hours of their programs, a minimum of one 3 credit hour course with significant content in written English, and a minimum of one 3 credit hour course with significant content in mathematics." Students that have completed baccalaureate degrees are exempt from this requirement.

All students admitted to the program who have not completed the University of Manitoba written English and/or mathematics requirement must satisfy both within the first 60 credit hours of their program. All credit hours used for the purpose of admission into the BSW Program are part of the 60 credit hour count for their program. If a student does not satisfy both the written English and mathematics requirement within the first 60 credit hours, students will not be permitted to register for any Social Work courses until their mathematics and written English requirements have been successfully satisfied. A student accepted at the University of Manitoba cannot graduate without meeting the Math and written English requirement.

## Program Options

### Regular 3-Year & Part-Time Programs

Students can complete the program in 3 years through the Regular Program. Full time study in the Fall and Winter terms would be required.

If a lighter course load is preferred, students can register in courses at a pace that works best for them within the 9-year limit.

A form is not required to proceed in the Regular or Part-Time Programs.

### Concentrated 2-Year Program

To be eligible for the Concentrated Program, students must have completed 48 credit hours from the courses listed below (transferable to the University of Manitoba) **prior** to admission to the BSW Program and have a minimum Adjusted Grade Point Average (AGPA) of 3.00.

Concentrated Program Admission Requirements		
Course	Title	Hours
INDG 1200	Indigenous Peoples in Canada OR Indigenous Peoples in Canada 1 AND Indigenous Peoples in Canada 2	6
INDG 1220 & INDG 1240		
WOMN 1600	Intro to Women and Gender Studies (W)	3
FMLY 1010 OR PSYC 1200	Human Development in the Family OR Intro to Psychology*	3 OR 6
	Non-SWRK electives	12-15*
	Social Science, Humanities, and Indigenous courses	12
	Any Sociology, Political Studies, Economics, Labour Studies, or Global Political Economy courses	6
	Mathematics (M) Requirement	3
<b>Total Admission Requirement Hours</b>		<b>48</b>

\*Applicants who have completed PSYC 1200 will only require 12 credit hours of non-social work elective courses.

A [Concentrated Student Form](#) must be submitted by **Monday, July 15** to be considered for the Concentrated 2-year Program.

Your Aurora account will be reviewed for eligibility after submitting the form. The decision will be sent to your UM student email address in late August. Please register for the first year courses outlined in the Concentrated degree plan below while you wait for the decision.

If a student is missing any of the 48 credit hours or does not have a 3.00 AGPA, they will complete the 3-year Regular or Part-Time Program instead.

Students eligible to register for the Concentrated BSW Program may choose to do so at the point of admission only by submitting the [Concentrated Student Form](#).

Students planning on completing the program in two years must follow the structure outlined below. Please note, the Fort Garry Campus BSW Program is an in-person program. Students must attend in-person classes on a full-time basis to continue in the Concentrated Program. Please consider work, family, and any personal commitments before submitting a Concentrated Student Form.

### Concentrated Degree Plan

<b>1<sup>ST</sup> YEAR – Fall &amp; Winter (30 CH)</b>		<b>Credit Hours</b>
SWRK 1200	Introduction to Canadian Social Welfare – Fall Term	3
SWRK 1210	Wáhkôhtowin: We Are All Related – Fall Term	3
SWRK 1220	Social Justice, Diversity and Human Rights – Fall Term	3
SWRK 1230	Community Health and Well-Being: Imagination for Social Work Practice – Fall Term	3
SWRK 1240	Social Work and Professional Identity – Fall Term	3
SWRK 1250	Human Behaviour, Family and Community Well-Being: Theory and Practice – Winter Term	3
SWRK 2000	Anti-Racist Social Work Practice – Winter Term	3
SWRK 2010	Indigenization and Decolonization in Social Work – Winter Term	3
SWRK 2020	Community Development and Social Work – Winter Term	3
SWRK 2030	Communication and Relational Skills in Social Work – Winter Term	3
<b>SUMMER 1 (12 CH)</b>		
SWRK 3160	Feminist Perspectives in Social Work Practice and Social Welfare Policy	3
SWRK 3180	Community Health and Well-Being: Imagination for Social Work Practice	3
	SWRK Elective	3
	SWRK Elective	3
<b>2<sup>ND</sup> YEAR – Fall &amp; Winter (27 CH)</b>		
SWRK 2040	Social Welfare Policy: Analysis and Advocacy	3
SWRK 3190	Social Work Practice with Indigenous Peoples: Towards Reconciliation	3
SWRK 3200	Social Work Practice with 2SLGBTQIA+ Communities	3
SWRK 3170	Discovering Social Work Research: How Knowledge is Framed and Forging a Review	3
SWRK 3240	Field Instruction 1	6
SWRK 3220	Integrative Practice Seminar 1	1.5
SWRK 4350	Field Instruction 2	6
SWRK 4240	Integrative Practice Seminar 2	1.5
<b>SUMMER 2 (6 CH)</b>		
	SWRK Elective	3
	SWRK Elective	3

## Option in Aging

The [Interfaculty Option in Aging](#) provides students with the opportunity to graduate with the skills and knowledge to support the aging population. Upon successful completion of the Option in Aging requirements listed below, a comment will be added to the student's transcript indicating they have completed the Option in Aging. Students interested in completing the Option in Aging must submit the [Option in Aging Form](#) by **Monday, July 15**.

Course	Title	Required	Credit Hours
NURS 2610 OR KIN 2610	Health and Physical Aspects of Aging	Yes	3
FMLY 2650 or REC 2650	The Social Aspects of Aging	Yes	3
SWRK 3240 OR SWRK 4350	Field Instruction 1 (placement in aging) Field Instruction 2 (placement in aging)	Choose one	6
SWRK 3220 OR SWRK 4240	Integrative Seminar 1 Integrative Seminar 2	Take w/ corresponding Field Instruction	1.5
SWRK 4282	Social Work Practice with Older Adults	Yes	3
SWRK 4258 OR SWRK 4296	Loss, Grief, Bereavement and Social Work OR Diversity in Aging: Theory and Policy	Choose one	3
<b>TOTAL</b>			<b>19.5</b>

## UMNetID

48 hours after accepting your offer, you will be able to claim a UMNetID through Sign UM if you are a new student to the University of Manitoba. Claiming your UMNetID gives you access to course websites in UM Learn, UM student email, Libraries, and other services.

- [Instructions on how to activate your U of M Computer account](#)
- [Claiming your UMNetID](#)

## UM Student Email

A UMNetID gives you an email account that you must use for all academic correspondence as per [university policy](#). Your UM email address will be the only address used by the University and The Faculty of Social Work for all communications. It is your responsibility to check your UM email frequently. Professors and Instructors will also be using your UM email address to communicate with you so be sure to check your emails frequently.



## Student ID Cards

It is important to obtain a Student Identification Card early, as you will require your student ID when entering field, accessing student services, the library, and will be required when you sit for examinations. Students can order their student ID card at the Photo ID Centre on the 4th floor of UMSU University Centre in the Registrar's Office. Students must [check-in online](#) first as they do not have a physical line at the office.

## Aurora

Aurora is the University of Manitoba's Student Management system that will allow you to access Course Catalogue, Class Schedule, and Transfer Credit Equivalencies Database. Within the secured area, you will have access to your Personal Information, Enrolment and Academic Records including registration, your academic transcript, student fee account, etc.

## Academic Schedule

The University of Manitoba Registrar's Office has set out all important [dates and deadlines](#) online through the Academic Schedule. Pay close attention to the registration dates, voluntary withdrawal deadlines, fee payment deadlines, and examination periods.

## BSW Student Handbook

The BSW Student Handbook houses important information students need to know. As a BSW student, it is your responsibility to read and understand all relevant Social Work policies and procedures. Please note, the handbook is currently being updated and will be available for viewing on the University of Manitoba Social Work website soon. A link to the document will be provided once it becomes available.

## Student Supports

The University has many [supports and resources](#) in place for students. Some resources that may be useful for students to start reviewing include: [Student Accessibility Services](#), [Student Counselling](#), [Academic Learning Centre](#), [Financial Support](#), etc. Your Academic Advisor also has specialized knowledge about processes and policies; they can help you map out your courses, advise on course selection, assist you with registration issues, direct you to appropriate resources, and answer other questions you may have about your program. Your Academic Advisor is here to help! If you don't know who to ask, start with your Advisor! They will point you in the right direction.

## Fees

For a summary of Undergraduate fees including undergraduate tuition fees, incidental fees, and compulsory fees, refer to the [Undergraduate tuition and fees page](#). It is a student's responsibility to pay all required fees by the due dates available in your Aurora Student Fee Account. Students with outstanding balances will be placed on hold and will be subject to late fees, cancellation of registration, and suspension of grades.

## Contact Us

### General Office

Email: [social\\_work@umanitoba.ca](mailto:social_work@umanitoba.ca)

521 Tier Building  
University of Manitoba  
Winnipeg, MB R3T 2N2  
Open 8:30am-12:00pm and 1:00-4:30pm.

### Fort Garry BSW Academic Advisor

Miranda Little

Email: [Miranda.Little@umanitoba.ca](mailto:Miranda.Little@umanitoba.ca)

## New Admits Check List

Order your Criminal Record Check and Child Abuse Registry Check

Mail or drop off a current original Criminal Record Check and Child Abuse Registry Check to:

*Faculty of Social Work BSW Program*

*University of Manitoba*

*521 Tier Building*

*Winnipeg, MB R3T 2N2*

\*If you completed a Criminal Record Check online, you may forward your results electronically to [Kim.Ormiston@umanitoba.ca](mailto:Kim.Ormiston@umanitoba.ca). Your Child Abuse Registry Check must still be sent in by mail or dropped off at 521 Tier.

Claim your UMNNetID and UM student email account if you are new to the University of Manitoba

Submit the [Self-Declaration Form](#)

Attend the virtual orientation session on Wednesday, July 3

Complete orientation modules in UM Learn by Monday, July 15

*Optional:* Submit the [Concentrated Student Form](#) and/or [Option in Aging Form](#) by Monday, July 15

**Once again, congratulations on your admission to the BSW Program!**