



SCHOOL OF DENTAL HYGIENE

Bachelor of Science in Dental Hygiene

Degree Completion Program

Applicant Information Bulletin for Winter 2012 Term

APPLICATION DEADLINE: SEPTEMBER 1, 2011

I. INTRODUCTION

This document provides applicants, who are seeking admission to studies leading to the Bachelor of Science in Dental Hygiene, (BScDH) 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 IX of this bulletin.

The program will be available to dental hygiene diploma graduates of the University of Manitoba or other accredited dental hygiene educational institutions wishing to complete requirements for the baccalaureate degree on a full-time or part-time basis.

The BScDH degree completion program will allow candidates who are graduates of accredited dental hygiene schools to complete the degree with 19-45 credit hours of work, depending on the amount and location of prior academic training. For further details on the program and the minimum hours for degree completion, see the Faculty website at: www.umanitoba.ca/faculties/dentalhygiene/

II. ADMISSION REQUIREMENTS

Admission to the degree completion program requires of students that:

- Possess a Diploma in Dental Hygiene from an accredited university or community college program or accredited by either the Commission on Dental Accreditation of Canada or the American Dental Association's Commission on Dental Accreditation.
- Possess the National Dental Hygiene Certification Board (NDHCB) Certificate.

- Hold current licensure to practice dental hygiene in Canada and be eligible for licensure in Manitoba.
- They must possess all the prerequisite course requirements prior to admission. (see Option A & B below).

Prerequisite Requirements		
Option A		
This option is for those graduates of accredited dental hygiene programs who completed a prescribed pre-professional year of university studies prior to entry into their dental hygiene program		
Required Prerequisites (minimum C grade in each course)	Research Methods (REHB 2450; PSYC 2250) or equivalent	3 credit hours
	Basic Statistical Analysis (STAT 1000; PYSC 2260) or equivalent	3 credit hours
	TOTAL	6 credit hours
Option B		
This option is for dental hygienists who are graduates of accredited two year programs which did not required a pre-professional year of university studies		
Required Prerequisites (minimum C grade in each course)	Research Methods (REHB 2450; PSYC 2250) or equivalent	3 credit hours
	Basic Statistical Analysis (STAT 1000) or equivalent	3 credit hours
	Free choice electives	15 credit hours
	TOTAL	21 credit hours

- Criminal Record Child Abuse Registry**

An adult criminal record and a 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 is 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. To obtain your Criminal Record Check Form please [click here](#)



2. The required minimum grade for specified prerequisite courses including electives is a C. There is a **required minimum overall grade point average of 3.0 (B) in the candidates Diploma in Dental Hygiene or Associate Degree Program.**

III. APPLICATION & DOCUMENTATION DEADLINES

1. The deadline for applications is **September 1, 2011** for admission in January 2012.
2. Final documents must be submitted by **September 16, 2011**. Selection meetings are normally held in October.

IV. REQUIRED DOCUMENTATION

The following documents will be required to complete your application:

1. 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.
2. Interim transcripts showing current registration are to be submitted when applying or shortly thereafter. U of M transcripts are not required.
3. Certified copy of the candidates National Dental Hygiene Certification Board NDHCB Certificate.
4. Proof of current Dental Hygiene registration/licensure and good standing from the candidate's regulatory authority in the applicable province/state.
5. Name change documentation if name has changed as a result of marriage, divorce or other reason.
6. 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. A brochure with detailed information on English language proficiency may be obtained from our office.
7. If you have completed the prerequisite courses in Research Methods and Statistics outside of the Province of Manitoba, you may be requested to provide course outlines to assist in equivalency evaluation.
8. 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 Winter 2012 Academic Fees. Do not submit this fee until you have received an offer of admission.

Send original documents by registered mail or courier to prevent loss. Personal documents such as marriage or birth certificates will be returned to applicants. Transcripts and other academic documents become University property and will not be returned. 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, email, telephone number and alternate telephone number. Make sure to check your email on a regular basis.

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.

V. CRITERIA FOR SELECTION

1. Enrolment in first year of the Bachelor of Science in Dental Hygiene program is limited, and, in the event of a surplus of qualified applicants candidates will be selected based on their GPAs over the 60 credit hours of study most recently completed at an accredited post-secondary level.
2. Preference in admission is given to Canadian citizens and Permanent Residents of Canada. Consideration may be given to international students who are graduates of a Dental Hygiene program accredited by the American Dental Association (ADA) Council on Dental Accreditation (CODA) and who fulfill Canadian Licensing requirements.
3. The Committee on Selection for the Bachelor of Science in Dental Hygiene is composed of:
 - Dean of the Faculty of Dentistry (or designate)
 - Director of the School of Dental Hygiene (or designate)
 - Three (3) School of Dental Hygiene faculty (at least one full-time)
 - One (1) Bachelor of Science in Dental Hygiene student
 - One (1) current School of Dental Hygiene Diploma student

VI. OTHER CONSIDERATIONS

Students in the Bachelor of Science in Dental Hygiene program must maintain professional licensure during their registration at the School of Dental Hygiene. Students should also note that licensure with the College of Dental Hygienists of Manitoba may be required for registration within certain core courses (example: teaching practicum) of the program. Students are responsible for all fees associated with the



maintenance of current licensure as well as application for licensure within Manitoba as may be required.

Once in the program, students who do not exhibit ability to communicate in writing may be required to seek remediation in writing skills.

Students in the B.Sc. Dental Hygiene program must maintain appropriate clinic attire when participating in clinical activities. Where necessary, students will be required to purchase clinic uniforms as specified .

Withdrawal from the Program

Students intending to withdraw from a portion or all of their courses must report immediately in person or in writing to the Director's Office. **Please note that all program tuition fees for the Bachelor of Science in Dental Hygiene program are non-refundable.** Students who withdraw from the School of Dental Hygiene without notice will be considered to have terminated their connection with the school. If a subsequent application for registration is approved, they will be required to conform to the rules and regulations, fee schedules, sequence of courses, etc., in effect at the time of such subsequent application.

VII. COUNSELLING OF APPLICANTS TO THE SCHOOL OF DENTAL HYGIENE

The School of Dental Hygiene will be pleased to assist all applicants who seek counseling regarding admission to its programs. 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 appropriate 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.

See contact information for the School of Dental Hygiene in Section IX.

VIII. RECONSIDERATIONS & APPEALS

Applicants may request reconsideration of any decision made by the Bachelor of Science in Dental Hygiene Committee on Selection. Individuals who wish to have their applications reconsidered should, in the first instance, submit their request to the Chairperson of the Bachelor of Science in Dental Hygiene 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.

IX. USEFUL NAMES, ADDRESSES & CONTACT NUMBERS

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

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