



# SCHOOL OF DENTAL HYGIENE

## Applicant Information Bulletin for 2012-2013

**EARLY BIRD DEADLINE: JANUARY 5, 2012**  
**APPLICATION DEADLINE: FEBRUARY 1, 2012**

### I. INTRODUCTION

This document provides applicants, who are seeking admission to studies leading to the Diploma in Dental Hygiene, with a description of the selection procedures for the School of Dental Hygiene at the University of Manitoba. This document accompanies every application issued. It must be assumed that all applicants have read and understood it prior to submitting a completed application. If there are any questions that are not answered by this bulletin, this information can be obtained by contacting the School of Dental Hygiene at the address given in section 5 of this bulletin.

### II. ADMISSION REQUIREMENTS

1. Applicants to the University of Manitoba School of Dental Hygiene are required to have completed a minimum of 30 credit hours, specifically the five full courses (or their equivalent) listed in the following chart. Interviews will be required for those candidates who are eligible to apply under the special consideration category. Specific subject prerequisites for the pre-Dental Hygiene program in University 1 include Mathematics 40S and Chemistry 40S. Biology 40S is strongly recommended.
2. The required minimum grade for each of the specified prerequisite courses including the electives is C with the exception of English. The minimum grade required for English is C+. There is a **required minimum overall grade point average of 3.0 (B) on all university courses taken**. Any required courses with less than a C grade must be repeated to meet admission requirements. All results will be included in the calculation of the average. It is highly recommended that students complete at least 24 credit hours in one year (from September to April) as the course load for Dental Hygiene is quite heavy.
3. If a student has completed 30 to 60 hours of university work, the grade point average will be calculated on the basis of all work completed. If a student has completed more than 60 hours of university work, an adjusted grade point average will be calculated over the most recently completed 60 hours.

#### Criminal Record/Child Abuse Registry

4. An adult criminal record and child abuse registry self-declaration are required of all applicants at the time of application. A formal Adult Criminal Record Check (including vulnerable sector screening) and a formal Child Abuse Registry Check are required at the time of registration, and annually

thereafter keeping in accordance with existing policies of other health, education and social service programs at the University of Manitoba

Required Courses	University of Manitoba	University of Winnipeg	Brandon University
Introductory Chemistry (6 cr. hrs)	Chem. 1300 And ONE of Chem 1310 or 1320	Chem 1111/3 and Chem 1112/3	Chem 18.121 or 18.160 and 18.170
Anatomy & Physiology of the Human Body (6 cr. hrs)	Biol 1410 and 1412	Biol 1112/6	Zoology 94.132
Introductory to Psychology (6 cr. hrs)	Psyc 1200	Psyc 1000/6	Psyc 82.160 and 82.161
Statistics (3 cr. hrs)	Stat 1000	Stat 1501	Stat 62.171
Literary Topics (3 Cr Hrs)	Engl 1310	Engl 1003	Engl 30.162
Electives as listed below (6 Cr. Hrs)			
Recommended: Introduction to Sociology (6 cr. hrs)	Soc 1200	Soc.1101/6	90.154 and 90.155
Free choice elective	To bring total electives to 6 credit hours		

**Note:** Applicants whose pre-Dental Hygiene education was not completed in Manitoba will be eligible for consideration if they have completed courses deemed by the University of Manitoba to be equivalent to those shown above.

Graduates of two-year or three-year diploma programs must present course work which is directly transferable (not unallocated) into a university degree program. Only courses which have a grade assigned to them will be considered.

5. Applicants will be considered in two categories:

#### a. Regular Applicants

Applicants considered for admission on the basis of academic performance.



**b. Special Consideration Applicants**

Applicants who have met the requirements in II.1 and II.2 above but who may not be competitive in the regular applicant category will be considered if they have a minimum of two years of work experience in a related health field. Special consideration will also be given to Aboriginal Peoples of Canada. In addition to acceptable interview scores and academic credentials, the applicants must have positive references in order to be considered for admission in this category. Special consideration applicants will be sent three Employment Professional Education Verification forms and a supplementary form which will contain directions for a brief biographical sketch including any back-ground or experience the candidate feels to be relevant.

**Note: Applicants in this category must have a minimum adjusted grade point average of 2.5 (C+)**

**All applicants, including foreign-trained professionals (i.e. dentists, physicians, etc) must complete all admission requirements as outlined above. They must complete at least 30 credit hours of pre-professional studies including the required courses at a post-secondary institution in North America.**

- Applicants in the Special Consideration Category will be asked to provide additional information and documentation. Details will be sent to the applicants after the initial application for admission has been received by Enrolment Services.
- Aboriginal applicants are required to submit documentation (status card, Manitoba Métis Federation membership card or equivalent) or a letter of verification from their community at the time of application.
- Applicants who are offered admission and who wish to accept the offer will be required to pay a deposit within a specified period of time after the offer of admission. The deposit will be credited towards your 2012-2013 Academic Fees. Do not submit this fee until you have received an offer of admission.

Send original documents by registered mail to prevent loss. Documents sent by registered mail will be returned by registered mail.

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

Make sure that our office has your current address, telephone number and alternate telephone number. If you have given an email address on your application, make sure it remains current and that you check it regularly.

If you have not received a Letter of Acknowledgement within three weeks of submitting your application, please contact the office to confirm that your application has been received: (204) 474-8808.

**III. APPLICATION & DOCUMENTATION DEADLINES**

1. The "Early Bird" application fee **prior to January 5, 2012 is \$95.00.** Applications received **after January 5, 2012 is \$125.** The regular deadline for application is **February 1, 2012.** International Students are not considered for admission. Proof of registration in the required courses must be submitted with the application for admission.
2. Supplementary documentation required for Special Consideration Candidates must be submitted by **April 1**, prior to interview sessions, which are held in May. Final documents must be submitted by **June 1.** Selection meetings are normally held in mid- June.

**IV. REQUIRED DOCUMENTATION**

The following documents will be required to complete your application:

- Final official transcripts from any university or college attended other than U of M. Student copies or photocopies are not acceptable. Transcripts become the property of U of M and will not be returned. Course descriptions may be requested as part of the evaluation process.
- Interim transcripts showing current registration are to be submitted when applying or shortly thereafter. U of M transcripts are not required.
- Immigration documents if born outside of Canada.
- Name change documentation if name has changed as a result of marriage, divorce or other reason.
- Proof of proficiency in the use of the English language. All applicants whose primary language is other than English must demonstrate that they are proficient in the use of the English language. This includes Canadian Citizens & Permanent Residents and applicants on Study Permits. A brochure with

**V. CRITERIA FOR SELECTION**

1. Enrolment in first year Dental Hygiene is limited, and candidates will be selected primarily on the basis of academic record and interview results. Since the number of qualified applicants usually exceeds the number of available positions, attaining minimum qualifications does not ensure admission.
2. Up to a maximum of four positions in the first year class will be allocated to Special Consideration Applicants. Formal education and/or significant experiences in a related field will be considered. Two of these four positions will be reserved for Aboriginal Peoples of Canada. Preference may be given to Manitoba residents. (See II.4.b).
3. Preference in admission is given to Canadian citizens and Permanent Residents of Canada. Consideration may be given to international students who are sponsored by their home governments or Canadian agencies. Preference will be given to Manitobans in the Special Consideration category and alternative list.
4. Regular applications will be considered on the basis of their adjusted grade point average.
5. Special Consideration applications will be evaluated on the basis of academic records, an interview, and references, with less weight on academic record than for regular applicants. Preference will be given to Manitobans.



6. Before the first day of classes, all students must complete the University of Manitoba Immunization Record Form provided by the Admissions Office. A physician or nurse must sign immunization records. All students are responsible for updating their immunizations as needed. Students will not be permitted to attend clinics until all immunization requirements are up-to-date. Accepted candidates will be required to show proof of CPR (Health Care Professionals) Certification by October 15. This certification must be effective between this date and the date of graduation.
7. The Committee on Selection for Dental Hygiene is composed of:
  - Dean, Faculty of Dentistry (or designate)
  - Director of Enrolment Services (or designate)
  - Director of the School of Dental Hygiene (or designate)
  - Representative of the Manitoba Dental Hygienists' Association
  - All full-time Dental Hygiene faculty
  - Two (2) Dental Hygiene students
  - One (1) representative of the community
  - One (1) representative from the Faculties of Arts or Science from each of the University of Manitoba, the University of Winnipeg, and Brandon University.

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## VI. COUNSELLING OF APPLICANTS TO THE SCHOOL OF DENTAL HYGIENE

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The School of Dental Hygiene will be pleased to assist all applicants who seek counseling regarding admission to the program. The following points, however, should be noted:

1. No official of the School can guarantee the admission of any applicant. Admission is determined by the Committee on Selection on the basis of an annual competition.
2. All applicants are advised to supplement any personal enquiries with written enquiries so that an official written response can be made. It is only these written responses which can be considered as evidence of any advice given by the School.
3. 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 School admission policies may well be inaccurate and should not be relied upon.

Contact the School of Dental Hygiene at:

School of Dental Hygiene  
D212-780 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0W2  
Telephone: (204) 789-3683  
Fax: (204) 789-3948

E-mail: [dent\\_hygiene@umanitoba.ca](mailto:dent_hygiene@umanitoba.ca)

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## VII. RECONSIDERATIONS & APPEALS

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Applicants may request reconsideration of any decision made by the Committee on selection. Individuals who wish to have their applications reconsidered should, in the first instance, submit their request to the Chairperson of the Committee on Selection, School of Dental Hygiene, University of Manitoba, in writing within ten days

of notification of a negative admission decision. Experience has shown that most enquiries can be satisfied at this level without further reference. To appeal the reconsideration decision, the applicant must submit a request in writing to the Senate Secretariat, Room 312 Administration Building, University of Manitoba, within ten days of the receipt of the reconsideration result. This request will be conveyed to the Senate Admissions Appeal Committee.

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.

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## VIII. USEFUL NAMES, ADDRESSES & CONTACT NUMBERS

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Unless otherwise noted, the mailing address for the following offices is:

(Name of Office)  
(Room number and Building)  
University of Manitoba  
Winnipeg, Manitoba R3T 2N2

### School of Dental Hygiene

D212-780 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0W2

Telephone: (204) 789-3683  
Fax: (204) 789-3948

E-mail: [dent\\_hygiene@umanitoba.ca](mailto:dent_hygiene@umanitoba.ca)

### Enrolment Services Office

**Application Information** 424 University Centre  
Telephone: (204) 474-8808  
**Admissions Officer** 424 University Centre  
Telephone: (204) 474-8811  
Fax: (204) 474-7554

**Financial Aid & Awards** 422 University Centre  
Telephone: (204) 474-9531

**Counselling Service** 474 University Centre  
Telephone: (204) 474-8592

**University Secretariat** 312 Administration Building  
Telephone: (204) 474-9593

**Student Advocacy** 519 University Centre  
Telephone: (204) 474-9251

**Student Union Office (UMSU)**  
Telephone: 101 University Centre  
(204) 474-8678

**Student Financial Assistance Branch (Canada Student Loans)** 401-1181 Portage Ave  
Winnipeg, Manitoba  
R3G 0T3  
Telephone: (204) 945-6321