



UNIVERSITY OF MANITOBA

Asper School of Business

Track 1 and Track 2 Applicants (Advanced Entry)

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

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 2016-2017 Direct Entry Application Information Bulletin.

http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf

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

Students in other programs at the University of Manitoba, Université de Saint-Boniface or from other universities/colleges 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

Enrolment in the Asper School of Business under Track 1 or Track 2 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 **April 30, 2016**.

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"> • Anthropology ANTH, • History HIST, • Mathematics MATH, • Philosophy PHIL, • Political Studies POLS, • Psychology PSYC, or • Sociology SOC 			
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	62.181	MATH-1020/3	MATH-1102/3 or MATH-1103/3
Statistics (3 credit hours)	STAT 1000	62.171	MATH 1000/3	STAT 1501/3
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.

- b. 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.
- 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 1 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.
- d. The Calculus courses listed above have a prerequisite of 60% in Math 40S (Pre-Calculus) from Grade 12.
- 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. Students are permitted to take three credit hours from Business courses GMGT 1010, GMGT 2060, GMGT 2070, or MKT 2210 in place of three credit hours of electives. Such students will be required to substitute three credit hours of electives for the Business course taken to fulfill the Track 1 Requirements after their admission to 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 MATH 1700 (three credit hours) as an elective to fulfill the Track 1 requirements. Similarly, students may take MATH 1690 (six credit hours), which is the equivalent of MATH 1500 and MATH 1700; this course is directed to the better mathematics students.
- l. The Asper School of Business accepts credit for community college, technical college, Bible College, or other accredited college 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 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. Track 2 applicants must complete all outstanding required courses listed under Track 1 after they have been accepted into the Asper School of Business, and achieve a minimum grade of “C” in each required course.

To be considered for admission, Track 2 applicants must satisfactorily complete the Track 2 Requirements as listed above by **April 30, 2016**.

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 accepts credit for community college, technical college, Bible College, or other accredited college 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 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 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.

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 7: 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 Aboriginal Ancestry Category.
- Track 2: Regular Category, Special Consideration Category, or Canadian Aboriginal Ancestry Category.

1. Regular Category: Track 1 or Track 2

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: Track 1 or Track 2

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:

- are Canadian Citizens or Permanent Residents, and
- meet the minimum eligibility requirements for admission to the Asper School of Business under Track 1 or Track 2, and
- are considered by the Selection Committee to be worthy of Special Consideration because they either:
 - 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
 - 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 make a significant contribution to the Bachelor of Commerce (Honours) program,

become competent managers, or can make a significant contribution to the community.

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.

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 Aboriginal Ancestry Category: Track 1 or Track 2

The Canadian Aboriginal 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 Aboriginal 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 Aboriginal Business Education Partners (ABEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with Aboriginal Business Education Partners (ABEP), 350 Drake Centre, phone (204) 474-7401.

Proof of Aboriginal ancestry will be required to register for ABEP.

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).
April 1, 2016	Deadline to provide all necessary course outlines
April 30, 2016	Deadline to complete Track 1 or Track 2 requirements.
May 1, 2016	Deadline for submission of the additional material required to be considered in the Special Consideration Category (personal statement, reference letters, and additional documentation).
June 1, 2016	Last date for receipt of final official transcripts for courses taken in 2015-2016. <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>

Mid-June	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.

C. Required Application documentation

The following documents will be required to complete your application.

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter. University of Manitoba transcripts are not required.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

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)

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, 2. Advanced Entry (applicants with university/college background), C. Categories of Applicants, 2. Special Consideration Category: Track 1 or Track 2) **must** submit the following documents by **May 1**:

Recommendation forms

Recommendation forms from three recommenders. Students will be asked to provide the names and email addresses of recommenders who will automatically be contacted via email through the application system. Referees will be asked to fill out an online form. Mailed or emailed reference letters will not be reviewed.

NOTE: Applicants are encouraged to fill out the Recommendation section of the application before application submission. If submitting references after application submission please email references names and email addresses to 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

Resume

Those candidates who are applying on the basis of their employment experience must submit a **typed personal resume** giving dates of employment, detailed description of actual duties and responsibilities and verify that the employment was full-time. Proof of full-time employment or self-employment for at least two years must also be submitted (for example a letter from the employer or an official statement of earnings).

Students must email their personal statement, supporting documentation and resume to 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 considered within the Special Consideration Category.

E. 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 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 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. However, Summer 2016 courses will not be included in AGPA calculations for admission in September 2016. 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.

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 Aboriginal Ancestry Category

Ten admission spaces are available to Canadian Aboriginal 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 2016-2017 (http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf)].

Canadian Aboriginal 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 Aboriginal 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 Aboriginal Business Education Partners (ABEP) for a minimum of two academic terms following admission.

C. Priority

In 2016, 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.

NOTE:

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

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.

Section 6: Counselling of Applicants

E. 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 late June, 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 by the Appeals Deadline of July 15, 2016 (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.

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>Email:</i> B_Comm@umanitoba.ca
Aboriginal Business Education Partners (ABEP)	350 Drake Centre <i>Telephone:</i> (204) 474-7401 <i>FAX:</i> (204) 474-7544 <i>Email:</i> abep@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 Email: student_accessibility@umanitoba.ca
Student Advocacy Office	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: student_advocacy@umanitoba.ca

Section 8: Other

The Asper School of Business has an agreement with Ningbo University in China. Additionally, the Asper School of Business has established Joint Programs with Assiniboine Community College, École technique et professionnelle, University College of the North, and Red River College. Graduates of the Business Administration Diploma (University Stream) from these four colleges are eligible to apply directly to the Asper School of Business. Please refer to the Application to Asper School of Business - Joint Programs website (<http://www.umanitoba.ca/student/admissions/application/programs/3934.html>).