



# UNIVERSITY OF MANITOBA

## Faculty of Health Sciences: College of Medicine

### Family Social Sciences

### Applicant Information Bulletin 2016 – 2017

#### Application Deadlines:

FALL APPLICANTS: May 1, 2016

WINTER APPLICANTS: November 1, 2016

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### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Bachelor of Human Ecology in Family Social Sciences in the College of

Medicine 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 Human Ecology in  
                                    Family Social Sciences  
                                    (B.H.Ecol.)

### Section 2: Eligibility Requirements

Students may be eligible for admission to the College of Medicine Family Social Science degree program in one of two ways, depending on their previous academic history:

#### 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](http://www.umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf)

## Advanced Entry (applicants with university/college background)

### A. Academic Requirements

1. All applicants must have completed a minimum of twenty-four (24) credit hours of university level course work, with a minimum Adjusted Grade Point Average of 2.00. Course work must consist of 6 credit hours of Arts course work, 6 credit hours of Science course work, and 12 credit hours of electives. All course work must be completed by the end of the April exam period for Fall admission or the August exam period for Winter admission. Work completed at the college level may be acceptable (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

**NOTE:** The written English and Mathematics requirements are satisfied by required courses HMEC 2000 and STAT 1000. These courses will be available to students upon admission to the College of Medicine.

2. Applicants who have been awarded a first degree from a recognized university, with a minimum cumulative grade point average of 2.00 or better may be eligible for admission to a Second Degree program. Applicants must have included in their first degree 6 credit hours of Arts and 6 credit hours of Science course work to be eligible. Applicants with degrees will become part of the applicant pool ranked within each program.
3. Red River College graduates from the Disability and Community Support, Child and Youth Care, and Early Childhood Diploma programs are eligible to apply to the Family Social Sciences program in the College of Medicine and will receive 60 credit hours of transfer credit. The entrance requirement of 6 credit hours of science course work will be waived for admission purposes, and students will be required to complete the science requirement in the first year of admission.

### 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.**

## **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

#### **1. Fall 2016**

<b>Date</b>	<b>Deadlines and Important Dates</b>
<b>May 1, 2016</b>	Last date for receipt of application and application fee for Fall Applicants.
<b>May 15, 2016</b>	Last date for receipt of interim transcripts for <u>all</u> postsecondary study. If currently in studies, proof of registration must be submitted by this date.
	All course outlines must be submitted by this date.
<b>June 1, 2016</b>	Last date for receipt of final official transcripts for <u>all</u> postsecondary study

	and other academic documents that may be requested. If currently in studies proof of registration must be submitted by this date for Fall Applicants.
	Last date to submit proof of English proficiency (if required).

## 2. Winter 2017

Date	Deadlines and Important Dates
<b>November 1, 2016</b>	Last date for receipt of application and application fee for Winter Applicants.
<b>November 15, 2016</b>	Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other academic documents that may be requested. If currently in studies proof of registration must be submitted by this date for Winter Applicants.
	All course outlines must be submitted by this date.
	Last date to submit proof of English proficiency (if required) for Winter Applicants.

### B. 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.
- **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.

- **Course Outlines** for coursework completed at accredited post-secondary institutions including universities and colleges are required. It may take several weeks to evaluate a transcript from another

accredited post-secondary institution for possible credit transfer and admission eligibility. The Admissions Office must be able to evaluate previous coursework before the final admission selection process can be completed (see Section 4: Selection Process).

- **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).

Please send all documentation to the following address:

**Admission for Family Social Sciences  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

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.

### C. 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. Many faculties and schools 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](http://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](http://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://www.umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

## Section 4: Selection Process

### A. Calculation of the Adjusted Grade Point Average (AGPA)

An Adjusted Grade Point Average (AGPA) is calculated by excluding the lowest credit hours of university level course work in accordance with the following table:

Total credit hours completed in previous program	Number of credit hours deleted
30-44	6
45-59	9
60-74	12
75-89	15
90-104	18

105-123	21
124+	24

### **NOTES:**

- The Family Social Science degree program accepts credit for community college, technical 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 programs and only those courses will be used in establishing eligibility and in the calculation of AGPA.

### **B. Tie Breaking Procedure for Offers**

In the event of a tie, the following procedure will be used:

- Increase the number of significant figures used in the calculation.
- 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.

### **C. 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. If you do not accept the offer by the deadline date indicated in the letter, your offer will lapse and you will need to contact our office to discuss the possibility of an extension. 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.

## Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions

Office within ten (10) days of the mailing of the decision.

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](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, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The Family Social Sciences program office and Admissions Office are able to assist applicants who seek counselling regarding admission to Family Social Sciences. 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

<b>Family Social Sciences program Office</b>	<b>Academic Advisor</b> 210 Human Ecology Bldg. Telephone: (204) 474-9759 Email: <a href="mailto:Alisa.Claman@umanitoba.ca">Alisa.Claman@umanitoba.ca</a>
<b>Admissions Office</b>	424 University Centre Telephone: (204) 474-8808 Email: <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
Admissions Officer	<b>Mark Curran</b> Telephone: (204) 474-8810 Email: <a href="mailto:admissions.familysocialsciences@umanitoba.ca">admissions.familysocialsciences@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre Telephone: (204) 474-7423 Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre Telephone: (204) 474-7423 Email: <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>