



# UNIVERSITY OF MANITOBA

## Faculty of Science

### Applicant Information Bulletin Summer & Fall 2011, Winter 2012 Terms

#### APPLICATION DEADLINES:

**SUMMER APPLICANTS: March 1, 2011 (Online, by mail, or in-person)**

**FALL APPLICANTS: July 4, 2011 (Online, by mail, or in-person)**

**WINTER APPLICANTS: October 3, 2011 (Online or by mail)**

**WINTER APPLICANTS: November 1, 2011 (In-person)**

Applications may be considered after the deadline dates on a case-by-case basis if presented with complete documentation in-person to the Faculty of Science.

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## I. GENERAL STATEMENT

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The purpose of this document is to provide applicants to the Faculty of Science with an overview of the Faculty's undergraduate programs, plus descriptions of the eligibility requirements, the application methods including deadlines, fees, and required documentation, the selection process, transfer of credit, and the reconsideration and appeal process that will be in effect during the 2011 Summer and Fall terms and the 2012 Winter term.

This *Applicant Information Bulletin* accompanies the *Faculty of Science Application Form* and it is assumed that all applicants to the Faculty will have read and understood the *Bulletin*. The *Bulletin* and *Form* can be downloaded from the University of Manitoba website at: [www.umanitoba.ca/applynow](http://www.umanitoba.ca/applynow)

The *Bulletin* can also be downloaded by clicking the "Critical Program Information" on the Program Selection page of the online application. In the event of any discrepancies between the information provided in this *Bulletin* and that found in the University's annual *Undergraduate Calendar*, the *Calendar* entry shall prevail.

Students can enter the Faculty of Science in two ways:

Qualified students within the University 1 program at the University of Manitoba can 'transit' directly to the Faculty of Science using the Aurora Student Registration system. There is no application fee to transit to Science.

1. NOTE: University 1 students cannot transit to Science for Summer 2011

2. Students in other programs at the University of Manitoba, Collège universitaire de Saint-Boniface or from other universities/colleges can apply for admission to the Faculty of Science either through the online application process or by submitting a paper application. An application fee and appropriate documentation are required, and application and documentation deadlines must be observed (see Section V. APPLYING TO SCIENCE THROUGH THE ONLINE OR PAPER-BASED APPLICATION PROCESS (Page 3)).

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## II. THE PROGRAMS

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The Faculty of Science offers an applied education that will satisfy interests in theoretical and scientific principles. Professors are well known for their innovative teaching methods, and use the latest technology for instruction and assignments. Students gain experience through research opportunities both on-campus and at the many off-campus field stations. Areas of study include programs in the biological sciences (Biochemistry, Biological Sciences, Biotechnology, Genetics, Microbiology), the physical sciences (Chemistry, Chemistry/Physics, Physics & Astronomy, Mathematics/Physics & Astronomy), the mathematical sciences (Actuarial Mathematics, Applied Mathematics with options, Mathematics, Mathematics/Economics, Statistics, Statistics/Actuarial, Statistics/Economics, Statistics/Mathematics), the computing sciences (Computer Science, Computer Science/Mathematics, Computer Science/Physics & Astronomy), and interdisciplinary

(Psychology). Cooperative work-study programs are available in most of these areas.

There are three Bachelor of Science degree options: Honours, Major and General degrees.

For more detailed information on the Faculty of Science, please see [www.umanitoba.ca/science](http://www.umanitoba.ca/science) or review the Faculty of Science section of the annual *Undergraduate Calendar* which is available at [www.umanitoba.ca/calendar](http://www.umanitoba.ca/calendar).

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### III. ELIGIBILITY REQUIREMENTS

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The following details the requirements for admission to the Faculty of Science.

NOTE: Applicants will be subject to the Faculty regulations and requirements for continuation in a Science degree program which are detailed in the University of Manitoba *Undergraduate Calendar* ([www.umanitoba.ca/calendar](http://www.umanitoba.ca/calendar)).

#### **Regular Students**

Students who wish to be admitted as Regular students to the Faculty of Science must:

1. Have completed (where a final grade has been recorded) a minimum of 24 credit hours of coursework at a recognized college or university, *and*
2. Present a minimum cumulative grade point average (CGPA) of 2.0 (C) or better.

Students who do not meet the minimum eligibility requirements as listed above may be considered on an individual basis for admission on the recommendation of the Dean.

NOTE: To be considered on the recommendation of the Dean, a student must present a minimum 2.0 adjusted grade point average (AGPA) on 24 credit hours of coursework acceptable for credit in Science.

Students who are on active academic or disciplinary suspension at another university or in another Faculty at the University of Manitoba will not be eligible for consideration for admission.

Students who have been 'Required to Withdraw' from a Faculty at the University of Manitoba, but who have not yet been placed on 'Academic Suspension' from that Faculty, may be considered for admission to the Faculty of Science on an individual basis if they meet the above criteria.

When assessing students for eligibility for admission, the Faculty will include:

1. All courses taken at the University of Manitoba which have been assigned final grades, including failed courses, regardless of year of completion.
2. All non-University of Manitoba courses which have been assigned final grades, including failed courses, which have been taken within the ten years immediately prior to the date of proposed admission to the Faculty of Science.

3. Consideration of the total number of failed courses applicable to the Faculty of Science. Students with more than 36 hours of failed courses should contact a student advisor in the Faculty for further information.

#### **Second Degree Students**

Applicants who have already completed a first degree in any discipline, at the University of Manitoba or another recognized university, may apply for admission as Second Degree students. Applicants must have a minimum CGPA of 2.00 (or 2.30 adjusted grade point average). The grade point average is adjusted according to the total number of credit hours attempted in the degree. Between 90 and 120 credit hours, the lowest 30 credit hours are forgiven. Between 120 and 138 credit hours, the assessment is based on the best 90 credit hours. After 138 credit hours, the lowest 48 credit hours are forgiven.

Complete and official transcripts, including proof of first degree are required. Students should also be prepared to provide comprehensive course descriptions, including course outlines, textbook listings and copies of examinations, for any prior post-secondary studies completed outside of Manitoba.

#### **Four Year Major and Honours Programs**

Upon admission to the Faculty of Science, students can enter the Honours, Major or General program of their choice. Entry to Honours or Major programs require certain courses with certain grades. Please check the programs as noted in the Faculty of Science as outlined in each faculty section of the *Undergraduate Calendar* ([www.umanitoba.ca/calendar](http://www.umanitoba.ca/calendar)) or the University 1 *STARTbook* ([www.umanitoba.ca/student/u1/startbook](http://www.umanitoba.ca/student/u1/startbook)).

To enter either the Major or Honours degree program students must apply to the Dean's Office, 239 Machray Hall, after they have been admitted or have transited to Science.

#### **Special Students**

Most Special Students register as students within the General Studies program of Extended Education rather than with a Faculty such as Science. To be eligible for admission as Special Students to Science applicants must have completed a first degree, either at the University of Manitoba or at another recognized university. Special Students complete courses for personal or professional reasons and are allowed to register for degree-credit courses although not working to complete a degree.

#### **Mature Status Students**

To be eligible for admission as a Mature Status student, applicants must:

1. Be active members of the Canadian military\*, and
2. Be Canadian Citizens or Permanent Residents, and
3. Have completed less than 24 credit hours of work at any other university or college, and

- Be 21 years of age or older by the end of the first month of the first term of studies in Science.

\* Applicants who meet the qualifications listed above for admission as Mature Status students, but who are not members of the Canadian military, should apply for admission to University 1 rather than to the Faculty of Science.

#### IV. TRANSITING TO SCIENCE FROM UNIVERSITY 1

University 1 students cannot transit to Science for 2011 Summer Session.

University 1 students who have completed a minimum of 24 credit hours may enter the Faculty of Science by a 'transit' process available through the Aurora Student Registration system. Students must meet the same academic requirements as detailed in Section III Eligibility-Requirements above.

Current University 1 students can transit to Science as soon as they have completed 24 credit hours. Because these students have already submitted complete documentation prior to admission to University 1, there is no additional required documentation or application fee. Please consult the *Undergraduate Registration Guide* for details regarding transit deadlines (<http://webapps.cc.umanitoba.ca/regguide>)

#### V. APPLYING TO SCIENCE THROUGH THE ONLINE OR PAPER-BASED APPLICATION PROCESS

##### Application and Documentation Deadlines

Admission Term & Application Methods				Application & Documentation Deadlines	
Year	Term	For classes starting in	Application Method	Application Deadline	Documentation Deadline
2011	Summer (201150)	May 2011	Online, by mail, or in-person	Mar 1/11	Mar 1/11
2011	Fall (201190)	Sept 2011	Online, by mail,	Jul 4/11	Jul 15/11
2011	Fall (201190)	Sept 2011	In-person	Jul 4/11 *	Jul 15/11
2011	Winter (201210)	Jan 2012	Online or by mail	Oct 3/11	Oct 3/11
2011	Winter (201210)	Jan 2012	In-person	Nov 1/11	Nov 1/11

Applications received after the deadline dates may be considered on a case-by-case basis if presented in-person with all documentation.  
\* Special Students may apply for admission until Aug 30/11.

##### Required documentation

- Application form (online or paper) available at : [www.umanitoba.ca/applynow](http://www.umanitoba.ca/applynow)
- Non-refundable application fee (\$80 for Canadian Citizens/Permanent Residents, \$110 for international applicants).
- Official final transcripts from *all* post-secondary institutions attended, with the exception of coursework

taken at the University of Manitoba. Students are strongly encouraged to provide official interim transcripts.

**Applicants, who are currently registered at another institution, or in another Faculty at the University of Manitoba, cannot be considered for admission until the final grades for ALL courses are available.**

If the official transcripts are not in English, official English translations are required along with the original language documents.

Transcripts and other academic documents become University property and will not be returned.

- Evidence of English language proficiency if applicable (see Section VI English Language Proficiency Requirement below).
- Proof of Permanent Resident status if applicable.
- Proof of change of name if any academic records are under a different surname.
- Applicants should provide a final high school transcript, if they have not already done so, for prerequisite purposes for course registration.
- Proof of membership in the Canadian military, proof of citizenship, and proof of age if applying as a Mature Status Applicant.
- Students who have attended post-secondary institutions, particularly those who have studied outside of Canada, and are seeking to complete a degree at the University of Manitoba, must submit detailed course outlines for any potentially applicable coursework.

#### VI. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

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 1-7 listed below.

##### English language proficiency options

- Achieve a satisfactory result on the *Test of English as a Foreign Language (TOEFL)* by achieving any one of the following:

- a. a minimum total score of 550 with no less than 50 in each of the component scores on the paper-based TOEFL, OR
- b. a minimum total score of 213 with no less than 17 in each component score, on the computer-based TOEFL, OR
- c. a minimum total score of 80 with a recommended minimum score of 19 in each skill area on the internet-based TOEFL.

The TOEFL institution code for U of M is 0973.

2. Achieve minimum scores of 4.5 in Reading, 4.5 in Listening, and 4.0 in Writing on the *Canadian Test of English for Scholars and Trainees (CanTEST)*.
3. Achieve a minimum score of 6.5 based upon the academic module on the *International English Language Testing System (IELTS)*.
4. Achieve a minimum score of 80 on the *Michigan English Language Assessment Battery (MELAB)* offered by the University of Michigan.
5. Achieve a minimum grade of C in the **University of Cambridge Certificate of Proficiency in English**.
6. Achieve a score of 60 or more in the **Canadian Academic English Language Assessment (CAEL)**.
7. Achieve a minimum of 65% in the *Direct-Entry English Program* (also known as *Academic English Program for University and College Entrance* or *AEPUCE*), taught at U of M by the English Language Centre.
8. Achieve a minimum of 58% in the *Pearson Test of English (Academic)*

#### 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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## VII. SELECTION PROCESS

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### **Transiting University 1 students**

Students who transit to Science from University 1 will be assessed for admissibility at the time the transit is initiated. Any students with questions about the transiting process should contact the Faculty of Science or the University 1 Help Centre.

### **Transfer students from other universities/colleges, and from other University of Manitoba faculties**

Transfer students can apply for admission online or by using the paper application form. Each application will be considered on an individual basis by the Admissions Officer after all necessary official documentation has been received by the Admissions Office. Official notification of the admission decision will be provided by mail as soon as this decision has been completed. Students who fail to submit all the required documentation by the documentation deadline date will not be considered for admission.

### **Returning Faculty of Science students**

Former students of the Faculty of Science at the University of Manitoba do not need to reapply for admission if:

- They have not registered in another Faculty or at another university/college since their last registration in Science, except for any courses that may have been taken on a Letter of Permission approved by the Faculty.
- They have previously completed at least one course in the Faculty of Science in which a final grade was received.
- Their most recent assessment in the Faculty of Science was not one of academic or disciplinary suspension, which has not yet been served.
- They have registered in the Faculty of Science within the 12 months prior to the anticipated start of classes. (If students will have been away from the Faculty for more than 12 months they may request permission to reregister from the Dean's Office in lieu of completing the application process.)
- They have not already finished their degree program or have graduated from the Faculty.

All other returning students must complete the application process.

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## VIII. TRANSFER CREDIT

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Transfer credit will be considered for ALL coursework completed at recognized colleges/universities within ten years of admission to the Faculty of Science. (Work taken at the University of Manitoba can be considered for credit even if beyond the ten year limit.) All coursework assessed by the University as acceptable for transfer credit will be assigned, with a maximum of 60 hours applied to the Science degree. Failed grades are also transferred in and may be done above this maximum. (Please consult the Faculty of Science section of the University's *Undergraduate Calendar* at [www.umanitoba.ca/calendar/](http://www.umanitoba.ca/calendar/) for details). No transfer credit is assessed or assigned for Special Students.

**In most cases, students will be asked to provide comprehensive and accurate course descriptions, including course outlines, textbook listings and copies of examinations, to assist in the transfer credit assessment process.**

Only successful applicants will be notified of transfer credit assignment. Students should expect to wait six to eight weeks for completion of the transfer credit assessment after a *Certificate of Acceptance* has been received.

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## IX. RECONSIDERATION & APPEALS

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Applicants are advised that appeals of admission decisions focus on questions of correct adherence to published policies and procedures by the Admissions Officer, and NOT on the relative merits of the policies and procedures themselves.

If applicants believe there has been a procedural error, they may request to have their application reconsidered. This request must be in writing and addressed to the Admissions Officer within ten working days of receipt of notification of a negative admission decision. (see X. Useful Office Names, Addresses & Telephone Numbers for contact information for the Admissions Officer).

To appeal the reconsidered decision, the applicant must submit a request in writing to the Senate Secretariat, within ten working days of the receipt of the reconsidered decision. This request will be conveyed to the Senate Admissions Appeal Committee. For more information on Senate Admissions Appeals see [www.umanitoba.ca/admin/governance/governing\\_documents/students/286.htm](http://www.umanitoba.ca/admin/governance/governing_documents/students/286.htm). The contact for the Senate Secretariat is given in the following section. 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 of the relative merits of the applicant.

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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)  
University of Manitoba  
Winnipeg, Manitoba R3T 2N2

### Faculty of Science

Dean's Office  
239 Machray Hall  
Telephone: (204) 474-8256  
Website: [www.umanitoba.ca/science](http://www.umanitoba.ca/science)  
E-mail: [science\\_advisor@umanitoba.ca](mailto:science_advisor@umanitoba.ca)  
FAX: (204) 474-7618

### Admissions Office

424 University Centre  
General Office: (204) 474-8808  
Admissions Officer: (204) 474-8813  
Website: [www.umanitoba.ca/student/admissions/application/](http://www.umanitoba.ca/student/admissions/application/)  
Email: [michelle\\_paragg@umanitoba.ca](mailto:michelle_paragg@umanitoba.ca)  
FAX: (204) 474-7554

### University 1 Help Centre

205 Tier Building  
Telephone: (204) 474-6209  
Website: [www.umanitoba.ca/u1](http://www.umanitoba.ca/u1)  
Email: [university\\_1@umanitoba.ca](mailto:university_1@umanitoba.ca)

### Financial Aid & Awards

422 University Centre  
Telephone: (204) 474-9531  
Website: [www.umanitoba.ca/student/fin\\_awards](http://www.umanitoba.ca/student/fin_awards)  
Email: [awards@umanitoba.ca](mailto:awards@umanitoba.ca)

### Student Financial Assistance Branch

(Canada Student Loans)  
#401-1181 Portage Avenue  
Winnipeg, MB R3G 0T3  
Telephone: (204) 945-6321  
Website: [www.edu.gov.mb.ca/ael/index.html](http://www.edu.gov.mb.ca/ael/index.html)

### International Centre for Students

541 University Centre  
Telephone: (204) 474-8501  
Website: [www.umanitoba.ca/student/ics](http://www.umanitoba.ca/student/ics)

### University Secretariat

312 Administration Building  
Telephone: (204) 474-9593  
Website: [www.umanitoba.ca/admin/governance/governing\\_documents/students/286.htm](http://www.umanitoba.ca/admin/governance/governing_documents/students/286.htm)