



# UNIVERSITY OF MANITOBA

## FACULTY OF ARCHITECTURE

### ENVIRONMENTAL DESIGN Applicant Information Bulletin for the 2012-2013 Session

**EARLY BIRD DEADLINE: FEBRUARY 1, 2012**  
**APPLICATION DEADLINE: MARCH 1, 2012**

#### I. GENERAL STATEMENT

The purpose of this document is to provide applicants for admission with an accurate description of the selection procedures and policies governing admission to the undergraduate program of Environmental Design, Faculty of Architecture. This document supplements the admission information found in the University's *Undergraduate Calendar*, and accompanies every application form issued. It is assumed that all applicants have read and understood it prior to submitting a completed application.

#### II. ELIGIBILITY REQUIREMENTS

##### 1. General considerations

Enrolment in the Environmental Design program is limited. Applicants satisfying the minimum entry requirements specified below are eligible for consideration, but selection is academically competitive.

Environmental Design is a three year program of studies leading to a non-professional Baccalaureate Degree that is the recommended route for admission to one of the graduate programs in the Faculty of Architecture, Master of Architecture, City Planning, Interior Design, or Landscape Architecture.

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.

##### 2. Qualifying Year Requirements (Option 1 or Option 2)

The term Qualifying Year is used to describe 30 credit hours of university work. This work can be completed in one academic year or over a number of years on a part-time basis; but this work must be completed by the end of the **April examination period of the year of application to Environmental Design.**

##### Option 1 Eligibility Requirements

To be considered for Option 1 admission an applicant must have completed 30 credit hours of university-level course work with an overall minimum AGPA of 2.50. Applicants applying to be considered under Option 1 must have taken the following courses: Introduction to Environmental Design (EVDS 1600), Visual Literacy (EVDS 1602), History of Culture, Ideas and

Environment 1 (EVDS 1660), and History of Culture, Ideas and Environment 2 (EVDS 1670) with a minimum grade of C+ in each course, plus six credit hours of Faculty of Arts courses, six credit hours of Faculty of Science courses, and six credit hours of courses taught by either the Faculty of Arts or Faculty of Science with a minimum grade of C in each course. Students are also required to complete, within these 30 credit hours, three credit hours meeting the 'Written English (W) requirement' and three credit hours meeting the 'Mathematics (M) requirement'. Please note that courses offered in the Department of Geography in the Clayton H. Riddell Faculty of Environment will satisfy the Faculty of Arts course requirements and courses offered through the Departments of Environmental Science and Geological Science in the same Faculty will satisfy the Faculty of Science course requirements.

Course #	Course Title	Credit Hours
EVDS 1600	Introduction to Environmental Design	3
EVDS 1602	Visual Literacy	3
EVDS 1660	History of Culture, Ideas and Environment 1	3
EVDS 1670	History of Culture, Ideas and Environment 2	3
	Faculty of Arts (see Note 1)	6
	Faculty of Science (see Note 2)	6
	Faculty of Arts or Science	6
	Written English and Math Requirement (see Note 3)	
	Total Required Credit Hours	30

##### Option 2 Eligibility Requirements

Applicants that are missing one or more of the required Environmental Design courses from Option 1 can apply under the Option 2 category. To be considered for Option 2 admission, an applicant must have completed 30 credit hours of university-level course work with an overall minimum AGPA of 2.50. Applicants applying to be considered under Option 2 must have taken six credit hours of Faculty of Arts courses, six credit hours of Faculty of Science courses, six credit hours of courses taught by either the Faculty of Arts or Faculty of Science and 12 credit hours of open elective courses with a minimum grade of C in each course. Students are also required to complete, within these 30 credit hours, three credit hours meeting the 'Written English (W) requirement' and three credit hours



meeting the 'Mathematics (M) requirement'. Please note that courses offered in the Department of Geography in the Clayton H. Riddell Faculty of Environment will satisfy the Faculty of Arts course requirements and courses offered through the Departments of Environmental Science and Geological Science in the same Faculty will satisfy the Faculty of Science course requirements.

Course Title	Credit Hours
Faculty of Arts (see Note 1)	6
Faculty of Science (see Note 2)	6
Faculty of Arts or Science	6
Open Elective Credits	12
Written English and Math Requirement (see note 3)	
Total Required Credit Hours	30

**Note 1:**

All courses offered in the Faculty of Arts at the 1000 level or higher (courses offered through the Department of Geography in the Clayton H. Riddell Faculty of Environment, Earth and Resources at the University of Manitoba will also satisfy the Faculty of Arts course).

Although all courses offered by the Faculty of Arts will fulfill this requirement, students pursuing a degree in this field should find these courses of interest: ANTH 1220 (Cultural Anthropology), ANTH 1520 (Critical Cultural Anthropology), CDN 1130 (Intro to Canadian Studies), ECON 1220 (Intro to Global and Environmental Economic Issues and Policies), ENGL 1310 (W) (Literary Topics 1), ENGL 0930 (W) (English Composition), FILM 1290 (The Art of Film 1), GEOG 1280 (Intro to Human Geography), GEOG 1290 (Intro to Physical Geography), HIST 1260 (W) (New Direct Culture), HIST 2280 (W) (Aboriginal History), and PHIL 1290 (Critical Thinking).

**Note 2:**

All courses offered in the Faculty of Science at the 1000 level or higher (courses offered through the Departments of Environmental Science and Geological Science in the Clayton H. Riddell Faculty of the Environment, Earth and Resources at the University of Manitoba will satisfy Faculty of Science courses).

Although all courses offered by the Faculty of Science will fulfill this requirement, students pursuing a degree in this field should find these courses of interest: BIOL 1010 (Biological Diversity and Interaction), FA 1020 (M) (Mathematics in Arts), BIOL 1410 (Anatomy of the Human Body), MATH 1300 (M) (Vector Geometry and Linear Algebra), and ENVR 1000 (Environmental Science Concepts).

**Note 3:**

The University of Manitoba requires all applicants to complete a minimum of 3 credit hours in Written English or its equivalent, and 3 credit hours of Mathematics. This requirement must be fulfilled as part of the 30 credit hours within the Qualifying Year, and must be met by the end of the April examination period of the year of application. Please refer to the University of Manitoba *Undergraduate Calendar* (Section 2 of "General Academic Regulations") for a list of courses that can be used to meet the Written English and Mathematics requirement.

All applicants who have completed a Baccalaureate Degree, or were admitted to the University of Manitoba prior to September 1997 are exempted from the above requirement.

**Note 4:**

- Applicants who have completed either the Advanced Placement (AP) or the International Baccalaureate (IB) program prior to September 2005 cannot use these courses to fulfill the 30 credit hours of required courses for the eligibility requirements. These courses will be excluded from both the most recent 60 credit hour count and the Adjusted Grade Point Average (see Section IV, Criteria for Selection, 2). Advance Placement and International Baccalaureate courses will be assessed for transfer of credit after an applicant is admitted.
- Effective September 2005, Advance Placement (AP) or the International Baccalaureate (IB) course that have been awarded transfer of credit may be used to fulfill the eligibility requirements, and will be included within the most recent 60 credit hour count and the Adjusted Grade Point Average (see Section IV, Criteria for Selection, 2).

**3. Minimum Adjusted Grade Point Average (AGPA)**

The minimum Adjusted Grade Point Average (AGPA) for consideration for admission to Environmental Design is 2.50 (C+). Because enrolment in the B.Env.D. Program is limited; an AGPA well in excess of the minimum may be required to be successful in the annual competition for admission (See Section IV *CRITERIA FOR SELECTION*).

**III. CATEGORIES OF APPLICANTS**

Applicants will be classified into three categories:

**1. Regular Applicants**

This category includes all applicants who meet all the eligibility requirements of the Qualifying Year in either Option 1 or Option 2. These applicants will be considered for admission on the basis of their previous academic records.

Graduates of two or three-year diploma programs from Community or Technical Colleges will be considered for admission in the Regular Applicant Category. Students in this category must meet all the entry requirements of the Qualifying Year in Option 1 or Option 2, either through acceptable course work taken through their college work (minimum grade of B or better required) or through university work (minimum grade as outlined in Section II, Eligibility Requirements).

**2. Canadian Indigenous Applicants**

Canadian Indigenous applicants who meet all the eligibility requirements of the Qualifying Year in either Option 1 or Option 2 but whose academic records may not be competitive may apply for consideration within the Canadian Indigenous Applicant Category. These applicants will be considered on an individual basis with consideration being given to such factors as life history, work experience, community service and maturity. Please refer to Section IV.3 Criteria for Selection.



### 3. Special Consideration Applicants

Applicants who meet all the eligibility requirements of the Qualifying Year in either Option 1 or Option 2 but whose academic records may not be competitive may apply for admission within the Special Consideration Category provided that they meet the criteria for Special Consideration as described in Section IV.4.

## IV. CRITERIA FOR SELECTION

### 1. Citizenship and Residency

Preference for admission is given to Canadian Citizens and Permanent Residents of Canada who are residents of the Province of Manitoba. Applicants will be considered on the basis of their citizenship and residency status as of March 1 of the year of application.

A very limited number of positions are available to international applicants on Student Study Permits. Applicants in this category will be rank-ordered as a separate group within the University Sub-Category of the Regular Applicants. The program will allocate up to ten percent of all available places to the top ranked candidates of this group. International applicants on Student Study Permits will not be considered as Indigenous Canadians or Special Consideration Applicants.

### 2. Regular Applicants in the University Category

Admission to the Environmental Design program is determined by an annual academic competition. An Adjusted Grade Point Average (AGPA) will be calculated for each applicant, with the AGPA determining the relative placement of the applicant on the rank-ordered selection list. All applicants must have successfully completed the minimum entrance requirements within the Qualifying Year for Option 1 or Option 2 to be eligible to apply.

The AGPA is calculated to take into account the student's most recent academic work and to allow for some elimination of the lowest grades within this work. Only the student's most recent 60 credit hours of university work will be used in the calculation of the AGPA. If an applicant has completed a total of 36 - 60 credit hours of university work, the lowest marks will be dropped from the calculation of the AGPA in accordance with the table below.

Number of credit hours completed	Number of credit hours dropped
30 to 35	0
36 to 59	6
60	12

If it is not possible to clearly identify the most recently completed 60 credit hours of work, the average of the term containing the least recent of the 60 credit hours will be used as a representative grade for the remaining hours.

In the calculation of the AGPA, all courses that have been assigned a final grade are considered "Completed" university work, including failed courses. The exceptions to this are

courses graded "Pass/Fail" or "Satisfactory", and courses that have been assessed and awarded as university credit from either the Advanced Placement (AP) program or the International Baccalaureate (IB) program prior to September 2005. These courses will be excluded from both the AGPA and from the most recent 60 credit hour count. Courses completed on a full or part time basis, in all undergraduate and graduate programs, and in Regular and Summer terms (except the work taken after April 1 in the year of application) will be included in the AGPA calculation.

Courses completed at a Community or Technical College, which have been assessed as equivalent to university level courses will be included in the AGPA (a minimum grade of B or better is required).

Enrolment in the Environmental Design Program is limited, and candidates will be selected on the basis of their academic records. Since the number of qualified candidates exceeds the number of available spaces, attaining minimum qualifications does not ensure admission. The Selection Committee will select applicants using the following tiered admission process beginning with the highest AGPA in the first priority category and continuing in descending order as outlined below until all of the spaces are filled.

- First priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 1 and have an AGPA of 3.500 and higher.
- Second priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 2 and have an AGPA of 3.500 and higher.
- Third priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 1 and have an AGPA of 3.000-3.499.
- Fourth priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 2 and have an AGPA of 3.000-3.499.
- Fifth priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 1 and have an AGPA of 2.500-2.999.
- Last priority** for selection will be applicants that have fulfilled the eligibility requirements for Option 2 and have an AGPA of 2.500-2.999.

International applicants on Student Study Permits will be rank-ordered as a separate group with up to ten percent of the annual places available allocated to the top candidates in this group.

### 3. Canadian Indigenous Applicants

The Canadian Indigenous Applicant Category is meant for Canadian Indigenous people that have met the minimum eligibility requirements for Option 1 or Option 2 (see Section II *Eligibility Requirements*) but may not be competitive in the Regular Applicant Category.

A Sub-Committee of the Faculty will consider applicants in this category on an individual basis. The Sub-Committee will have Canadian Indigenous representation.

The characteristics that will be considered when evaluating Canadian Indigenous applicants will include such factors as life history, work experience, community service and maturity.

Applicants applying for admission in this category must complete the Supplementary Application by April 15 of the year of application. The Supplementary Application will require the student to submit the following:



- A typed autobiographical sketch (a description of yourself), no longer than five double-spaced typed pages which includes life history, work experience, community service, and statement of academic intent.
- A creative portfolio containing representative works illustrating the applicant's creative potential through various modes of cultural production is required. Information regarding the portfolio guidelines is included with the Supplementary Application material.
- Three letters of reference from persons who are in a position to supply information relevant to the applicant's eligibility for inclusion within the Canadian Indigenous Category. Submission of Indigenous persons interested in applying should contact the Environmental Design Program Student Advisor for further information at (204) 474-9566. Meetings may take place at the request of the applicant or Advisor.

Applicants in the Canadian Indigenous category will be rank-ordered on the basis of a composite score, which is based on the information provided and letters of reference. Up to five percent of the places may be offered to Canadian Indigenous applicants. Note: Admissions decisions in this category are necessarily subjective; decision rationale is neither recorded nor provided to the applicant.

#### 4. Special Consideration Applicants

The Special Consideration Applicant category is meant for those applicants who are not competitive in the Regular Applicant category but who:

- are Canadian Citizens or Permanent Residents, *and*
- meet the minimum Eligibility Requirements for admission to Environmental Design, Faculty of Architecture** (*see Section II.3 Minimum acceptable grades and Adjusted Grade Point Average (AGPA)*), *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 exceptional circumstances, *or*
  - have been employed or self-employed full-time for a period of not less than three years in a related field and display skills and attribute which give an indication of potential contribution to the discipline.

The characteristics that may be considered when evaluating Special Consideration Applicants include the applicant's motivation, occupational background, ability to work with people and demonstrated initiative relevant to a career in a design or planning profession.

Applicants applying for admission in this category must complete the Supplementary Application form and return by April 15 of the year of application. The Supplementary Application will require the students to submit the following:

- A typed autobiographical sketch (a description of yourself) no longer than five double spaced pages, which includes specific reasons why the applicant merits consideration within the Special Consideration Applicant Category.
- Three letters of reference from persons who are in a position to supply information relevant to the applicant's qualifications for inclusion within the Special Consideration Applicant category.
- Applicants who are applying on the basis of their employment experience will be required to submit a portfolio containing representative works illustrating the applicant's creative potential through various modes of cultural production giving the dates of employment, and detailed description of actual duties and responsibilities.
- Submission of a portfolio is optional for candidates applying for admission on the basis of exceptional circumstances.

Applicants in the Special Consideration category will be rank-ordered on the basis of a composite score, which is based on the information provided and letters of reference. Up to five percent of the spaces may be offered to Special Consideration Applicants. Note: Admissions decisions in this category are necessarily subjective; decision rationale is neither recorded nor provided to the applicant.

## V. ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

English is the language of instruction and communication at the University of Manitoba. Accordingly, if students' primary language is not English, or if their previous education has been conducted in another language, they must demonstrate a command of English sufficient to meet the demands of classroom instruction, written assignments and participation in tutorials and discussions.

The term 'primary language' refers to that language which is most commonly used in homes, communities and daily commerce in the applicant's native country. It may or may not be the country's official language or one of the country's official languages or the language of instruction.

If students' primary language is not English, they will be required to demonstrate their proficiency in the use of the English language by meeting any of the options 1-8 listed below.

### English language proficiency options

- TOEFL (Test of English as a Foreign Language) University of Manitoba TOEFL Code 0973.
  - Achieve a minimum score of 80 on the IBT TOEFL, with no less than 19 in each component.
  - Achieve a minimum score of 550 on the PBT TOEFL, with no less than 50 (unscaled) in each component.
  - Achieve a minimum score of 213 on the CBT TOEFL, with no less than 17 in each component.
- Can TEST (Canadian Test of English for Scholars and Trainees)
  - Achieve minimum scores of 4.5 in Reading, 4.5 in Listening, and 4.0 in Writing.
- IELTS (International English Language Testing System)
  - Achieve a minimum score of 6.5 based on the Academic Module IELTS.
- MELAB (Michigan English Language Assessment Battery)
  - Achieve a minimum score of 80.



5. CAEL (Canadian Academic English Language Assessment)
  - Achieve a minimum score of 60.
6. University of Cambridge Certificate of Proficiency
  - Achieve a grade of C or better.
7. PTE Academic (Pearson Test of English: Academic)
  - Achieve a minimum score of 58
8. University of Manitoba English Language Centre
  - Achieve a grade of 65% or better in Level 5 of the Intensive Academic English Program.

It is an applicant's responsibility to ensure that all relevant documentation is made available to the Admissions Officer (see Section X) to permit a proper evaluation of course work for transfer credit. Applicants are reminded that a minimum grade of C in the courses completed at the university level and a minimum grade of B in the courses at the college level is required to be eligible for transfer credit.

Students who already have earned a degree prior to applying for admission to Environmental Design may be eligible to apply directly to the Faculty of Graduate Studies for admission to Architecture, City Planning, Interior Design, or Landscape Architecture. Information regarding admission requirements to the graduate programs is available on written request to the Head of the Department concerned (Room 201 Russell Bldg., Winnipeg, Manitoba R3T 2N2).

#### Criteria for an English language proficiency requirement waiver

Under certain circumstances students may request a waiver of the English language proficiency requirement. Students must complete a waiver application and provide supporting documentation to show that they meet one of the following conditions:

1. Ten consecutive years of residency in Canada, which may include years of study in Canada. The period of residency will be the time lapsed between the 'Landed On' date on the 'Record of Landing' document and July 1 of the year of application.
2. a. Successful completion of a three year secondary school program in Canada, or a three year post-secondary education in Canada, or any combination of three successful years of secondary and post-secondary education in Canada, *OR*
  - b. Graduation from a Manitoba high school, with five credits at the Senior Four level, which include two credits of English at the 40S level with an average grade of 75%.

Successful completion of secondary studies equates to meeting the General Entrance Requirements of the University of Manitoba. Secondary education must include Grade 12 where appropriate.
3. Achieved a grade of four or greater on the International Baccalaureate Higher Level English course, or a grade of four or greater on the Advanced Placement English examination (Language Composition; Literature and Composition).
4. Verify conditions equivalent to 1 or 2 listed above in a country where English is the primary language.

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#### **VI. ADMISSION WITH TRANSFER CREDIT**

Students who at the point of admission, have completed more than the minimum course requirements, may be eligible to receive transfer credit towards the degree requirements. The extent of academic work transferred as credit is determined by the Program Coordinator *after* the applicant has accepted the offer of admission and paid the required \$100.00 deposit. Only courses completed within the most recent ten years prior to registration in Environmental Design with a grade of C or better will be considered for transfer credit. Transfer credits are limited to a maximum of 6 credit hours.

Successful applicants with a Technical College Diploma will be asked to submit a portfolio and attend an interview. On the basis of this additional information, applicants may be granted full or partial credit for the first year of the Environmental Design degree program.

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#### **VII. APPLICATION & DOCUMENTATION DEADLINES**

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| MARCH 1  | Deadline to submit Application Form. <b>“Early Bird”</b> application fee <b>prior to Feb 1<sup>st</sup> 2012 is \$95.00 &amp; Int'l \$110</b> . Applications received <b>after Feb 1<sup>st</sup> 2012 is \$125</b> for Canadian & Int'l. |
| APRIL 15 | Deadline for submission of additional information required in the Indigenous and Special Consideration Applicant categories.  |
| JUNE 1   | Deadline for submission of complete and official university and college transcripts and any other documentation requested by the Enrolment Services/Admissions Office.  |

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

The Selection Meetings are held in late June or early July and candidates are advised of their admission status as soon as a final decision is reached.

Students may file an application during the university year assuming that they will satisfactorily complete all the entry requirements at the end of the April examinations of the year in which application is made. Only those applicants who have completed all the courses and minimum grade requirements of the Qualifying Year by the completion of the April examinations will be considered in the final selection.

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#### **VIII. COUNSELLING OF APPLICANTS**

The Student Advisor is available to advise applicants on questions relating to the program. Please contact the Student Advisor at (204) 474-9566 or by e-mail at [amedick@cc.umanitoba.ca](mailto:amedick@cc.umanitoba.ca). However, the following should be noted:

1. No official of the Faculty of Architecture can guarantee the admission of an applicant. Admission is determined by a Selection Committee on an annual basis.
2. Applicants are advised to supplement personal inquiries with written inquiries so that an official written response can be made. Only these written responses will be considered as evidence of any advice given by the Faculty.

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#### **IX. APPEALS**

Applicants may request reconsideration of any decision made by the Selection Committee. Individuals who wish to have their applications reconsidered should, in the first instance, submit their request to the Chairperson of the Selection Committee in writing within ten days of notification of a negative admission decision. Past experience has shown that most inquiries are satisfied at this level without further reference. However, to appeal the reconsidered decision, the applicant must submit a request in writing to the Senate



Secretariat, 312 Administration Building, University of Manitoba, within ten days of the receipt of the reconsidered result. The request will be conveyed to the Senate Admission Appeals 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 or the relative merits of the applications.

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## X. USEFUL OFFICE NAMES, ADDRESSES & TELEPHONE NUMBERS

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The mailing address for the following University offices is:

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

### Enrolment Services

**Application packages** 424 University Centre  
*Telephone:* (204) 474-8808

**Admissions Officer** 424 University Centre  
*Telephone:* (204) 474-8814  
*FAX:* (204) 474-7554

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

### Environmental Design

**General Office** 201A Russell Bldg  
*Telephone:* (204) 474-7488  
*FAX:* (204) 474-7532  
*E-mail:* [shakhan@cc.umanitoba.ca](mailto:shakhan@cc.umanitoba.ca)

**Student Advisor** 201A Russell Bldg  
*Telephone:* (204) 474-9566  
*FAX:* (204) 474-7532  
*E-mail:* [amedick@cc.umanitoba.ca](mailto:amedick@cc.umanitoba.ca)

**Environmental Design Program Chair** 312 Architecture 2 Bldg.  
*Telephone:* (204) 474-7488

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

**Faculty of Graduate Studies** 500 University Centre  
*Telephone:* (204) 474-9377

**Student Advocacy** 519 University Centre  
*Telephone:* (204) 474-7423

**Student Housing** 101 Arthur V Mauro Residence  
*Telephone:* (204) 474-9922

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

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