

# ADMISSION PROCEDURES AND POLICIES

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The University welcomes applications from Canadian and international students. All new students must apply for admission to the University. Notification of acceptance is required before students may register in courses. Students are admitted to the University on the basis of high school standing or previous studies at another university or college.

## 1. Admission Process

All students who wish to study at the University for the first time must submit a completed application for admission. See website: [uwinnipeg.ca/future-student/apply/index.html](http://uwinnipeg.ca/future-student/apply/index.html)

After evaluation, applicants receive formal notification of the decision.

Students who attended United College prior to July 1, 1967 must apply for admission before they can register for a course.

Applicants for off-campus programs must follow the same application procedures and meet the same requirements as regular on-campus students.

### a. Student Number

A Student Number is assigned to each student upon application. It identifies student files, and appears on official documents including the official letter of acceptance and all statements of examination results issued by the University. The Student Number should be quoted in all contacts with University offices.

### b. Application Fees

Each time an applicant applies to the University for admission or readmission, an application fee is required. This fee, non-refundable and not applicable to tuition fees, must accompany the application for admission. See website: [uwinnipeg.ca/future-student/apply/index.html](http://uwinnipeg.ca/future-student/apply/index.html)

### c. Required Documentation

All documents submitted in support of an application must be official. Copies are not acceptable in most situations unless documents are able to be verified online. Please see the following link for more information:

<https://www.uwinnipeg.ca/future-student/international/countries-a-to-z/index.html>.

Replaceable documents submitted with an application become the property of the University and will not be returned. Misrepresentation, falsification of documents, or the withholding of requested information with respect to the application, can result in the cancellation of acceptance and

registration or dismissal from the University. The following supporting official documents must be submitted with a non-refundable application fee before any application will be considered:

- Official Transcripts:
  - From secondary school showing all courses taken, grades achieved and proof of graduation
  - Post-secondary institutions attended, whether or not the work was completed or unsuccessful.
- Proof of Citizenship:
  - Permanent Residents are required to provide proof of immigration status as well as the "Landed On" date
  - Those born outside of Canada are required to provide proof of citizenship.
- Change of Name:
  - Married persons whose academic credentials may be in their birth name or previous married name must submit a marriage certificate for each change. Changes of name for reasons other than marriage must also be substantiated by appropriate certification.
- English Language Requirement
  - Those whose primary language is not English must meet one of the conditions as set out in the English Language Policy. See website: [uwinnipeg.ca/future-student/international/lang-reg.html](http://uwinnipeg.ca/future-student/international/lang-reg.html)
- Prior Educational Activities:
  - Applicants must provide a detailed account of their educational activities between secondary school to the date of application for admission. This should include any additional high school, college, university, language classes, etc. This information must be included on the application for admission.
- Translation:
  - Official translations, certified by an educational or embassy official, or made by a certified translator, are required for records that are not in English.

#### d. Application Deadline Dates

The application and all required documentation must be received by the Admissions Office by the scheduled deadlines. See website:

[uwinnipeg.ca/future-student/apply/index.html](http://uwinnipeg.ca/future-student/apply/index.html)

#### Contact information:

[admissions@uwinnipeg.ca](mailto:admissions@uwinnipeg.ca)

204-779-UWIN (8946)

[uwinnipeg.ca/future-student/index.html](http://uwinnipeg.ca/future-student/index.html)

#### e. Acceptance

Acceptance in time to register cannot be guaranteed if the application for admission form and/or the required documents are received after the specified deadline date.

Students who do not register within one year of their acceptance will be required to re-apply. Students who are admitted to the University and register, then subsequently withdraw from the University before classes officially begin, must also re-apply.

#### f. Readmission

Students who have previously attended The University of Winnipeg and who fall into one of the following categories must apply for readmission by completing an Application for Continuance Form. See website: [uwinnipeg.ca/future-student/requirements/continuing.html](http://uwinnipeg.ca/future-student/requirements/continuing.html)

This applies to the following students:

- Students who have not been registered in courses at the University for one or more years; or
- Students who previously completed a degree program at the University and who wish to return to take further courses towards a second degree or for general interest.

Students who attended another university or college since their last registration at The University of Winnipeg must attach an official transcript to the continuance form for evaluation by the Admissions Office. Registration will not be permitted until the evaluation is done.

#### g. Retention of Documents

The documents supplied to support an application for admission will be retained for one year from the date of acceptance. After this time period, the application form, transcripts and other materials related to the application will be destroyed. Irreplaceable documents will be returned to the applicant only if requested before one year.

## 2. Admission into a Program of Study

Students are asked to select a program at the time of application, but are permitted to change their degree program during the course of their studies.

#### a. Enrolment Limits

Completion of the minimum requirements does not guarantee admission to any course or program at the University. In those instances where the number of qualified applicants exceeds the number that, in the opinion of the University, can be accommodated, the University reserves the right to select from among the qualified applicants.

Applicants seeking admission to some limited enrolment programs (e.g. Education, Applied Biology/Chemistry/Environmental Studies, Joint Communications, Radiation Therapy, etc.) are subject to a selection process. International students may not be eligible to enroll in all programs.

#### b. Admission to the Faculty of Education

Space in the Faculty of Education is limited and not all eligible applicants may be admitted.

- Students currently registered in a BA or BSc program may apply for admission to the Integrated BEd program with advanced standing.
- Successful applicants will need to submit and be cleared on a formal Criminal Record Search Certificate including a Vulnerable Sector Screening, and submit and be cleared on a formal Child Abuse Registry check before admission can be finalized. Applicants who have a criminal record should also be prepared to present an official fingerprint search/disposition. Please see the Education section of the Calendar for more information.
- Students are admitted to the Integrated BEd or After-Degree programs for studies commencing in the Fall Term.
- Applicants to the Integrated BEd Program must meet Regular or Mature Status.
- International students are not eligible to enroll.

#### Expanded Admission Policy

The Faculty of Education has established a policy of expanded admission to aid in the recruitment of a group of education students who generally reflect the diversity of the population in Manitoba. Categories of expanded admission include: Aboriginal Peoples of Canada, Visible Persons, and Special Consideration. Please see the Education section of the course calendar for further information.

#### Certified Teachers

Certified teachers are advised to have their documents reviewed by the Professional Certification Unit, Manitoba Education prior to submitting their application for admission.

#### c. Radiation Therapy

Space in the Radiation Therapy Degree Program is limited to six-eight Manitoba Residents and not all eligible applicants may be admitted.

- Students who have completed the specified 24 credit hours of pre-requisites may apply for admission to the Radiation Therapy 4-yr BSc with advanced standing.
- Successful applicants will need to submit and be cleared on a formal Criminal Record Search Certificate including a Vulnerable Sector Screening, and submit proof of current certification of cardiopulmonary resuscitation (CPR) at the basic Life Support (BLS) Health Care Provider (HCP -Level C).
- International students are not eligible to enroll.

## 3. Student Admission Categories

A student admitted to the University will receive one of the following status designations:

**Regular:** meets Regular Status entrance requirements.

**Conditional:** has completed the high school courses for entrance requirements with an average between 50-64.99% (international students are not eligible).

**Concurrent:** has registered in a specified number of first-year University of Winnipeg courses while completing entrance requirements at the University's Collegiate. International Students must meet high school graduation requirements in their home country and have graduated.

**Accelerated:** has special admission to a partial first-year Arts and Science program, while attending a Manitoba high school and simultaneously completing subjects necessary to meet regular entrance requirements.

**Mature:** meets Mature Status entrance requirements, and will turn 21 years of age during the calendar year in which he/she first registers. (International Students are not eligible)

**Mature Access:** meets Mature Access criteria and may enroll in two specified courses. Upon successful completion (minimum grade of C), the student will move to Mature status.

(International students are not eligible)

**Probationary:** has completed some university courses and does not meet the minimum performance standard (International Students are not eligible).

**Visiting:** has a letter of permission from another university to take courses at The University of Winnipeg.

**Second-Degree:** has obtained a first university degree from The University of Winnipeg or another university.

For more information on admission status categories, visit: [uwinnipeg.ca/future-student/admissions-req.html](http://uwinnipeg.ca/future-student/admissions-req.html)

#### 4. Admission Requirements

Admission requirements for Canadian and international students can be found online.

[uwinnipeg.ca/future-student/admissions-req.html](http://uwinnipeg.ca/future-student/admissions-req.html)

##### a. Out-of-Province Canadian High School Applicants

Candidates must present standing in Grade 12 English and meet the graduation requirements according to their home Province.

[uwinnipeg.ca/future-student/requirements/out-of-province-hs-students.html](http://uwinnipeg.ca/future-student/requirements/out-of-province-hs-students.html)

##### b. International Applicants

Candidates will be considered for admission to the University on an individual basis. Meeting the minimum academic requirement does not guarantee admission. The University reserves the right to set a level of academic proficiency to determine acceptance.

[uwinnipeg.ca/future-student/intl-students.html](http://uwinnipeg.ca/future-student/intl-students.html)

#### 5. English Language Requirement

The language of instruction at the University of Winnipeg is English. That means you must have a level of ability in English that allows you to participate in all aspects of university study, including lectures, reading, writing, and discussion. If English is not your first/primary language, you must show you are ready to study here by meeting the English Language Requirements of the University. Students will not be admitted until this requirement has been met, at the discretion of the Admissions Office.

[uwinnipeg.ca/future-student/international/lang-req.html](http://uwinnipeg.ca/future-student/international/lang-req.html)

#### 6. Transfer of Credit

Students who have been pursuing post-secondary studies at another institution may apply for admission to the University, seeking to complete the work for a first Bachelor's degree; such applicants must be students in good standing at the former institution. Students seeking a second Bachelor's degree should refer to *Degree and Major Requirements*.

Applicants seeking admission with transfer credit are advised that the courses transferred, together with those they subsequently take at The University of Winnipeg, must meet the general and specific requirements of the Faculty and department in which they choose to major. Applicants should not assume that they will complete the degree with a

number of credit hours equal to the difference between total hours required for the degree and transferred hours.

Credits that are transferred from institutions outside of Canada (excluding the USA) or non-AUCC institutions will be transferred in a "S" grades and will not count toward the overall grade point average of the student.

##### a. Other Institutions

Students wishing to have credits from another institution assessed for credit toward their degree at the University **must** disclose this on their application for admission and provide the necessary information like course descriptions **within four months** of being admitted. Documentation received after the four month period will not be evaluated and no credit will be granted. See website:

[uwinnipeg.ca/future-student/requirements/transfer.html](http://uwinnipeg.ca/future-student/requirements/transfer.html)

##### b. International Baccalaureate Program

Credit or advanced standing is granted in specific subject areas for Higher Level courses provided a minimum score of 4 has been attained. An official copy of the International Baccalaureate results must be forwarded to the Admissions Office, or a request may be submitted to IB to enable the University to access official results electronically. Accepting credit is voluntary and students may elect to decline the credit or advanced standing. For complete details visit [uwinnipeg.ca/future-student/requirements/ap-and-ib-info.html](http://uwinnipeg.ca/future-student/requirements/ap-and-ib-info.html)

##### c. Advanced Placement Program (College Board)

Credit or advanced standing is granted in specific subject areas on the basis of Advanced Placement (College Board) examinations provided a minimum score of 3 has been attained (in some cases a score of 4 is required). An official mark statement from the College Board must be forwarded to the Admissions Office. Students may elect to decline the credit or advanced standing. For complete details visit [uwinnipeg.ca/future-student/requirements/ap-and-ib-info.html](http://uwinnipeg.ca/future-student/requirements/ap-and-ib-info.html)

#### 7. Forfeit of Previous Credit – Statute of Limitations

Students who have not registered at any university or degree-granting college for at least three years may choose whether to retain or forfeit previous credits.

A request to forfeit credit must be made in writing to the Admissions Office. The status on admission or re-entry will be determined by pre-university qualifications and current University of Winnipeg admission requirements.

Forfeit of credit will not be granted after a student has graduated from The University of Winnipeg. Students who forfeit credits under the three-year statute of limitations must fulfill the University degree requirements which are in place when they resume their studies. Students are limited to one opportunity to forfeit credit during their academic career.

#### 8. Course Auditors

This applies to non-University of Winnipeg students only. Course auditors do not receive credit for courses completed. Students may attend courses at The University of Winnipeg as an auditor provided they receive written permission from the instructor to audit the course which is submitted with an application to audit form. Supporting documentation for normal degree-program admission will not be required.