



# UNIVERSITY OF MANITOBA

## Faculty of Health Sciences

### College of Nursing: Baccalaureate Program for Registered Nurses

#### Applicant Information Bulletin 2016 – 2017

**Application Deadline: April 1, 2016**

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the College of Nursing 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 Nursing (B.N.)

#### Section 2: Eligibility Requirements

##### A. Academic Requirements

All diploma prepared students must fulfill the following criteria in order to be eligible for admission to the baccalaureate program:

1. Graduation from an approved diploma of nursing education program.
2. Current active practising membership in a Canadian provincial or territorial association/college of registered nurses.
3. A minimum of 1125 hours of nursing experience as defined by the College of Registered Nurses of Manitoba will normally be required for selection.

##### B. English Language Proficiency Options

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

Date	Deadlines and Important Dates
April 1, 2016	Deadline to submit the Baccalaureate Program for Registered Nurses application and application fee.
May 1, 2016	Last date for receipt of all final official transcripts and required application documents.
July 15, 2015	Last date for the submission of all Non-Academic Requirements

### C. Required Application Documentation:

The following documents will be required to complete your application:

- A **Resume** is required for all applicants. The Resume should be uploaded to the application before the application is submitted (see Section 4: Selection Process, A. Selection).
- **Proof of Current active practising membership** in a provincial or territorial association/college of registered nurses.
- **Final official transcripts** from any university or college attended other than University of Manitoba including your nursing diploma school. 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. Applicants who select to write their deferred exams after the document deadline date will be considered incomplete and subsequently refused from selection consideration.

- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Options).
- **Proof of Canadian Citizenship or Permanent Residency certificate**, if born outside of Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.

Please send all application documentation to the following address:

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

## **D. Required Admission Documentation**

All successful applicants to the College of Nursing are admitted provisionally pending the submission of the following:

- Successful applicants are required to submit **Non-Academic Admission Requirements** (i.e., Immunization, Criminal Record Search Certificate, Child Abuse Registry Check, Adult Abuse Registry Check, CPR, and Mask Fit Testing) documentations. Acceptance to the program is conditional until completion of these items. Admission will be revoked if all requirements are not met and all documents are not submitted to the College of Nursing by the July 15<sup>th</sup> deadline.

Non-Academic Admission Requirements:  
<http://umanitoba.ca/faculties/nursing/prospective/undergrad/index.html>

- **New Student Information Sessions**

A New Student Guide will be emailed to all students admitted to the College of Nursing. Students will be required to complete an online information session upon admission.

## **D. 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. 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://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

Only university credits earned outside of nursing diploma courses or other completed degree programs may be considered for transfer of credit.

In order to receive transfer credit, students will be required to obtain a minimum grade of "C" in each course.

### **NOTES:**

- If a required course in the baccalaureate program has been earned as part of a diploma nursing program or as part of another degree, an alternative course must be substituted.

- For Graduates of the Red River College Diploma Nursing (Accelerated) Program: Graduates from the accelerated diploma program may receive transfer credit for up to 12 credit hours, provided:
  - A minimum grade of "C+" was achieved in each of the courses to be transferred.
  - The Nursing courses were completed within five years of admission to the BPRN.
  - The non-Nursing courses from institutions other than the University of Manitoba were completed within 10 years of admission to the BPRN.
- Credit is not normally granted for certificate courses.

## **Section 4: Selection Process**

### **A. Selection**

When the number of applicants exceeds the number of spaces available, the College of Nursing uses a ranking system to identify the most highly qualified applicants. This ranking system considers both academic and professional attributes.

#### ***1. Academic Information***

Grades from diploma school of nursing and university.

#### ***2. Professional Information***

Applicants must provide the following information on their resume:

- employment experience
- professional involvement
- community volunteerism
- continuing education
- other supporting information (e.g. awards, research projects, creative activities)
- career goals

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

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

1. Increase the number of significant figures used in the calculation.
2. 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, the offer will lapse. Lapsed offers will be considered a declined response. 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 and Appeals**

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) days of the mailing of the Committee decision (see Section 7: Contact Information).

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 by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The College of Nursing and Admissions Office are able to assist applicants who seek counselling regarding admission to the College of Nursing. 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

College of Nursing:	Helen Glass Centre for Nursing General Office <i>Telephone:</i> (204) 474-7452 <i>Toll-free in Manitoba:</i> 1-800-532-1960 ext. 7452 <i>FAX:</i> (204) 474-7682 <i>Web:</i> <a href="http://umanitoba.ca/nursing">umanitoba.ca/nursing</a> <i>E-mail:</i> <a href="mailto:nursing@umanitoba.ca">nursing@umanitoba.ca</a>
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
Admissions Officer:	Mark Curran <i>Telephone:</i> (204) 474-8810 <i>Email:</i> <a href="mailto:admissions.nursing@umanitoba.ca">admissions.nursing@umanitoba.ca</a>

The following other contacts may also be useful.

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