



FACULTY OF SOCIAL WORK

Distance Delivery B.S.W. Degree Program Applicants Applicant Information Bulletin for 2012-2013

APPLICATION DEADLINE: MARCH 1, 2012

I. THE PROGRAM AND THE DEGREE

The Distance Delivery Bachelor of Social Work Degree program is intended to target individuals who are employed in the social services and living outside of the City of Winnipeg, but who may not have had the opportunity to pursue professional social work education. The BSW degree intends to provide both a liberal arts and professional social work education. It provides students with knowledge and skills necessary for professional preparation for generalist practice in a variety of social work fields. The program is accredited by the Canadian Association for Social Work Education, and graduates are eligible for acceptance into schools of graduate studies.

The BSW degree is accepted as a professional degree by the Manitoba Institute for Registered Social Workers, by the Manitoba Association of Social Workers, and by the Canadian Association of Social Workers (CASWE), and holders of the degree are eligible for membership to the provincial organizations. The Faculty of Social Work is a charter member of the CASWE, which is also recognized by the Council on Social Work Education, in the U.S.A.

The program consists of a total of 123 credit hours; 72 of social work credits and 51 academic electives. The Faculty of Social Work offers a BSW program at three locations and through Distance Delivery. The three locations are: the Fort Garry campus, the Inner City campus, the Northern campus, located in Thompson, Manitoba, and through Distance Delivery.

The Distance Delivery Bachelor of Social Work Degree program is available for people living outside of the city of Winnipeg. Access to high speed internet is required. Delivery methods for the online component of the Distance Delivery Social Work Program include online study and audio-conference group based study. Course exams are scheduled and arranged for in or near the student's community by the University of Manitoba's Registrar's office.

II. ELIGIBILITY REQUIREMENTS

Applicants to the Distance Delivery Bachelor of Social Work Degree program must meet all three of the following requirements to be considered eligible for admission into the program:

1. A minimum of two years of work experience, within the last five years, within the social services;
2. Residency outside of the city of Winnipeg; and
3. The University of Manitoba admission requirements for either a regular student or a mature student.

III. APPLICATION PROCEDURES

1. Candidates must complete *the Distance Education Faculty of Social Work Application Form* as instructed on the form and submit same, along with the application fee (see No. 3 below), and interim transcript (see No. 4 below), to the University of Manitoba Enrolment Services/Admissions Office, no later than March 1, 2012.
2. Candidate must also complete *the Distance Delivery BSW Supplemental Application Form* including all work and/or community/volunteer experience with total hours worked in each position and submit, no later than March 1, 2012, to:
Distance Delivery BSW Degree Program
Faculty of Social Work
Room 521 Tier Building
Winnipeg, MB R3T 2N2
Follow the link to:
[http://umanitoba.ca/social_work/media/Supplemental_App_Form_Oct2010_final-1\(2\).pdf](http://umanitoba.ca/social_work/media/Supplemental_App_Form_Oct2010_final-1(2).pdf)

Applicants with disabilities who would like assistance completing the application form may contact Disability Services, Room 155 University Centre, Telephone: (204) 474-6213 TTY: (204) 474-9790 FAX: (204) 261-7732

3. The application fee for all Canadian and Permanent Resident applicants (including University of Manitoba students) is \$80.00. For international students (including those studying in Canada), the application fee is \$110.00 (Cdn.) except for those international students whose only or most recent university studies have been at the University of Manitoba. The latter students pay an application fee of \$80.00. A Cheque (from a



Canadian bank only), money order, credit card number or international bank draft payable to the University of Manitoba, must accompany your Distance Education Faculty of Social Work Application Form. Please note that the fee is not refundable and will not be credited towards registration or tuition fees.

4. Official transcript(s) of your post secondary records to date must be submitted along with the Distance Delivery Faculty of Social Work Application Form. If you are currently registered at a post secondary institution, it will also be necessary for you to request from the Registrar's Office of the institution you are attending an up-to-date official copy of your transcript upon completion of the winter term. All transcripts must show the grade attained in each subject, and must be submitted to Enrolment Services/Admissions Office by June 1, 2012. Graduates and current students of the University of Manitoba are not required to provide a transcript.
5. It is the applicant's responsibility to ensure that the Enrolment Services/Admissions Office and the Faculty of Social Work receive all required information and documents by the appropriate deadlines. Once an application form and supporting documents, such as transcripts, have been received, they become the property of the University of Manitoba and will not be returned to the applicant.
6. *It is imperative that each applicant provide a current mailing address or an email address at or through which s/he may be contacted.* An offer of admission will be made conditional upon receipt by the Distance Delivery Social Work Program of a statement of acceptance by the applicant, along with a \$100.00 deposit. There will be no follow-up to the original letter offering a place in the program. If the deposit is not received within the allotted time (approximately three weeks after offer is mailed) the offer will lapse automatically and the place will be offered to another applicant.
If an applicant has been offered a place in more than one professional Faculty, only one such offer may be accepted.

All applicants are advised that spaces are limited and that applicants meeting minimum eligibility requirements cannot be assured admission.

IV. SELECTION PROCEDURES

The Distance Delivery BSW Degree program receives approximately 300 applications for the 100 available spaces. The BSW Admissions Committee of the Faculty begins the selection process by assessing all applications to determine eligibility. Those applicants who do not meet eligibility requirement are notified of the committee's decision by mail.

Those applicants who are determined as meeting eligibility are compiled and a computerized random selection is conducted to determine those applicants who will receive offers of admission for the 100 available spaces in the program. The remaining eligible applicants are placed on an alternate list and may receive offers as spaces become available.

V. RECONSIDERATION AND APPEAL

When an applicant has good reason to believe that an error has been made in the determination of eligibility, s/he may request reconsideration of a decision made by the BSW Admissions Committee. Such individuals should submit their request for reconsideration to the Chairperson of the BSW Admissions Committee, in writing, within 20 days of the mailing of the Committee decision. Past experience has shown that most requests can be satisfied at this level, without further reference.

To appeal the reconsideration decision, the applicant must submit a request to the Secretary of Senate within 10 days of the receipt of the reconsideration letter for transmission to the Senate Admissions Appeal Committee. Applicants are advised that appeals to Senate of decisions focus on questions of correct adherence to procedures by the BSW Admissions Committee, and not on the relative merit of its decisions.

VI. THE OFFER OF ADMISSION

An offer of admission will be made conditional upon receipt by the Distance Delivery Social Work Program of a statement of acceptance by the applicant, along with a \$100.00 deposit. There will be no follow-up to the original letter offering a place in the program. If the deposit is not received within the allotted time (approximately three weeks after offer is mailed) the offer will lapse automatically and the place will be offered to another applicant.

The Faculty of Social Work aims to provide a safe environment for students, faculty, service users, and community members, to teach and learn, in the classroom and field settings. One way to ensure a safe environment is to require all applicants offered admission to complete a criminal record check and to identify if they have been registered as an offender on the child abuse registry.

Prior to finalization of the admission process, all BSW applicants offered admission are required to:

1. Sign a declaration regarding criminal convictions and whether they have ever been placed upon a child abuse registry as a perpetrator.
2. Provide a completed Criminal Record (CR) check obtained through the local police service.
3. Provide a completed Child Abuse Registry (CAR) check.

A positive response on the CR check, the CAR check or the declaration regarding previous criminal convictions does not necessarily eliminate applicants; however it shall require that the applicant participate in a personal interview. The Faculty reserves the right, based on its findings, to declare an applicant ineligible for admission.



VII. STUDENT ADVISING

All applicants are encouraged to discuss their questions with:
Louise Sabourin, Distance Delivery Social Work Program Student
Advisor, (204) 474-6070, louise_sabourin@umanitoba.ca
or
Deana Halonen, Distance Delivery Social Work Program
Coordinator, (204) 474-9239, halonen@cc.umanitoba.ca

Second and third-hand information about admissions policies is often
incorrect and should not be relied upon. Applicants are advised to
supplement verbal enquiries with written enquiries so that an official
written response can be made. It is only these written responses
which will be considered as evidence of official advice given by the
Faculty.

Requests for application packages should be directed to:
Laurie Driedger, Distance Delivery Social Work Program Admin.
Assistant, (204) 474-9112, laurie_driedger@umanitoba.ca

VIII. EQUIVALENCY

The Faculty of Social Work supports the principle of granting
equivalency credit for social work courses taken in programs leading
to a professional social work qualification at other educational
institutions, diploma programs with articulation agreements, or
courses taken as part of a diploma or certificate offered at the
University of Manitoba. Currently, the Faculty of Social Work has
articulation agreements with the following Community Colleges:
Seneca College (Social Service Worker Gerontology Diploma
Program); Red River College (Child and Youth Care Program, Metis
Child, Family and Community Services Program); Fleming College
(Drug and Alcohol Counselor Diploma Program, Social Service
Worker Diploma Program); Grant McEwan College (Social Work
Diploma Program); and Portage College (Community Social Work
Diploma Program). Students who have studied in diploma programs
without an articulation agreement may not be eligible for transfer of
credits.

The responsibility for assessing BSW equivalency is assumed by the
BSW Curriculum Committee. Students will be advised at the time of
their acceptance into the BSW Degree program of the procedures to
follow if they intend to request BSW equivalency for courses taken
previously. The request for consideration of equivalency must
originate with the student.

IX. CHALLENGE FOR CREDIT

The Faculty of Social Work at the University of Manitoba provides a
social work education in keeping with its mission statement and the
standards of the Canadian Association for Social Work Education,
whereby academic instruction and closely supervised field
experiences are combined to ensure that students acquire the values,
knowledge and skills necessary for BSW level practice. The Faculty
also recognizes that these components, in some instances, are
acquired outside the traditional educational system, through work
experience and/or classroom experience from other disciplines.

The Faculty of Social Work accommodates those students who are
qualified and who can demonstrate an acceptable level of knowledge
and skill, by allowing them to challenge for certain social work
courses.

X. APPLICATION & DOCUMENTATION DEADLINES

MARCH 1, 2012	Deadline date for receipt of the Distance Education Faculty of Social Work Application Form by the Enrolment Services/Admissions Office.
MARCH 1, 2012	Deadline date for receipt of the Distance Delivery BSW Supplemental Application Form by the Distance Delivery BSW Degree Program, Faculty of Social Work.
JUNE 1, 2012	Deadline date for receipt of complete and official university transcripts requested by the Enrolment Services/Admissions Office.

NOTE: Where deadline dates fall on a weekend or statutory
holiday, the normal office closing times of the next
working day will be used.



XI. DIRECTORY OF USEFUL NAMES, ADDRESSES & TELEPHONE NUMBERS

For more information, visit the University of Manitoba website at
<http://umanitoba.ca/>

Distance Delivery Social Work Program

Faculty of Social Work
521 Tier Building
University of Manitoba
Winnipeg, MB R3T 2N2
Phone: (204) 474-9112
http://umanitoba.ca/social_work/programs/109.htm
Email: ddsosocial_work@umanitoba.ca

Faculty of Social Work

521 Tier Building
University of Manitoba
Winnipeg, MB R3T 2N2
Phone: 474-7050
http://umanitoba.ca/faculties/social_work/

Aboriginal Students Centre

Aboriginal House
45 Curry Place, University of Manitoba
Phone: (204) 474-8850
<http://umanitoba.ca/student/asc/tpac>
Email: asc@umanitoba.ca

Admissions Office/Enrolment Services

424 University Centre
University of Manitoba
Winnipeg, MB R3T 2N2
Phone: (204) 474-8808
Fax: (204) 474-7554
<http://umanitoba.ca/student/admissions/>

Student Counseling and Career Centre

474 University Centre
University of Manitoba
Phone: (204) 474-8592
<http://umanitoba.ca/student/counselling/resources/>

Disability Services

155 University Centre
University of Manitoba
Phone: (204) 474-6213
TTY: (204) 474-9790
FAX: (204) 261-7732
http://umanitoba.ca/student/resource/disability_services/
Email: disability_services@umanitoba.ca

Financial Aid and Awards

422 University Centre
University of Manitoba
Phone: (204) 474-8814
http://umanitoba.ca/student/fin_awards/

International Centre for Students

541 University Centre
University of Manitoba
Phone: (204) 474-8501
<http://umanitoba.ca/student/ics/>

Learning Assistance Centre

201 Tier Building
University of Manitoba
Phone: (204) 474-9251
<http://umanitoba.ca/student/u1/lac/>

Registrar's Office

400 University Centre
University of Manitoba
Phone: (204) 474-8610
Fax: (204) 269-1065
<http://umanitoba.ca/student/records/>

Student Financial Assistance (Canada Student Loan)

401-1181 Portage Avenue
Winnipeg, MB R3G 0T3
Phone: (204) 945-6321

Senate Secretariat

312 Administration Building
University of Manitoba
Phone: (204) 474-9593
http://umanitoba.ca/admin/governance/university_secretary/54.htm
Email: jouanl@ms.umanitoba.ca

Student Union Office (UMSU)

101 University Centre
University of Manitoba
Phone: (204) 474-8678