



UNIVERSITY OF MANITOBA

Faculty of Health Sciences

College of Nursing: Bachelor of Nursing Program

Applicant Information Bulletin 2016 – 2017

Application Deadlines:

FALL 2016 APPLICANTS: April 1, 2016

WINTER 2017 APPLICANTS: August 1, 2016

Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements.....	2
A. Academic Requirements.....	2
1. Completed Coursework.....	2
2. Required Courses.....	2
B. English Language Proficiency Requirements.....	3
C. Categories.....	3
1. Regular Category.....	3
2. Special Consideration Category.....	3
D. Applicants from Diploma and Degree Nursing Programs.....	4
Section 3: Application Process & Deadlines.....	4
A. Application Fees.....	4
B. Deadlines and Important Dates.....	4
1. Fall 2016.....	4
2. Winter 2017.....	5
C. Required Application Documentation.....	5
D. Required Admission Documentation.....	6
E. Transfer Credit Information.....	6
Section 4: Selection Process.....	7
A. Calculation of the Adjusted Grade Point Average (AGPA).....	7
B. Regular Category Selection Process.....	7
C. Special Consideration Category Selection Process.....	7
1. Supplementary Score.....	8
2. AGPA.....	8
3. Admissions Score.....	8
D. Tie Breaking Procedure for Offers.....	8

E. Notification of Decision.....	8
Section 5: Reconsideration and Appeals.....	8
Section 6: Counselling of Applicants.....	8
Section 7: Contact Information.....	9
Section 8: Other.....	9
A. Professional Designation.....	9
B. Bachelor of Nursing Program.....	9

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: B.N. Bachelor of Nursing

Section 2: Eligibility Requirements

A. Academic Requirements

All applicants must meet the following requirements:

1. Completed Coursework

1. Complete at least 30 credit hours at a 1000 level or higher. "0900" level courses (e.g., ENGL 0930) are not accepted for admission or transfer credit.
2. Successful completion of the courses identified below, with a minimum grade of "C" in each course. All required courses must be at a 1000 level or higher. "0900" level courses (e.g., ENGL 0930) are not accepted for admission or transfer credit.
3. An Adjusted Grade Point Average (AGPA) of at least 2.5 on the most recent 60 credit hours (including repeated courses) of university level course work.
4. Meet the University of Manitoba Written English requirement (see Notes below).
5. Meet the University of Manitoba Mathematics requirement.

NOTES:

- All non-nursing courses used to meet admission requirements, and to be considered for advanced standing/transfer credit, must be completed within the 10 years prior to admission to the College of Nursing. Nursing courses must be completed within the 5 years prior to admission.
- All courses (regardless of age) within the most recent 60 credit hours of university level coursework will be included in the calculation of the AGPA.
- Courses completed at recognized universities other than the University of Manitoba must be assessed as exact equivalents in order to meet specific course requirements.
- Students who fail the same Nursing course twice, prior to applying to the College of Nursing, are ineligible for admission to the College of Nursing.

Students who fail a Nursing course twice, or who fail two clinical courses, and are required to withdraw from the College of Nursing are ineligible for re-admission to the College of Nursing.

Applicants who have previously completed a Bachelor of Nursing or equivalent program in Canada or the United States are not normally eligible for admission to the Bachelor of Nursing program in the College of Nursing at the University of Manitoba. Applicants will be considered for admission on a case-by-case basis.

2. Required Courses

REQUIRED COURSES*		
Course Number	Course Title	Credit Hours
BIOL 1410	Anatomy of the Human Body ¹	3
BIOL 1412	Physiology of the Human Body ¹	3
MBIO 1220	Essentials of Microbiology ¹	3
Science Electives ^{1, 2, 3, 4}		9
Social Science and/or Humanities Electives ^{1, 4, 5, 6, 7}		12
Total		30
Students must satisfy the University of Manitoba Written English and Mathematics Requirements . These can be completed within the above 30 credit hours.		

* The courses listed are University of Manitoba courses. For equivalent coursework completed at external post-secondary institutions, please refer to https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main.

¹All courses can be completed in University 1, or an equivalent program, if students do not wish to extend their program of study.

²The former BIOL 1110 Health and Health Professions may not be used as a Science elective.

³Students must meet the current Science prerequisites before registration for Science courses. See the Faculty of Science section in the General Calendar for the current prerequisites. It is preferred that the above prerequisites have been completed within the last five years. Math 40S is a prerequisite for Microbiology.

⁴All courses must be 1000 level or higher. “0900” level courses (e.g., ENGL 0930) are not accepted for admission or transfer credit.

⁵Social Sciences and Humanities information is found in the Undergraduate Calendar chapter for the Faculty of Arts, Additional Faculty Regulations and Policies (see <http://crscalprod1.cc.umanitoba.ca/~Catalog/ViewCatalog.aspx?htmlink=true&pageid=viewcatalog&topicgroupid=11285&LoadUserEdits=true>).

⁶NURS 1500 is available only to students in the Aboriginal Nursing Cohort Initiative and can be used towards the elective requirements.

⁷Social Science/ Humanities electives can also be satisfied by any of the following with a “C” grade or higher: NURS 1280 Introduction to Nursing, NURS 2610/KIN 2610 Health & Physical Aspects of Aging, REC 2650/SWRK 2650/HMEC 2650 Social Aspects of Aging

⁸Applicants who plan to use an external University level course (non-University of Manitoba course) to meet the University of Manitoba Written English admissions requirement must provide a course outline as part of their application. The identified course must be evaluated by the University of Manitoba to determine if it meets the University of Manitoba Written English requirement. Please submit the applicable course outline by the April 1st application deadline if applying for Fall, or the August 1st application deadline if applying for Winter, to the Admissions office along with your application. According to University policy, students who have completed an undergraduate degree are exempt from the written English and math requirements (see <http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3051&topicgroupid=18586&loadusercredits=False>).

NOTE: NURS 1260 Growth and Development (3 cr) cannot be used towards admission requirements. Students who previously completed NURS 1260 Growth and Development with a minimum grade of "C" and are admitted to the College of Nursing, will be given advance standing in the equivalent second-year course provided NURS 1260 was taken within the five years prior to admission to the College of Nursing.

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.

C. Categories

1. Regular Category

Regular Category Applicants must meet all eligibility requirements and will be selected based on their AGPA (see Section 4: Selection Process, A and B).

2. Special Consideration Category

Application to this category is available for the Fall intake only.

Applicants to this category must be from the First Nations, Métis or Inuit populations of Canada. In considering applications in this category, less weight will be given to background academic performance than is the case with applicants in the Regular academic category. Applicants in this category must:

- Complete a supplementary form, providing additional information. This form is available in the “Downloadable Forms” section of the on line application.

- Meet the minimum eligibility requirements, including the minimum AGPA of 2.50 (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).
- Provide proof of Aboriginal ancestry (see Section 3: Application Process & Deadlines, C. Required Application Documentation).

D. Applicants from Diploma and Degree Nursing Programs

Applicants who have attended a nursing diploma or degree program, the completion of which would result in the graduate's eligibility to write the Canadian Registered Nurse Examination (or equivalent) in order to qualify for registration to practice as a Registered Nurse, must:

- Complete the supplementary form, available in the "Downloadable Forms" section of the on line application. On this form, you will be asked to provide the name and address of the Director, Dean, Coordinator, or Head of the Nursing program in which you are currently, or were previously registered, and the reason(s) for leaving the program and applying to the Bachelor of Nursing Program at the University of Manitoba.
- Satisfy eligibility requirements, including the competitive adjusted Grade Point Average in the year of application.

It is recommended that students who attended a nursing program outside of Canada submit their supplementary application as soon as possible to ensure that there is sufficient time to obtain information from that program by June 1st for the Fall intake and October 1st for the Winter intake.

The College of Nursing will contact the Director, Dean, Coordinator, or Head of the Nursing program in which you are currently, or were previously, registered to request that the following information be sent to the College of Nursing:

- Your status in the previous or current nursing program (including matters pending) with regard to failures, probation, suspension, determination of professional unsuitability, disciplinary action, or other related matters.

- This document is due May 1st for the Fall intake and September 1st for the Winter intake.

The Admissions Committee reserves the right to deny admission to the University of Manitoba Nursing program based on any of the supplementary information. Applicants who would be eligible to register in third or fourth year courses will be considered for admission only if space is available.

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.

NOTE: An application is only assessed for the term selected. Applicants must submit and pay for an application for each term they wish to be considered. 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

Date	Deadlines and Important Dates
April 1, 2016	Last date for receipt of application and application fee for Fall applicants.
April 15, 2016	Last date for receipt of official transcripts for all postsecondary study for Fall applicants. If currently in studies, proof of registration must be submitted by this date.
	Course outline deadline for all completed and in-progress coursework not taken at the University of

	Manitoba that might be eligible towards meeting the required courses for admission
May 1, 2016	Fall applicants must be eligible for admission.
	Last date for receipt of the Supplementary Application form for Special Consideration and Diploma and Degree Nursing Program applicants for Fall applicants.
	Last date to submit Proof of English Language Proficiency for Fall applicants (if required).
	Last date to submit proof of Aboriginal status for Fall applicants (if required).
	Last date to submit any additional information (if required)
June 1, 2016	Last date for receipt of all final official transcripts and other academic documents for Fall applicants.
July 15, 2016	Last date for successful Fall applicants to submit Non-Academic Requirements to the College of Nursing

2. Winter 2017

Date	Deadlines and Important Dates
August 1, 2016	Last date for receipt of application and application fee for Winter applicants.
August 15, 2016	Last date for receipt of official transcripts for <u>all</u> postsecondary study for Winter applicants. If currently in studies, proof of registration must be submitted by this date.
	Course outline deadline for all completed and in-progress coursework not taken at the University of Manitoba that might be eligible towards meeting the required courses for admission
September 1, 2016	Winter applicants must be eligible for admission.
	Last date for receipt of the Supplementary Application form (for Winter Diploma and Degree Nursing Program applicants only) as well as any additional information (if required).
	Last date to submit Proof of English Language Proficiency for Winter applicants (if required).

October 1, 2016	Last date for receipt of all final official transcripts and other academic documents for Winter applicants.
November 15, 2016	Last date for successful Winter applicants to submit Non-Academic Requirements to the College of Nursing

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. 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.

- **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.
- Special Consideration applicants are required to submit documentation (**Status or Treaty card, Metis membership card, Nunavut Trust**

Certificate card or roll number or any other proof accepted by Inuit communities, or a letter of verification from their community at the time of application).

- **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).
- Applicants from a Diploma or Degree Nursing program (see Section 2: Eligibility Requirements, D. Applicants from Diploma and Degree Nursing Programs) must submit a **Supplementary Application form**, which can be downloaded at the time of application. The form can be uploaded at the time of application by April 1st for the Fall intake or August 1st for the Winter intake or sent after application to the College of Nursing by May 1st for the Fall intake or September 1st for the Winter intake.
- Applicants to the Special Consideration Category (see Section 2: Eligibility Requirements, C. Categories, 2. Special Consideration Category) must submit a **Supplementary Application form**, which can be downloaded at the time of application. The form can be uploaded at the time of application by April 1st, or sent after application to the College of Nursing by May 1st (available for the Fall intake only).

Please send all application documentation (excluding the Supplementary Application form) to the following address:

**Admission for Nursing
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 required to submit 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 15th deadline for the Fall intake or November 15th for the Winter intake.

Non-Academic Admission Requirements:

<http://umanitoba.ca/faculties/nursing/prospective/undergrad/index.html>

- All students (Fall and Winter intakes) will be required to submit proof of an annual influenza vaccine each Fall. The deadline will be published by the College of Nursing. Further information will be provided upon admission.

• **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.

E. 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 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

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>

LPNs

Licensed Practical Nurses who completed the Practical Nursing Program at Assiniboine Community College or the Diploma in Practical Nursing at University College of the North within five years of admission to the College of Nursing may be eligible for advanced standing in the Bachelor of Nursing Program. Please indicate on the application form if you are an LPN grad from either program. Contact a Nursing Student Advisor for information.

RPNs

Registered Psychiatric Nurses may be eligible for advanced standing in the Bachelor of Nursing Program. Please inform the College of Nursing at the time of admission if you are an RPN.

Section 4: Selection Process

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

An Adjusted Grade Point Average (AGPA) will be calculated for applicants in all categories.

An AGPA for admission will be calculated on the most recent 60 credit hours of university level course work, **including repeated courses**, and will not be limited to the past 10 years. If an applicant has less than 60 credit hours, the AGPA will reflect all credit hours completed (i.e., a minimum of 30 cr. hours to a maximum of 60 cr. hours). If a student has completed 30 to 60 credit hours of university work, the AGPA will be calculated using each grade earned at the post-secondary level, regardless of Faculty/School of completion. If a student has completed more than 60 credit hours of university work, the AGPA will be calculated over the most recently completed 60 credit hours.

In the calculation of the AGPA, **all** university-level courses which have been assigned a final grade are considered completed university work, including failed and repeated courses. Courses graded "pass" are excluded from the calculation of AGPA. Courses completed on a full-or part-time basis in all undergraduate and graduate programs will be used in the AGPA. However, Summer 2016 courses will not be included in the AGPA calculations for admission in Fall 2015 and Fall 2015 courses will not be included in the AGPA calculation for admission in Winter 2016. A grade point average higher than the 2.5 minimum is recommended as admission is competitive.

B. Regular Category Selection Process

In the Regular Category, the AGPA will determine the applicant's placement on the rank-ordered selection list. The applicants with the highest AGPA scores will be considered for admission.

C. Special Consideration Category Selection Process

In the Special Consideration Category, applications will be selected based on the following:

1. Supplementary Score

The supplementary application forms of applicants who meet the eligibility requirements will be evaluated by the Special Consideration Subcommittee. The applicant will receive a score out of a maximum of 40.

2. AGPA

The AGPA will be calculated as indicated previously.

3. Admissions Score

The Admission Score will be calculated from the AGPA and Supplementary scores. The AGPA will contribute 60 % and the Supplementary scores will contribute 40%.

The Admissions Score will be calculated as follows:

$$\frac{(\text{AGPA} \times 60) + \text{Supplementary Score}}{4.5}$$

The Admission Scores will be ranked. The applicants with the highest Admissions Scores will be considered for admission.

Up to 20 admissions spaces may be offered to applicants in the Special Consideration Category. The Admissions Committee shall not be bound to admit the maximum number of applications in any given year.

D. 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.

E. 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 and pay a deposit online. If you do not accept the offer and pay the required deposit 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.

In order to accept an offer of admission a non-refundable deposit of \$100.00 will be required. The deposit will be applied to tuition fees at the time of registration.

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

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

Section 8: Other

A. Professional Designation

A graduate of the Bachelor of Nursing program must write the National Council Licensure Examination (NCLEX) to become eligible to practice nursing. Completion of the program entitles students to work as graduate nurses and to write the NCLEX to obtain the designation, Registered Nurse (RN). Application and registration information can be obtained from the CRNM website at <http://www.crnmb.ca/>

B. Bachelor of Nursing Program

Nursing education is centred at the Fort Garry campus in Winnipeg, but the College of Nursing also offers its program in partnership with University College of the North in Northern Manitoba.

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> 1-800-432-1960 ext. 7452 <i>FAX:</i> (204) 474-7682 <i>Web:</i> umanitoba.ca/nursing <i>E-mail:</i> nursing@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Mark Curran <i>Telephone:</i> (204) 474-8810 <i>Email:</i> admissions.nursing@umanitoba.ca

The following other contacts may also be useful.

Student Accessibility Services	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> student_accessibility@umanitoba.ca
Student Advocacy Office	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i>