



# UNIVERSITY OF MANITOBA

## Asper School of Business

### Track 1 and Track 2 Applicants (Advanced Entry)

### Applicant Information Bulletin 2019 – 2020

**Application Deadline: March 15, 2019**

### Table of Contents

Section 1: General Statement .....	1	Section 5: Reconsideration & Appeals .....	10
Section 2: Eligibility Requirements .....	1	Section 6: Counselling of Applicants .....	11
1. Direct Entry from High School.....	1	Section 7: Student Accessibility.....	11
2. Advanced Entry (applicants with university/college background) .....	2	Section 8: Contact Information .....	11
A. Academic Requirements.....	2	Section 9: Other .....	11
1. Minimum Adjusted Grade Point Average (AGPA) 2			
2. Track 1 Requirements .....	2		
3. Track 2 Requirements .....	3		
B. English Language Proficiency Requirements .....	4		
C. Categories of Applicants .....	4		
1. Regular Category .....	5		
2. Special Consideration Category .....	5		
3. Canadian Indigenous Ancestry Category .....	5		
Section 3: Application Process & Deadlines.....	6		
A. Application Fees.....	6		
B. Deadlines and Important Dates .....	6		
C. Required Application documentation.....	6		
D. Required Admission Documentation.....	7		
E. Transfer Credit Information .....	8		
Section 4: Selection Process.....	8		
A. Calculation of the Adjusted Grade Point Average (AGPA) .....	8		
B. Selection.....	9		
1. Regular Category .....	9		
2. Special Consideration Category .....	9		
3. Canadian Indigenous Ancestry Category .....	9		
C. Priority.....	10		
D. Tie Breaking Procedure for Offers .....	10		
E. Notification of Decision.....	10		

### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Asper School of Business 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.

Programs Offered: Bachelor of Commerce Honours  
(B.Comm. (Hons.))

### Section 2: Eligibility Requirements

#### 1. Direct Entry from High School

Applicants in this category can apply directly from a Manitoba high school (or the equivalent) and will have met the General Entrance and Specific Admission Requirements as listed in the 2019-2020 Direct Entry Application Information Bulletin.

**2. Advanced Entry (applicants with university/college background)**

Students enrolled at the University of Manitoba, Université de Saint-Boniface or from other universities/colleges that will have completed 24 credit hours or more by the end of the Winter exam period, can apply for admission to the Asper School of Business through the online application process. An application fee and appropriate documentation are required, and application and documentation deadlines must be observed (see Section 3: Application Process & Deadlines).

**A. Academic Requirements**

Students can apply through one of two streams, Track 1 or Track 2, and enrolment for each stream is limited. Applicants satisfying the minimum entry requirements specified below are eligible for consideration but selection is academically competitive and within the discretion of the Asper School of Business.

**1. Minimum Adjusted Grade Point Average (AGPA)**

The minimum requirements for admission under Track 1 & Track 2 are:

**a. Track 1**

To be eligible to apply applicants must have a minimum AGPA of 2.00 (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)). Applicants are selected according to the priority listed in Section 4: Selection Process, C. Priority.

**b. Track 2**

To be eligible to apply, Track 2 applicants must have a minimum AGPA of 3.10 (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)). Applicants are selected according to the priority listed in Section 4: Selection Process, C. Priority.

**Applicants in both Tracks 1 and 2 may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.**

**2. Track 1 Requirements**

All applicants must meet the following basic requirements: The successful completion of the following 24 credit hours with no grade lower than ‘C’ in each of the required courses. **Applicants must complete the Track 1 Requirements by the end of the Winter exam period.**

TRACK 1 REQUIRED COURSES (c) (The numbers in brackets e.g. (c, d) refers to Notes)				
Subject Area	University of Manitoba	Brandon University	Canadian Mennonite University	University of Winnipeg
	6 credit hours from: <ul style="list-style-type: none"> <li>• Anthropology ANTH,</li> <li>• History HIST,</li> <li>• Mathematics MATH,</li> <li>• Philosophy PHIL,</li> <li>• Political Studies POLS,</li> <li>• Psychology PSYC, or</li> <li>• Sociology SOC</li> </ul>			
Principles of Economics (6 credit hours)	[ECON 1010 (3) and ECON 1020 (3)] or former ECON 1200 (6)	22.131	ECON-1000/3 and ECON-1010/3	ECON-1102/3 and ECON-1103/3
Intro to Calculus (3 credit hours) (d)	MATH 1520 or MATH 1500 or MATH 1230	62.181	MATH-1020/3	MATH-1102/3 or MATH-1103/3
Statistics (3 credit hours)	STAT 1000 or STAT 1150	62.171	MATH 1000/3	STAT 1501/3 or STAT 1401/3
University Written English Course from a specific discipline (3 or 6 credit hours) (e,f,g,h)				
Electives (0-3 credit hours) (i,j,k)				

**NOTES:**

- The 24 credit hours of Track 1 course work may be completed on a part-time basis if the applicant so chooses.
- Students from any Faculty or School who have completed the Track 1 Requirements are eligible to apply for admission to the Asper School of Business.
- Equivalent courses completed at other universities within the past ten years will be considered. Non-

University of Manitoba courses taken more than 10 years ago may not be used to fulfill Track 1 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.

- d. The prerequisite for MATH 1520 or MATH 1500 is 60% in Grade 12 pre-Calculus Mathematics 40S (or equivalent) or a grade of “C” in the MSKL 0100 Mathematical Skills course taught by Extended Education; the prerequisite for MATH 1230 is a 70% in pre-Calculus Mathematics or the MSKL 0100 Mathematical Skills offered by Extended Education.
- e. ARTS 1110, GMGT 1010 and GMGT 2010 are not considered to be from a specific discipline and are therefore not sufficient to fulfill the Track 1 University Written English Course requirement.
- f. Students who complete a three credit hour Written English course must complete three credit hours of electives. For details about the University Written English requirement, and for a list of approved Written English courses, see the Undergraduate Calendar.
- g. Courses transferred from external institutions (other than Department of English courses) do not satisfy the written English requirement, except by individual assessment.
- h. Students who are exempt from taking a University Written English course as outlined in the Undergraduate Calendar are not required to complete a Written English course as a Track 1 Requirement. Such students are required to complete six credit hours of electives.
- i. Critical Thinking PHIL 1290 is a preferred elective choice.
- j. An elective is any credit course taught in a Faculty or School degree program other than the Asper School of Business.
- k. Students who are interested in a mathematical orientation to Business (for example, students considering the Actuarial program) are encouraged to take STAT 1150 to fulfill the statistics requirement (the prerequisite for STAT 1150 is a 70% in pre-Calculus Mathematics 40S or the MSKL 0100 Mathematical Skills offered by Extended Education (B)) and are encouraged to take MATH 1700 (3 credit hours) and MATH 1300 (3 credit hours) as an elective to fulfill the Track 1 requirements. Similarly, students may take MATH 1690 (6 credit hours), which is the equivalent of MATH 1500 and MATH 1700; this course is directed to the better mathematics students. Alternative courses in mathematics may be suggested by the Director of the Warren Centre for Actuarial Studies.
- l. The Asper School of Business accept credit for community college, technical college, Bible College, or other accredited college courses equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 1 Requirements. Transfer credit information can be found in Section 3: Application Process & Deadlines, E. Transfer Credit Information.
- m. The Asper School of Business accepts credit for Advanced Placement (AP) and International Baccalaureate (IB) course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 1 course requirements.
- n. Courses offered by the Canadian Forces which have been approved as unallocated and/or equivalent credit by the appropriate department may not be used as part of the Track 1 course requirements, because they do not have a grade assigned to them. However, they may be considered for potential transfer credit to the Bachelor of Commerce (Honours) degree *after* the student is admitted to the Asper School of Business (up to a maximum of 12 credit hours of military transfer credit).
- o. Transfer credit is assessed independently from the assessment of admission requirements.

### **3. Track 2 Requirements**

Track 2 is for students who have not completed all the Track 1 Requirements. Such students will be considered as Track 2 applicants if they have completed a minimum of 24 credit hours of university course work with an AGPA of 3.10 or greater (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)), and with no grade less than a “C” on 24

credit hours. Although there are no specific course requirements for Track 2, the minimum AGPA of 3.10 must be met to be considered eligible. If admitted, Track 2 applicants must complete all outstanding required courses listed under Track 1 and achieve a minimum grade of “C” in each required course.

**Track 2 applicants must satisfactorily complete the Track 2 Requirements as listed above by the end of the Winter exam period.**

**NOTES:**

- a. The 24 credit hours of Track 2 course work may be completed on a part-time basis if the applicant so chooses.
- b. Students from any Faculty or School who have completed the Track 2 Requirements are eligible to apply for admission to the Asper School of Business.
- c. Equivalent courses completed at other universities within the past ten years will be considered. Non-University of Manitoba courses taken more than 10 years ago may not be used to fulfill Track 2 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.
- d. The Asper School of Business accept credit for community college, technical college, Bible College, or other accredited college courses equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 2 Requirements.
- e. The Asper School of Business accepts credit for Advanced Placement (AP) and International Baccalaureate (IB) course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 2 course requirements.
- f. Courses offered by the Canadian Forces which have been approved as unallocated and/or equivalent credit by the appropriate department may not be used as part of the Track 2 course requirements, because they do not have a grade assigned to them. However, they may be considered for potential

transfer credit to the Bachelor of Commerce (Honours) degree *after* the student is admitted to the Asper School of Business (up to a maximum of 12 credit hours of military transfer credit).

- g. Transfer credit is assessed independently from the assessment of admission requirements. Transfer credit information can be found in Section 3: Application Process & Deadlines, E. Transfer Credit Information.

**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 Wavier 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.***

**C. Categories of Applicants**

Applicants who apply for admission under Track 1 and Track 2 will be considered in three categories as listed below. Please take careful note of the different admission categories and make sure you apply under the correct category to maximize your chances of admission. If you are unsure which category to apply under, please consult an Asper Program Advisor (see Section 8: Contact Information).

Applicants who apply for admission under Track 1 or Track 2 must apply under one of the following categories:

- Track 1: Regular Category, Special Consideration Category, or Canadian Indigenous Ancestry Category.
- Track 2: Regular Category, Special Consideration Category, or Canadian Indigenous Ancestry Category.

make a significant contribution to the Bachelor of Commerce (Honours) program, become competent managers, or can make a significant contribution to the community.

### **1. Regular Category**

Students will be considered for admission under Track 1 and Track 2 on the basis of their previous academic records. Applicants in this category will meet all the eligibility requirements as indicated in Section 2: Eligibility Requirements.

### **2. Special Consideration Category**

This category is for students who meet either Track 1 or Track 2 requirements but whose academic record may not be competitive in the selection process. Such students may apply for Special Consideration only if they meet the criteria for Special Consideration. Only a limited number of applicants with compelling reasons can be admitted under the Special Consideration Category. Meeting the eligibility requirements of this category is not a guarantee of admission.

Applicants would be eligible for Special Consideration if they:

- a) are Canadian Citizens or Permanent Residents, and
- b) meet the minimum eligibility requirements for admission to the Asper School of Business under Track 1 or Track 2, and
- c) are considered by the Selection Committee to be worthy of Special Consideration because they either:
  - i. have academic records that are not a true reflection of their academic and intellectual merit because of their *exceptional* life circumstances (exceptional circumstances include physical, societal, educational, economic, medical, geographical and other obstacles encountered by the applicant), or
  - ii. have been *employed or self employed* full-time for a period of not less than two years and display skills and attributes in any or all personal, work, or community activities which indicate that they can

The characteristics that may be considered when evaluating Special Consideration applicants include the applicant's motivation, occupational background, ability to work with people, leadership role in any form of organizational activity, entrepreneurial skills and abilities, demonstrated maturity, demonstrated initiative relevant to a management career, special awards and recognition, and personal integrity.

A holistic review of these characteristics along with all required documentation is used for consideration of applications in the Special Consideration category, with no particular weight to any one requirement. Decisions are necessarily subjective; reasons are neither recorded or given.

Students wishing to be considered in the Special Consideration category must indicate so in the appropriate section on the Asper School of Business **Application Form**. If students do not indicate this on the application form by the March 15 deadline, they will not be eligible for consideration within the Special Consideration category.

### **3. Canadian Indigenous Ancestry Category**

The Canadian Indigenous Ancestry Category is intended for all First Nations, Métis, and Inuit applicants that have completed the minimum admission requirements for either Track 1 or Track 2, but who do not meet the cut-off AGPA established for this year's admission.

Students wishing to be considered in the Canadian Indigenous Ancestry Category must indicate so in the appropriate section on the Asper School of Business **Application Form**. If students do not indicate this on the application form by the March 15 deadline, they will not be eligible for consideration within this category.

All applicants admitted under this category are required to register with Indigenous Business Education Partners (IBEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with Indigenous Business Education Partners (IBEP), 350 Drake Centre, phone (204) 474-7401.

Proof of Indigenous Ancestry will be required to register for IBEP.

### 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 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
<b>March 15, 2019</b>	Last date for receipt of application and application fee.
	Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
	Deadline for interim (or final) transcripts from external institutions. Uploaded transcripts are sufficient at this time.
<b>April 1, 2019</b>	Deadline to provide all necessary course outlines
<b>April 30, 2019</b>	Deadline to complete Track 1 or Track 2 requirements.
<b>May 1, 2019</b>	Deadline for submission of the additional material required to be considered in the Special Consideration Category (personal statement, completed reference forms, and additional documentation).

	Deadline to upload or email final, <i>unofficial</i> transcripts External U of M applicants only.
	Deadline for the submission of referee forms for Special Consideration applicants.
<b>June 1, 2019</b>	Last date for receipt of all final, official transcripts external to the University of Manitoba. <i>All deferred exams and grade appeals must be completed and final grades submitted. NOTE: It is the applicant's responsibility to inform the Admissions Office in writing of any deferred exams or grade changes by the document deadline in order for them to be included in the final selection process.</i>
	Last date to submit proof of English proficiency (if required).
<b>Mid-June</b>	Selection meetings held. <b>Admissions decisions will be posted to student's application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.</b>

#### C. Required Application documentation

The following documents will be required to complete your application.

- **Interim (or in-progress) transcripts** showing current registration are to be submitted when applying or shortly thereafter. University of Manitoba transcripts are not required. Unofficial transcripts are acceptable, scanned copies of original transcripts are preferable over web-based documents.
- **Unofficial, final transcripts** must be received by May 1, 2019. Updated transcripts must include grades for all Fall and Winter term classes. These transcripts can be uploaded to the applicant portal or emailed to [admissions.business@umanitoba.ca](mailto:admissions.business@umanitoba.ca). Scanned copies of original transcripts are preferable over web-based documents.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required and due by June 1. Student copies or photocopies are not acceptable. Transcripts become

the property of University of Manitoba and will not be returned.

- Applicants external to the University of Manitoba may be requested to provide course outlines to assess for transferability and to ensure course requirements are met. For details please review section E Transfer Credit Information.

**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.

- **Immigration documents** 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)

It is the responsibility of the student to include all necessary documentation and/or supporting documentation with the application for admission. Students will not be contacted or reminded of outstanding documents. Failure to produce all documents by the deadline will result in an incomplete application. Incomplete applications are not considered for admission.

Please send all documentation to the following address:

**Admission for Asper School of Business  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

#### **D. Required Admission Documentation**

Students who apply under the Special Consideration Category (see Section 2: Eligibility Requirements, C. Categories of Applicants, 2. Special Consideration Category) **must** submit the following documents by **May 1, 2019**:

#### ***Recommendation forms***

Students will be asked to provide the names and email addresses of three recommenders who will automatically be contacted via email through the application system. Referees will complete an online form (questionnaire). Mailed or emailed reference letters will *not* be reviewed.

**NOTE:** Applicants are encouraged to provide referee names and email addresses in their application before application submission. If submitting reference names and emails after application submission, please email them to [admissions.business@umanitoba.ca](mailto:admissions.business@umanitoba.ca)

#### ***Personal Statement***

A typed personal statement not to exceed 800 words which includes the specific reasons why the applicant merits consideration within the Special Consideration Category.

#### ***Supporting Documentation***

Candidates applying on the basis of *exceptional* circumstances must submit **supporting documentation** to verify their exceptional circumstances (for example, if a student is applying on the basis of *exceptional* medical or compassionate circumstances, the student must submit official supporting documentation from a qualified medical professional). Supporting documentation of a sensitive nature (i.e. medical) should not be emailed but instead delivered in person to the Admissions Office.

#### ***Résumé***

Those candidates who are applying on the basis of their employment experience must submit a **typed personal résumé** giving dates of employment, detailed description of actual duties and responsibilities and verify that the employment was full-time.

#### ***Proof of Employment***

Accompanying the required resume for those applying on the basis of their employment, students must also provide *proof* of full-time employment or self-employment for at least two years. Proof of employment can include a letter from the employer or an official statement of earnings.

## NOTE:

Students must email their personal statement, supporting documentation, resume and proof of employment to [admissions.business@umanitoba.ca](mailto:admissions.business@umanitoba.ca) before the May 1 deadline. **It is the responsibility of the student to provide all necessary documentation by the May 1 deadline - students will not be contacted or reminded of outstanding documents.** Only those students who complete and return this material by the deadline will be assessed within the Special Consideration Category. Incomplete applications will be moved to the Regular Track 1 or Track 2 category.

### E. Transfer Credit Information

At the University of Manitoba, all course work from recognized prior post-secondary institution(s) will be considered as part of the application for admission process for all 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 Asper School of Business will only consider external courses completed within the last ten (or fewer) years. Students applying under the Track 1 stream must have direct transfer for courses in Mathematics and Statistics; unallocated credit cannot be used to fulfill this requirement. If a student has unallocated Mathematics or Statistics credit the application will be moved and reviewed under the Track 2 stream, if eligible.

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 at: [www.umanitoba.ca/calendar](http://www.umanitoba.ca/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.

Descriptions of coursework from an Academic Calendar are not sufficient for assessment.

**Course outlines that are requested by Admissions to determine Track 1 and Track 2 eligibility are due April 1** to allow enough time for departmental review. Students who fail to provide these outlines may be refused due to an incomplete application.

For information on current course evaluations receiving credit, please visit:

[www.umanitoba.ca/admissions/tc](http://www.umanitoba.ca/admissions/tc)

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 that 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.

Additional information related to transfer credit may be found at:

<http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

### ***Admission with Advance Standing***

Students, who, at the point of admission, have completed more than the minimum Track 1 or Track 2 requirements, may be eligible to receive advance standing toward the completion of the Bachelor of Commerce (Honours) degree. The advance standing policy of the Asper School of Business is detailed in the University of Manitoba Undergraduate Calendar.

## **Section 4: Selection Process**

### **A. Calculation of the Adjusted Grade Point Average (AGPA)**

An Adjusted Grade Point Average (AGPA) will be calculated for each applicant, with the AGPA determining the relative placement of the applicant's name on the rank-ordered selection list.



In the calculations of the AGPA if a student has completed 24 to 60 credit hours of university work, the AGPA will be calculated using each grade earned at the post-secondary level, regardless of Faculty/School of completion.

If a student has completed more than 60 credit hours of university work, the AGPA will be calculated over the most recently completed 60 credit hours. The minimum “C” grade requirement in each of the Track 1 or Track 2 courses must be met whether these courses are included or excluded in the calculation of the AGPA.

For courses completed prior to Fall 2006: If it is not possible to clearly identify the most recently completed 60 credit hours of university work, the sessional average of the session containing the least recent of the 60 hours will be used as a representative grade for that part of the 60 hours.

For courses completed in Fall 2006 and thereafter: If it is not possible to clearly identify the most recent 60 credit hours, the Term Grade Point Average of the term containing the least recent part of the 60 hours will be used as a representative grade for that part of the 60 credit hours.

In the calculation of the AGPA, **all** courses which have been assigned a final grade are considered completed university work, including failed and repeated courses. Courses graded “pass” or “fail” are excluded from the calculation of the AGPA. Courses completed on a full- or part-time basis, in all undergraduate and graduate programs, and in Regular and Summer Sessions or terms will be used in the AGPA. Summer 2019 courses will not be included in AGPA calculations for admission in September 2019. Non-degree, non-credit courses completed through Extended Education or an Extension division of a university will not be included in the calculation of the AGPA.

**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. Selection**

Students will be admitted under Track 1 or Track 2 on the basis of an annual competition. Each year’s admission cycle is a separate process and there is no carryover from one year to the next. The number of students admitted in each category and the minimum academic standards for admission are determined annually. Any data in this or any other document relating to such numbers and minimum academic standards are provided only for the information and general guidance of the prospective applicant.

### ***1. Regular Category***

Regular Category Applicants must meet all eligibility requirements (see Section 2: Eligibility Requirements, A. Academic Requirements) and will be selected based on their AGPA.

### ***2. Special Consideration Category***

A limited number of admission spaces may be offered to Special Consideration applicants annually. The allocation of available spaces is entirely within the discretion of the Selection Committee, which shall not be bound to admit any candidate in the Special Consideration Category in a given year. Meeting the eligibility requirements of this category is not a guarantee of admission.

Special Consideration applicants will also automatically be considered in the Regular Category if it is deemed to be to their advantage. For example, a Special Consideration applicant who has achieved an AGPA which exceeds the cut-off in the Regular Category will automatically be admitted as a regular applicant.

### ***3. Canadian Indigenous Ancestry Category***

Ten admission spaces are available to Canadian Indigenous Ancestry applicants annually. These spaces are available to applicants applying to the Asper School of Business under Track 1, Track 2, and Direct Entry. If more than ten students qualify in this category, ten applicants will be selected based on a rank-ordered list. First priority will be given to eligible applicants within Track 1 rank ordered by AGPA; second priority to eligible applicants within Track 2, rank-ordered by AGPA; and third priority to eligible applicants within Direct Entry, rank-ordered by the average in high school subjects required for admission to the Asper School. [For more information about Direct Entry, see the Direct Entry

Programs Applicant Information Bulletin 2019-2020 ([http://www.umanitoba.ca/student/admissions/media/direct\\_entry\\_bulletin.pdf](http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf)).

Canadian Indigenous Ancestry applicants will automatically be considered in the Regular Category if it is deemed to be to their advantage. For example, if the number of qualified applicants exceeds the number of seats available and a Canadian Indigenous Ancestry applicant has achieved an AGPA which is equal to or exceeds the cut-off in the Regular category, they will automatically be admitted as a Regular applicant and will not fill one of the ten available seats in this category.

All students admitted under this category will be required to register with Indigenous Business Education Partners (IBEP) for a minimum of two academic terms following admission.

### **C. Priority**

In 2019, the Asper School of Business will predetermine the total number of Track 1 and Track 2 admission spaces to be offered. The Selection Committee may transfer applicants from their chosen category should this prove advantageous to the applicant. The quota will be filled by selecting students from the rank-ordered list of applicants in the following order:

**First Priority** – Track 1 applicants with an AGPA of 2.60 or greater in descending order of AGPA.

Thirty spaces are reserved for Track 2 applicants with an AGPA of 3.10 or higher in descending order of AGPA.

**Second Priority** – Track 2 applicants with an AGPA of 3.10 or greater in descending order of AGPA.

**Third Priority** – Track 1 applicants with an AGPA of 2.00 – 2.59 in descending order of AGPA.

Both Track 1 applicants and Track 2 applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

### **NOTES:**

- There is no selection priority for students who have completed additional Business courses in the Asper School of Business.

- Preference in admission may be granted to Canadian Citizens and Permanent Residents.

### **D. 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.

### **E. Notification of Decision**

Applicants will be informed via email of their selection status by late June, 2019. 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 email accounts remain current and 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 & Appeals**

Individuals who wish to have their applications reconsidered should submit their request 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) days of 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.

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 Asper School of Business and Admissions Office are able to assist applicants who seek counselling regarding admission to the Asper School of Business. 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>Asper School of Business:</b>	Undergraduate Program Office 268 Drake Centre <i>Telephone:</i> (204) 474-6388 <i>FAX:</i> (204) 474-7529 <i>Email:</i> <a href="mailto:B_Comm@umanitoba.ca">B_Comm@umanitoba.ca</a>
<b>Indigenous Business Education Partners (IBEP)</b>	350 Drake Centre <i>Telephone:</i> (204) 474-7401 <i>FAX:</i> (204) 474-7544 <i>Email:</i> <a href="mailto:ibep@umanitoba.ca">ibep@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>	<b>Sandra Jezik</b> <i>Telephone:</i> (204) 474-8811 <i>Email:</i> <a href="mailto:admissions.business@umanitoba.ca">admissions.business@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>

## Section 9: Other

The Asper School of Business has agreements with Ningbo and Renmin Universities in China. Additionally, the Asper School of Business has established Joint Programs with Assiniboine Community College, École technique et professionnelle (USB), University College of the North, and Red River College. Graduates of the Business Administration Diploma from these four colleges may be eligible to apply directly to the Asper School of Business Joint Program. Please refer to the Application to Asper School of Business Joint Program bulletins and website

Red River College Applicant Information Bulletin:  
[http://umanitoba.ca/student/admissions/media/business\\_RRC\\_joint\\_bulletin.pdf](http://umanitoba.ca/student/admissions/media/business_RRC_joint_bulletin.pdf)

Applicant Information Bulletin for all other Asper School  
of Business Joint Programs:  
[http://www.umanitoba.ca/student/admissions/media/business\\_joint\\_manitoba\\_bulletin.pdf](http://www.umanitoba.ca/student/admissions/media/business_joint_manitoba_bulletin.pdf)