



Bachelor of Education Program

Applicant Information Bulletin for the 2012-2013 Academic Year

EARLY BIRD DEADLINE: JANUARY 4, 2012
(\$30 Early Application Incentive)
APPLICATION DEADLINE: FEBRUARY 1, 2012

Section 1.0 GENERAL STATEMENT

The purpose of this document is to provide applicants to the B.Ed. Program of the Faculty of Education with as accurate a description as possible of the selection procedure used for 2012. **The criteria outlined in this Bulletin are applicable for the 2012-2013 academic year only.** Please refer to the Faculty website or the current academic calendar for admission criteria for subsequent sessions.

Applicants should make a careful and realistic assessment of their academic background, related experience and abilities with reference to the material detailed in this Bulletin prior to submitting the application for admission.

This document accompanies every application form issued. It is assumed, therefore, that all applicants have read and understood it prior to submitting the completed application.

Applicants satisfying the minimum requirements specified in this Bulletin are eligible for consideration; however, selection is competitive and remains at the discretion of the Faculty of Education.

Students will be admitted 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 quota and composite score used for selection are determined yearly.

The Faculty of Education offers the following **program streams**:

- **Early Years** (Kindergarten – Grade 4)
- **Middle Years** (Grades 5–8)
- **Middle Years (Weekend College)** (see note below¹)
- **Senior Years** (Grades 9-12)

Each applicant must select a first choice stream and may select a second stream choice. A second choice will only be considered should there not be enough applicants in that stream. Applicants will not be allowed to make changes to their stream choice after February 1, 2012.

Certification Requirements in Manitoba

To be eligible for permanent professional teacher certification in Manitoba, all applicants **MUST** have completed the following requirements:

- A minimum of one hundred and fifty (150) credit hours of University level coursework, of which a minimum of sixty (60) credit hours or equivalent are in professional (Education) courses.
- A recognized Bachelor's degree from a university **plus** a Bachelor of Education.

Adult Criminal Record

The Minister of Education for the Province of Manitoba has approved the implementation of the recommendation from the Manitoba Professional Certification Unit that background checks be conducted on all candidates for teacher training in Manitoba and on all applications for certification in this province.

Applicants should note that the Professional Certification Unit requires that all students graduating from the Bachelor of Education program undergo an official Criminal Record Check including vulnerable sector screening as part of the certification process.

All successful applicants will be conditionally admitted pending clearance of an official Criminal Record Check and clearance on the Child Abuse Registry. Registration will not be permitted until such documentation and clearance has been received.

Admissions Selection Committee

The committee consists of:

- Associate Dean (Undergraduate Programs), Chairperson
- Director, School Experiences Office
- Stream Coordinator, Early Years
- Stream Coordinator, Middle Years
- Stream Coordinator, Senior Years
- Director, Admissions Office or designate
- Admissions Officer (non-voting)
- Coordinator, Admissions, Course Scheduling and Registration (non-voting)

¹ The next anticipated intake for the Weekend College program will be September 2014.

Section 2.0 ELIGIBILITY REQUIREMENTS

2.1 Early Years Eligibility Requirements: All applicants must have completed all of the following:

- Recognized **Bachelor's degree** required by May/June 2012 Convocation.
- **2.50** Admission Grade Point Average (see 3.0 for calculation).
- **Teachable Subject Areas** (see chart below)
 - **18** credit hours in a teachable major; and
 - **12** credit hours in a teachable minor
- **Breadth Component**
 - **6** credit hours from English and/or French Literature
 - **6** credit hours from Social Studies (History and/or Geography)
 - **9** credits of Mathematics & Science comprised of:
 - **3** credit hours from Mathematics or Statistics
 - **3** credits from Biology, Chemistry, Environmental Science, Geological Science, or Physics, and
 - **3** credits from either Mathematics or Science as listed above.

Only courses with a grade of **'C' or better** can be presented for admission. All courses must be at the 1000 level or higher (or equivalent) and must be completed by the end of Winter (Jan-April) term. The same courses cannot be used to satisfy the requirements for both the major and the minor. These courses can be completed within an undergraduate degree or after.

Applicants who do not meet the above requirements will be deemed ineligible for admission.

Applicants must choose **two different** teachable subjects from the following table (2.1.1) for their major and minor.

2.1.1 Early Years Teachable Subject Areas

Early Years Teachable Subject	Major (18 credit hours)	Minor (12 credit hours)
Anthropology	n/a	✓
Art	✓	✓
Classics	n/a	✓
Dance	n/a	✓
Developmental Studies (Family Studies & Developmental Psychology)	n/a	✓
Earth Science (Geological Science)	n/a	✓
Economics	n/a	✓
English (Language Arts)	✓	✓
Environmental Science (Environmental Studies)	n/a	✓
French	✓	✓
General Science* Must include 3 (only) Science disciplines ¹ In each discipline, a minimum of 3 cr. hrs. is required. Additionally, 3 cr. hrs. must be at the 2000 level or above.	✓	n/a
Geography 6 cr. hrs. of Canadian or North American Geography are required in the major or minor.	✓	✓
History 6 cr. hrs. of Canadian or North American History are required in the major or minor.	✓	✓

Early Years Teachable Subject	Major (18 credit hours)	Minor (12 credit hours)
Law	n/a	✓
Mathematics A minimum of 6 cr. hrs. must be above the 1000 level. Major or minor may include courses from the departments of Mathematics and/or Statistics.	✓	✓
Music	✓	✓
Native Studies May include 6 credit hours of a Native Language course.	✓	✓
Philosophy	n/a	✓
Physical Education All courses with a PHED designation will fulfill this requirement. In addition PERS 1200, 1500, 2200, 3100, 3170, 3340 & 3460 will meet the teachable requirements (course numbering reflects University of Manitoba system).	✓	✓
Political Science (Political Studies)	n/a	✓
Psychology	n/a	✓
Second Language Major or minor in a language other than English or French.	✓	✓
Sociology	n/a	✓
Drama/Theatre	✓	✓

¹ Science Disciplines for teachable major: Biology/Biological Science, Chemistry, Computer Science, Environment Science, Geological Science, and Physics. (Does not include Geography courses).

*Science major excludes Mathematics, Psychology & Statistics

2.2 Middle Years Eligibility Requirements: All applicants must have completed all of the following:

- Recognized **Bachelor's degree** required by May/June 2012 Convocation.
- **2.50** Admission Grade Point Average (see 3.0 for calculation).
- **Teachable Subject Areas** (see chart below)
 - **18** credit hours in a teachable major
 - **12** credit hours in a teachable minor
- **Breadth Component**
 - **6** credit hours from English and/or French Literature
 - **6** credit hours from Social Studies (History and/or Geography)
 - **9** credits of Mathematics & Science comprised of:
 - **3** credit hours from Mathematics or Statistics
 - **3** credits from Biology, Chemistry, Environmental Science, Geological Science, or Physics, and
 - **3** credits from either Mathematics or Science as listed above.

Only courses with a grade of **'C' or better** can be presented for admission. All courses must be at the 1000 level or higher (or equivalent) and must be completed by the end of Winter (Jan-April) term. The same courses cannot be used to satisfy the requirements for both the major and the minor. These courses can be completed within an undergraduate degree or after.

Applicants who do not meet the above requirements will be deemed ineligible for admission.

Applicants must choose **two different** teachable subjects from the following table (2.2.1) for their major and minor.

2.2.1 Middle Years Teachable Subject Areas

Teachable Subject	Major (18 credit hours)	Minor (12 credit hours)
Anthropology	n/a	✓
Art Applicants must possess a minimum of 12 cr. hrs. of studio courses for a major or 9 cr. hrs. of studio courses for a minor.	✓	✓
Classics	n/a	✓
Computer Science	✓	✓
Dance	n/a	✓
Developmental Studies (Family Studies & Developmental Psychology)	n/a	✓
Earth Science (Geological Science)	n/a	✓
Economics	n/a	✓
English (Language Arts)	✓	✓
Environmental Science (Environmental Studies)	n/a	✓
French	✓	✓
General Science* Must include 3 (only) Science disciplines ¹ In each discipline, a minimum of 3 cr. hrs. is required. Additionally, 3 cr. hrs. must be at the 2000 level or above.	✓	n/a
Geography 6 cr. hrs. of Canadian or North American Geography are required in the major or minor.	✓	✓
History 6 cr. hrs. of Canadian or North American History are required in the major or minor.	✓	✓

Teachable Subject	Major (18 credit hours)	Minor (12 credit hours)
Human Ecology (Home Economics)	✓	✓
Law	n/a	✓
Mathematics A minimum of 6 cr. hrs. must be above the 1000 level. Major or minor may include courses from the departments of Mathematics and/or Statistics.	✓	✓
Music Applicants must possess a major or minor in one of the following specializations: Choral, Early/Middle or Instrumental music (see <i>Music Education Specialization</i> chart at end of Senior Years teachable for a list of applicable courses). Applicants must declare 2 different subject areas as their teachables (Example: A major in Choral and a minor in Mathematics).	✓	✓
Native Studies May include 6 credit hours of a Native Language course.	✓	✓
Philosophy	n/a	✓
Physical Education All courses with a PHED designation will fulfill this requirement. In addition PERS 1200, 1500, 2200, 3100, 3170, 3340 & 3460 will meet the teachable requirements (course numbering reflects University of Manitoba system).	✓	✓
Political Science (Political Studies)	n/a	✓
Psychology	n/a	✓
Second Language Major or minor in a language other than English or French.	✓	✓
Sociology	n/a	✓
Drama/Theatre	✓	✓

¹ *Science Disciplines for teachable major:* Biology/Biological Science, Chemistry, Computer Science, Environment Science, Geological Science, and Physics. (Does not include Geography courses).

*Science major *excludes* Mathematics, Psychology & Statistics.

2.3 Senior Years Eligibility Requirements

All applicants must have completed all of the following:

- Recognized **Bachelor's degree** required by May/June 2012 Convocation.
- **2.50** Admission Grade Point Average (see 3.0 for calculation).
- **Teachable Subject Areas**
 - 30 credit hours in a teachable major
 - 18 credit hours in a teachable minor

Only courses with a grade of **“C” or better** can be presented for admissions. All courses must be at the 1000 level or higher (or equivalent) and must be completed by the end of Winter (Jan-April) term. The same courses cannot be used to satisfy the requirements for both the major and the minor. These courses can be completed within an undergraduate degree or after.

Applicants who do not meet the above requirements will be deemed ineligible for admission.

Applicants must choose **two different** teachable subjects from the following table (2.3.1) for their major and minor.

2.3.1 Senior Years Teachable Subject Areas

Teachable Subject	Major (30 credit hours)	Minor (18 credit hours)
Art Applicants must possess a minimum of 18 cr. hrs. of studio courses for a major or 12 cr. hrs. of studio courses for a minor.	✓	✓
Biology	✓	✓
Chemistry	✓	✓
Computer Science	✓	✓
English (Language Arts)	✓	✓
French	✓	✓
General Science* * A minimum of 3 credit hours (cr. hrs.) is required from two (only) separate science disciplines. ¹ Major: Must include 2 (only) science disciplines with at least 3 cr. hrs. at the 3000 level or higher. Minor: Must include 2 (only) separate science disciplines with at least 6 cr. hrs. at the 2000 level or higher from either discipline.	✓	✓
Geography	✓	✓
History	✓	✓

Teachable Subject	Major (30 credit hours)	Minor (18 credit hours)
Human Ecology (Home Economics)	✓	✓
Mathematics A minimum of 6 cr. hrs. must be above the 1000 level. Major or minor may include courses from the departments of Mathematics and Statistics.	✓	✓
Music Applicants must possess a major or minor in one of the following specializations: Choral or Instrumental music (see <i>Music Education Specialization</i> chart at bottom of page for a list of applicable courses). Applicants must declare 2 different subject areas as their teachables (Example: A major in Choral and a minor in General Science).	✓	✓
Native Studies May include 6 credit hours of a Native Language course.	✓	✓
Physical Education All courses with a PHED designation will fulfill this requirement. In addition PERS 1200, 1500, 2200, 3100, 3170, 3340 & 3460 will meet the teachable requirements (course numbering reflects University of Manitoba system).	✓	✓ ²
Physics	✓	✓
Second Language Major or minor in a language other than English or French.	✓	✓
Drama/Theatre	✓	✓

¹ Science Disciplines for teachable major or minor: Biology/Biological Science, Chemistry, Computer Science, Environment Science, Geological Science, and Physics. (Does not include Geography courses). *Science major excludes Mathematics, Psychology & Statistics.

² Students at the U of M are unable to complete a minor in Physical Education at the U of M unless registered as a student in the Faculty of Kinesiology and Recreation Management.

Music Education Specialization

For **Senior Years**, an applicant must have completed 18 credit hours of Music Education coursework (Choral* or Instrumental**) for a major or a minor. In a major concentration an additional 12 hours of music coursework is required.

For **Middle Years**, an applicant must have completed 18 credit hours for a major and 12 credit hours for a minor of Music Education coursework (Choral*, Instrumental** or Early/Middle***).

Required Courses for Music Education Specializations

* **Choral** (MUSC 3770, 3880, 4150, 4750, 4760 + 3 hrs music education)

****Instrumental** (MUSC 3690, 3780, 3790, 3880, 4770, 4780)

*****Early/Middle** - for Middle Years only (MUSC 3130, 3730, 3770 + 6 hrs music education)

Music Education courses consist of the following:

MUSC 3090 (3) Introduction to Ethnomusicology
MUSC 3130 (6) Music for Children 1
MUSC 3140 (6) Music for Children 2
MUSC 3150 (3) Orchestration
MUSC 3360 (3) Topics in Music Education
MUSC 3600 (3) Conducting
MUSC 3620 (3) Independent Study

MUSC 3690 (3) Percussion Techniques
MUSC 3730 (3) Early Musical Development
MUSC 3770 (3) Vocal Techniques
MUSC 3780 (3) Woodwind Techniques
MUSC 3790 (3) Brass Techniques
MUSC 3800 (3) String Techniques
MUSC 3880 (3) Jazz Band Techniques

MUSC 4150 (3) Choral Repertoire
MUSC 4350 (6) Music for Children 3
MUSC 4750 (3) Choral Techniques 1
MUSC 4760 (3) Choral Techniques 2
MUSC 4770 (3) Band and Orchestral Techniques 1
MUSC 4780 (3) Band and Orchestral Techniques 2

Section 3.0 ADMISSION GRADE POINT AVERAGE CALCULATION

The Grade Point Average (GPA) is calculated on the most recent 30 credit hours completed by February 1, 2012. Your most recent 30 credit hours is calculated by going back term by term until 30 credit hours for which an alpha/numeric grade has been assigned, has been reached. The most recent coursework does not need to include teachable and/or breadth courses. Full session courses count as part of Winter term grades. If the last term selected contains more credit hours than required to reach 30 credit hours we will use the Term GPA and apply it to the required amount to reach 30. For example, if the last term selected has 18 credit hours with a term GPA of 2.68 and only 6 credit hours are required, then 6 credit hours will be used with a grade of 2.68. If it is not possible to clearly identify coursework by term (former U of M reporting system) a Sessional GPA will be applied to the number of credit hours required. All coursework within the most recent 30 credit hours will be included. This includes both repeated and failed coursework.

Courses graded 'Satisfactory', 'Pass/Fail', or International Baccalaureate (IB) and Advanced Placement (AP) courses that have been awarded as transfer of credit will be used within the teachable courses, but excluded from the GPA calculation.

Courses completed as part of a graduate program may be used to fulfill teachable requirements where grades are available by February 1, 2012. These grades will also be included in the GPA calculation.

In recent years, the admission process has been increasingly competitive and therefore, applicants should strive for a Grade Point Average higher than the minimum 2.50 required (see *5.0 Selection Criteria & Process*).

Section 4.0 SPECIAL CONSIDERATION

The Faculty of Education has a Special Consideration Category. The Faculty recognizes the importance of providing the highest quality of education to all students in Manitoba via a teaching force that is fully representative of the cultural, ethnic and racial diversity of the province.

As the largest teacher education institution in the province, the Faculty recognizes its responsibility to facilitate the development of such a teaching force.

The Faculty recognizes the need to ensure that its recruitment and admission policies and procedures do not inappropriately obstruct the achievement of such a goal, but rather actively promote its attainment.

For the purpose of identification, the definitions for the Special Consideration groups are as follows:

Canada Indigenous/Aboriginal Peoples

An Indigenous/Aboriginal person is a member of a Canadian First Nation, Métis, or Inuit Community.

Visible Minority

Visible Minority - those persons other than Indigenous/Aboriginal Peoples who, because of their ethnicity, are a visible minority in Canada.

Persons with Disabilities

Persons with disabilities are those who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.

Applicants who identify themselves under the Special Consideration Category are admissible under this category provided they meet all of the eligibility requirements (see *Sections 2.0 and 3.0*).

Section 5.0 SELECTION CRITERIA & PROCESS

The Faculty of Education will assess applicants on the basis of their Grade Point Average as outlined in *Section 3.0* and on the Writing Skills score as described in this section.

5.1 Statement of Interest in Teaching (no points assigned)

All applicants will be required to write an essay that outlines their interest in teaching as a career.

Applicants are asked to select one stream (see *1.0 General Statement*) and offer an explanation as to why they wish to pursue teaching as a career in this stream. Applicants are to speak of their experience in leadership capacities in general and with children and youth, specifically-including parenting.

Applicants may also wish to include a description of any special talents or abilities, including fluency in other languages, which they feel are assets and would be useful as a teacher.

The essay must be between 500 to 750 words, typewritten, and double-spaced. This essay **MUST** be included with the application material by the deadline date.

5.2 References (no points assigned)

All applicants are required to have three referee reports for the After-Degree B. Ed. Program. Referees cannot be family members. The reports must be sent directly to the Faculty of Education by the deadline (see *9.0 Application & Documentation Deadlines 2012*). Where a referee requests the applicant to deliver the form, the form must arrive in a sealed envelope with the referee's signature across the back.

The Faculty reserves the right to withdraw any applicant from further consideration if the referee report(s) indicate that the applicant would not likely meet the minimum standards of professional suitability.

5.3 GPA Assessment (forty-five points)

Each applicant will be assessed as outlined in *2.0 Eligibility Requirements*. A maximum of **forty-five points** will be awarded for the Admissions Grade Point Average. Any student who has a Admission Grade Point Average of less than 2.50 will be deemed ineligible for admission. In addition any student who fails to meet the University of Manitoba minimum performance level (cumulative grade point average of 2.00) will be deemed

ineligible for admission. An applicant who is on probation or on suspension will also be considered ineligible for admission.

5.4 Writing Skills (twenty points)

All applicants are required to attend a writing session where they will be asked to write a brief essay on an assigned topic. Forty-five minutes will be allowed to complete this requirement. Applicants will be assessed for English usage and style, (specifically, grammar, vocabulary, sentence and essay structure, spelling, etc). A maximum of **twenty points** will be awarded.

The writing dates are as follows:

January 21, 2012	February 11, 2012
February 4, 2012	February 25, 2012

These sessions will be held in the Education Building at the University of Manitoba, Fort Garry Campus. Applicants can register on-line through the Faculty of Education homepage.

Applicants residing in Manitoba are asked to attend one of these sessions. Applicants must present picture ID for entrance to the writing session. In addition, applicants should be reminded that they can only attend one of the sessions scheduled. For optimal choice of writing session, applicants should register early. The Writing Skills registration form (including a *Request for School Placement* form) can be found on the Education website.

Out-of-province applicants are permitted to complete the written skills exercise at a centre closer to them. Contact the Coordinator of Admission for the Faculty of Education for information about arranging this.

5.5 Selection by Composite Score

The composite score will be the total of all points received. Applicants will be rank-ordered within their stream competitions and Admission will be offered to the top ranked applicants as determined by Composite Score for that Stream or Major/Minor.

The selection process is explained further in the paragraphs below.

Selection by Stream

Selection will be determined independently in each stream by composite score. The following will reflect the process for each stream:

- **Early & Middle Years (including Weekend College)**
Applicants will compete equally for a position within their preferred stream regardless of their teachable subject areas.
- **Senior Years**
Applicants are sub-categorized by teachable subject area within their major and minor. Each sub-category is considered in a separate and independent competition. Please note the number of positions available in each teachable subject will vary from year to year.

The quotas for each of the streams are as follows:

Early	70
Middle	70
Senior	140

Quotas currently under review

Up to **ten** percent of the quota will be selected from within the Special Consideration category.

5.6 Adult Criminal Self-Declaration Form, Child Abuse Registry Check and Official Criminal Record Check

All applicants who are offered admission are required to complete the Adult Criminal Records Self Declaration Form. Applicants should note that only adult criminal records must be disclosed and that the existence of such a record will **not** automatically exclude the applicants from the program.

Any applicant declaring a criminal record will have the offence reviewed by a sub-committee of the Faculty of Education. Decisions on all cases will be held in strictest confidence. The sub-committee may elect to interview applicants or request further information.

All successful applicants will be conditionally admitted pending clearance of an official criminal record search/check including Vulnerable Sector screening and clearance from the Child Abuse Registry. No registration will be permitted until such documentation and clearance has been received. Applicants not providing this document by the start date for the Fall Term will be required to attend Winter Term only as a Part Time student and not eligible to enroll in the practicum and co-requisite courses for the 2012-2013 academic year.

Section 6.0 APPLICATION FEE & DEPOSIT

The application fee (CAD) for Education is non-refundable and must be included with the application. The **“Early Bird”** application fee **prior** to **January 4, 2012** is **\$95.00** for Canadian Citizen/Permanent residents and **\$110.00** for International Students. Applications received **after January 4, 2012** is **\$125.00** for Canadian Citizen/Permanent Residents and International students.

Successful applicants are required to confirm their acceptance to the program by paying a non-refundable deposit of \$200.00 within ten work days of notice of the acceptance. The deposit will be applied directly to the applicant’s tuition. Failure to submit the deposit by the deadline given will result in the cancellation of the offer of admission.

Section 7.0 OTHER IMPORTANT INFORMATION

All applicants are required to submit **with** their application **two** official transcripts for all coursework completed at all post-secondary institutions attended **other** than the University of Manitoba. The transcripts must be in a sealed envelope from the institution.

Final transcripts including grades and conferring of degree for institutions **other** than the University of Manitoba will be required (see 9.0 *Application & Documentation Deadlines 2012*).

All applicants will be notified of admission decisions shortly after selections are made. In the event that decisions are emailed, please ensure that the e-mail address provided on the Supplementary Application is checked regularly.

Section 8.0 TRANSFER OF CREDIT

Applicants who have completed Education courses that have not been previously used towards any degree may be eligible to receive transfer of credit. Courses that are older than six years at the point of admission to the Faculty of Education will **not** be considered.

A *Request for Transfer Credit* Form will be available from the Education website once letters of offer have been mailed. Courses completed at institutions other than the U of M will require a course syllabus.

If the course is not identified on the applicant's transcript as one in excess of the degree, the applicant **must** include a letter from the institution stating that the course is in excess of their degree.

Section 9.0 APPLICATION & DOCUMENTATION DEADLINES 2012

January 4, 2012

Early Bird Application Deadline.

February 1, 2012

Deadline to submit the completed After Degree B.Ed. application and supplementary form for 2012-2013, application fee, official transcripts (**other** than the U of M) and Statement of Interest in Teaching to the Admissions Office.

February 15, 2012

Deadline to submit the Confidential Referee Reports to the Faculty of Education.

February 25, 2012

Last Writing Skills session.

April 18, 2012

Letters of decisions on selection mailed.

June 15, 2012

Deadline to submit final official transcripts for applicants who completed coursework or conferred degrees (Spring Convocation) in the 2011-2012 academic year, and any other documents requested by the Admissions Office.

July 30, 2012

Criminal Record Checks and Child Abuse Registry documents must be submitted for registration.*

NOTE:

Where deadline dates fall on a weekend or statutory holiday, the normal office closing times of the next working day will be used.

* Applicants not providing this document by the start date for the Fall Term will be required to attend Winter Term only as a Part Time student and not eligible to enroll in the practicum and co-requisite courses for the 2012-2013 academic year.

Section 10.0 ADVISING OF APPLICANTS TO THE B.ED. PROGRAM

The Student Services Office of the Faculty of Education will be pleased to assist all applicants who seek information regarding admission to the program. However, the following points should be noted:

1. No official of the Faculty of Education can guarantee the admission of any applicant. Admission is determined by the Faculty on the basis of an annual competition.
2. All applicants are advised to make any personal inquiries in writing. Only written responses to such inquiries will be considered evidence of any advice given by the Faculty.
3. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second-hand and third-hand information about the Faculty's admission policies may well be inaccurate and should not be relied upon.

Privacy Act, Reconsideration & Appeals

In accordance with the University policy on the privacy of student information, all applications and subsequent admission decisions will not be discussed with family members, past teachers or principals, employers, members of university faculties other than authorized university personnel of the Admissions Selection Committee, or any other person making an inquiry on the applicant's behalf without written permission.

If an applicant requires information regarding their own application, they may inquire in person or in writing. Information will not be released via telephone or e-mail.

Applicants are advised that appeals of admission decisions focus on questions of correct adherence to published policies and procedures by the Selection Committee, and NOT on the relative merits of the policies and procedures themselves. If you believe there has been a procedural error, you may request to have your application reconsidered. This request must be in writing and addressed to the Chairperson of the Admissions Selection Committee, Faculty of Education, within ten working days of notification of a negative admission decision.

To appeal the reconsidered decision, the applicant must submit a request in writing to the Senate Secretariat, (see 11.0 *Useful Office Names, Addresses & Telephone Numbers*) within ten

working days of the receipt of the reconsidered decision. This request will be conveyed to the Senate Admissions Appeal Committee. Applicants are advised that appeals of reconsidered decisions by the Senate Admissions Appeal Committee focus on

questions of correct adherence to published policies and procedures by the Selection Committee, and NOT on subjective issues of the relative merits of the applicant.

Section 11.0 USEFUL OFFICE NAMES, ADDRESSES & TELEPHONE NUMBERS

Faculty of Education

225 Education Building

General Office

Telephone: (204) 474-9004

Website: www.umanitoba.ca/education

FAX : (204) 474-7551

E-mail: bachofed@umanitoba.ca

Admissions Office

424 University Centre

General Office: (204) 474-8808

Admissions Officer:

Early and Middle Years (204) 474-8810

Senior Years

& Integrated Music

FAX: (204) 474-7554

Aboriginal Student Centre

Main Floor, Migizii Agamik (Bald Eagle Lodge)

Telephone: (204) 474-8850

Student Counselling & Career Centre

474 University Centre

Telephone: (204) 474-8592

Disability Services

155 University Centre

Telephone: (204) 474-6213

Financial Aid & Awards

422 University Centre

Telephone: (204) 474-9531

International Centre for Students

541 University Centre

Telephone: (204) 474-8501

Learning Assistance Centre

201 Tier Building

Telephone: (204) 480-1481

Student Financial Assistance Branch

(Canada Student Loans)

#401-1181 Portage Avenue

Winnipeg, MB R3G 0T3

Telephone: (204) 945-6321

Housing & Student Life

101 Arthur V. Mauro Residence

Telephone: (204) 474-9922

Office of the University Secretary

312 Administration Building

Telephone: (204) 474-9593