



UNIVERSITY OF MANITOBA

Asper School of Business

Joint Programs: Assiniboine Community College, École Technique et Professionnelle, Red River College, and University College of the North

Applicant Information Bulletin 2016 – 2017

Application Deadline: March 15, 2016

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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

A. Academic Requirements

Applicants satisfying the minimum entry requirements as specified below are eligible for consideration but selection is academically competitive and within the discretion of the Asper School of Business.

- Students must achieve a minimum Cumulative Grade Point Average of 3.00 on their Business Administration Diploma (University Stream) to be eligible for admission to the joint program.
- Students must have graduated from their Diploma program within the past 5 years to be eligible for admission. Exceptions to this 5-year time limit may be considered on an individual basis.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English

through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

(<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>)

See below links to view specific English Proficiency Requirement information:

(<http://umanitoba.ca/student/admissions/international/english/index.html>).

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents: \$90.00
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 applicants will receive a letter of acknowledgement by *email within two hours of payment and submission.

All correspondence, including decision release information will be sent via email. (*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.)

B. Deadlines and Important Dates

Date	Deadlines and Important Dates
March 15, 2016	Last date for receipt of application and application fee.
	Last date to submit proof of English proficiency (if required).
	Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
June 1, 2016	Deadline for submission of final and official university/college and high

	school transcripts. The final transcripts must include verification of graduation from the student's Business Administration Diploma program.
Early July	Selection meetings held. Students are advised of a change in admission status by email as soon as a final decision has been reached.
July 15, 2016	Deadline to submit appeals of admission decisions to the Asper School of Business Admissions Selection Committee (see Section 5: Reconsiderations and Appeals).

C. Required Application Documentation

The following documents will be required to complete your application.

- **Final official high school transcripts.**
- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter. Unofficial transcripts uploaded to the application are acceptable (scanned copies of official transcripts; web-based transcripts are not acceptable for admissions assessment). Mailed transcripts should arrive before the deadline date.
- **Final official transcripts** from any university or college attended other than the University of Manitoba must also be submitted. Final official transcripts must include **verification of graduation** from the student's Business Administration Diploma program. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

NOTE: It is the applicant's responsibility to inform the Admissions office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Applicants who select to write their deferred exams after the document deadline date will be considered incomplete and subsequently refused from selection consideration.

- **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, B. English Language Proficiency Requirements).

Please send all documentation to the following address:

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

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.

C. Deposit Requirements

Applicants who are offered admission and who wish to accept the offer will be required to pay a deposit within a specified period of the offer of admission. The deposit will be credited towards the applicant's 2016-2017 Asper School tuition fees. Do not submit this fee until you have received an offer of admission.

D. Transfer Credit Information

At the University of Manitoba, all course work from a recognized prior post-secondary institution 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 regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. The Asper School of Business 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 at: 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.

For information on current course evaluations receiving credit, please visit: 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. Only successful applicants will be notified of transfer credit results.

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 admission course requirements may be eligible to receive advance standing toward the completion of the Bachelor of Commerce (Honours) degree. Students should contact the Asper School of Business Undergraduate Program Office (see Section 7: Contact Information).

Section 4: Selection Process

A. Selection

Students will be admitted on the basis of an annual competition. Admission to each Joint Program is limited to an annual quota and is competitive. Applicants are ranked in descending order of their grade point average and are admitted in that order until the annual quota is met.

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 various categories is determined each year and may vary from year to year. Any data in this or any other document relating to such numbers are provided only for the information and general guidance of the prospective applicant.

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

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If you do not accept the offer and pay the required deposit by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Applicants will be informed via email of their selection status by early July, 2016. 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 the emailing of the original decision (see Section 7: Contact Information).

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures. http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

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 by the Committee of Selection, 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 7: Contact Information).

Section 7: Contact Information

Asper School of Business:	Undergraduate Program Office 268 Drake Centre <i>Telephone:</i> (204) 474-6388 <i>FAX:</i> (204) 474-7529 <i>E-mail:</i> B_Comm@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Sandra Jezik <i>Telephone:</i> (204) 474-8811 <i>Email:</i> admissions.business@umanitoba.ca

The following other contacts may also be useful.

Student Accessibility Services	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> student_accessibility@umanitoba.ca
Student Advocacy Office	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> student_advocacy@umanitoba.ca

Section 8: Other

The Asper School of Business has established Joint Programs with Assiniboine Community College, École technique et professionnelle, Red River College, and University College of the North. Graduates of the Business Administration Diploma (University Stream) from these four colleges are eligible to apply directly to the Asper School of Business. Successful applicants will receive block transfer credit for their courses completed in the Business Administration Diploma and are required to complete specified courses at the University of Manitoba in order to receive the Bachelor of

Commerce (Honours) degree. These specified University of Manitoba courses are listed in the University of Manitoba Undergraduate Calendar.

A separate application process exists for students seeking admission to the Asper School of Business after completion of 24 credit hours of qualifying university course work. Such students would apply for admission to the Asper School of Business under Track 1 or Track 2. Such students should refer to the Applicant Information Bulletin (http://www.umanitoba.ca/student/admissions/media/business_track_bulletin.pdf) and complete the Application Form for admission to the Asper School of Business under Track 1 or Track 2.