



UNIVERSITY OF MANITOBA

Extended Education

General Studies

Applicant Information Bulletin 2016 – 2017

Application Deadlines:

SUMMER 2016 APPLICANTS: One month before start of class

FALL 2016 APPLICANTS: August 15, 2016

WINTER 2017 APPLICANTS: December 1, 2016

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to General Studies 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.

Section 2: Eligibility Requirements

A. Academic Requirements

Students may be eligible for admission to Extended Education, General Studies in one of the following ways:

1. Transfer Students

Applicants in this category are students with a year (24 credit hours) or more of college or university studies, who are looking to take degree level coursework but are not actively working towards a University of Manitoba degree. Applicants must be in good academic standing at their institution and must meet the University of Manitoba's English language proficiency requirements. Students should ensure that they meet any high school or university prerequisites for the course(s) to be taken at the University of Manitoba.

NOTES:

- As General Studies is not a degree program, students will be admitted as Special Students. If you are intending to pursue a degree program, you must apply to transfer out of General Studies as soon as possible.
- Applications will not be assessed for transfer credit by the Admissions Office.
- General Studies (Extended Education) provides an opportunity for students to register for academic course credit (while not seeking a degree) to satisfy entrance requirements to faculties, to boost GPA requirements and, to develop professionally and personally. As such, all students should be aware of the following:

Government student aid information

Each of Canada's provinces/territories maintain their own financial aid program for permanent residents. Loan applications are submitted to your home province and are integrated with the federal government (you do not have to complete two applications).

Manitoba residents enrolled in General Studies, are allowed to apply for provincial/loan funding, as long as they are in a minimum of 18 credits hours over the fall and winter terms (with a minimum load per term of 9 credit hours). Students, who are residents of other provinces, are encouraged to contact their provincial loan authority prior to accepting offers of admission to determine application eligibility as some programs are not recognized across provinces.

Links to all provincial agencies can be found at:

http://umanitoba.ca/student/fin_awards/government_aid/index.html

2. Visiting Students

Students registered at another university or college who wish to take courses at the University of Manitoba for transfer back to their home institution. Applicants will require a letter of permission from their home institution. Students should ensure that they meet any high school or university prerequisites for the course(s) to be taken at the University of Manitoba.

3. Concurrent High School Students

Applicants must be in Grade 12 with very strong Grade 11 marks and a letter of recommendation from their principal. Students complete the coursework in their high school, but write the exams on campus (Refer to <http://umanitoba.ca/faculties/coned/off-campus/general/highschool.html> for more information).

4. Auditing Students

Students who wish to attend lectures for a particular course(s) who do not wish to write the exams or receive any degree credit for the course(s). This option is limited to Canadian Citizens/Permanent Residents. Applicants will require written permission from the instructor to audit the course.

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

Domestic: \$90.00
International: \$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. Summer 2016 Applicants

Date	Deadlines and Important Dates
April 1, 2016*	Recommended deadline for receipt of application and application fee for Summer 2016 Applicants
May 1, 2016	Recommended date for submission of all outstanding documentation
One month before start of classes¹	Final deadline for receipt of application, application fee and all required documentation for Summer 2016 Applicants

2. Fall 2016 Applicants

Date	Deadlines and Important Dates
August 15, 2016^{1*}	Last date for receipt of application and application fee for Fall 2016 Applicants
	Last date for submission of all outstanding documentation

3. Winter 2017 Applicants

Date	Deadlines and Important Dates
December 1, 2016^{1*}	Last date for receipt of application and application fee for Winter 2017 Applicants
	Last date for submission of all outstanding documentation

¹ Registration for classes will open well before the final deadline for applications to Extended Education, and applicants who apply late or submit their documents late should be aware that they might not be able to register for the classes of their choice.

* Late applications may be considered after the final deadline with the permission of an academic advisor in General Studies and **only** if all required documentation accompanies the application.

C. 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.

- **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).
- **Letter of Permission** from Home Institution
- **Consent from Professor** (for students wishing to audit a class)

Please send all documentation to the following address:

**Admissions for General Studies
Enrolment Services, 424 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2**

Section 4: Selection Process

A. 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

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 Extended Education program office and Admissions Office are able to assist applicants who seek counselling regarding admission to Extended Education, General Studies. 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

Extended Education:	185 Extended Education Complex 406 University Crescent <i>Telephone:</i> (204) 474-8330 <i>Email:</i> generalstudies@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Assessor:	<i>Telephone:</i> (204) 474-8821 <i>Email:</i> admissions.generalstudies@umanitoba.ca