

The University of
Winnipeg Access
Education Programs

Post Baccalaureate Program in

**Indigenous
Knowledge**

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General Information

The Post Baccalaureate in Indigenous Knowledge is open to all individuals holding a Bachelor of Education degree. The courses within the program will examine both North American and global indigenous issues. The emphasis of all courses will be to integrate indigenous topics into a classroom environment. Courses will be enriched by incorporating traditional Elders, special guest speakers, a land-based component (one week in July – depending on availability of instructors), and other off-site learning opportunities.

The program is designed for working teachers. Courses are scheduled in all three academic terms (Fall, Winter, and Spring). Most classes will be held in the Helen Betty Osborne building at 511 Ellice Avenue or offered through on-line format.

Admission Requirements

All students must be admitted to the PBDE Program in order to register for courses. Admission deadlines

- **March 1** - for courses that begin in May or June (Spring Term)
- **June 1** - for courses that begin in July or August (Spring Term)
- **August 1** - for courses that begin in September (Fall Term)
- **November 1** - for courses that begin in January (Winter Term)

To be eligible for admission to the PBDE, students must:

- have maintained a minimum GPA of 2.0 in all degree or after-degree programs
- hold a Bachelor of Education degree (or equivalent)
- students who hold a Bachelor's degree in an area other than Education may apply to the Post Baccalaureate in Indigenous Knowledge, provided that they have two years of full time work experience in a school setting (students must submit a resume and references verifying this experience).

General Information

Applying for Admission

To apply for admission, students must submit the following documents:

- An application form - online, <https://www.uwinnipeg.ca/future-student/apply/ready-to-apply.html>
- An application fee of \$100.00 (the fee varies each year and is payable by credit card during online application; or by cheque/money order by mail or in person at Student Central)
- Official university transcripts (students who graduated from UW, and have not attended any other institutions since, do not need to submit a transcript)
- Please see the application form for additional documents that may be required.

Visiting Students

A visiting Student is someone who is currently enrolled in a program of studies at another post-secondary institution, but who wants to complete a University of Winnipeg course for transfer credit back to their home institution.

To apply as a visiting student, you need to:

- submit an online application form available at: <https://www.uwinnipeg.ca/future-student/apply/ready-to-apply.html> (Select Visiting Student as the application type)
- pay the \$100.00 application fee
- submit an official “Letter of Permission”, approving your intended courses, from your home institution

If your home institution requires a course outline, please contact the Program Assistant at 204-789-1415. Please be advised the course outlines may not be available until shortly before a course begins.

Visiting students are only able to register for those courses listed on the Letter of Permission, and only if there is space available. Visiting students must have completed course work equivalent to any UW prerequisites. Certain courses are not available to Visiting students. You should keep a copy of your Letter of Permission, in case you need it to register in courses.

Tuition Payment

For information on tuition, please visit the website at <http://www.uwinnipeg.ca/index/future-money-costs>

When and How to Pay

Check the University of Winnipeg website for the deadline when term registration fees are due. Students who register after this date must pay all fees within 24 hours of registering. For information on fee deadline dates and payment methods, please visit the website at <http://www.uwinnipeg.ca/fees/payment-info.html>

Withdrawals and Fee Refunds

Students are advised to visit the website at <http://uwinnipeg.ca/registration/course-drop-information.html> for information on how much credit, if any, will be applied to their account upon withdrawing from courses.

Registration

Username ID and Password

You will receive a user name and password with your acceptance letter. Be sure to keep this information in a safe place, as you will use it throughout your program.

Your single login username ID and password gives you access to these systems:

- **WebAdvisor/Student Planning** — the University's online registration system
- **Webmail** (email) — the email system to use for all communications with the University
- **Nexus** — the new learning management system
- **Campus Computers** — located in various places, including the Library and Uplink on the 4th floor of Centennial Hall

Registration

For information on using WebAdvisor/Student Planning, the university's online registration system, please visit the website at

<https://uwinnipeg.ca/accepted-students/registration/index.html>

Student Central

Students may also register in person at Student Central, located on the 1st floor, Rice Centre, 489 Portage Avenue. Student Central is open Monday - Thursday from 8:30 a.m. to 5:30 p.m., and Friday from 8:30 a.m. to 4:15 p.m.

For more information on Student Central and registration, please visit the website at <http://www.uwinnipeg.ca/student-central/>

Courses will fill on a first come, first served basis. However, certain courses have been reserved for students in particular streams or programs, and may not be available to all students. Web Advisor will identify the courses that are restricted.

Student ID Card

After you've registered for courses, you must get a Student ID Card at Student Central. Bring in valid photo ID (e.g. driver's license, passport). You will need your Student ID Card to use the library and other university services.

Academic Advising

Advising is available in the Faculty of Education Office, 1st Floor, Graham Hall. To make an appointment, please call 786-9491.

UWSA Health Plan

The University of Winnipeg Students' Association (UWSA) Health Plan provides extended health, dental and vision benefits. Full-time students, taking 9 credit hours or more in each term, are automatically included in the plan. Students taking fewer than 9 credit hours in each term are not automatically enrolled, but can opt in if they wish.

Students who are already covered by their own plan may opt out of the UWSA plan through the online opt-out form.

How to Opt out of the Health Plan

There is a deadline to opt-out of the student health plan, so please check the UWSA www.theuwsa.ca/healthplan to know the correct deadline. All opt-outs for University of Winnipeg students are done online. Only full-time students (9 credit hours/term or more) who are covered under another health benefits plan need to opt-out. Part-time students (fewer than 9 credit hours per term) are not automatically on the plan, and do not need to opt out.

All Opt Outs are now done online. Go to the UWSA Health Plan website www.theuwsa.ca/healthplan to opt out

For more information, please contact the Health Plan Office:

Location: Bulman Students' Centre, Room 0R04

Email:

health@theuwsa.ca

Phone: (204) 786-9992

Fax: (204) 783-7080

Graduation

Applying to Graduate

Students must apply for graduation, even if they do not plan to attend Convocation. Students must apply online for graduation through the “Student Planning” online tool:

- Log in to WebAdvisor with your username and password.
- Click on Student Planning/Registration (under Registration).
- Click on the Graduation tab.

There are three Convocation dates each year. The following is general information. Please check the current UW Calendar for specific dates.

Spring Convocation — is typically held in June. Students must have completed all courses by April. The deadline to apply is mid-February.

Fall Convocation — is typically held in October. Students must have completed all courses by August. The deadline to apply is mid-August.

Winter Convocation — There is no formal ceremony, but degrees and diplomas are conferred in mid February. Students must have completed all courses by December. The deadline to apply is mid-November.

Applying for a Salary Reclassification

Please note that the following is general information only. The University is not involved in matters related to salary reclassification and employment. Questions should be directed to your employer, or to the Professional Certification Unit in Russell. For more information, please visit Manitoba Education’s website:

<http://www.edu.gov.mb.ca/k12/profcert/salarycl.html>

Students must order an official transcript, confirming conferral of the PBDE, and arrange for the university to send it directly to the Professional Certification Unit. Information on ordering transcripts, and a link to the transcript request form, can be found on the university’s website: <http://uwinnipeg.ca/index/services-rcdstranscripts>

Students are encouraged to order their transcripts when they apply to graduate, and request that the transcript be held until the PBDE is conferred at convocation. Each transcript costs \$13.00.

PBIK Requirements

General Requirements Applying to All Streams

- Students must complete 30 credit hours of course work to earn a PBDE.
 - A minimum of 18 credit hours of 5000 level Education courses must be taken at the University of Winnipeg in order to meet the residency requirement.
 - A maximum of 12 credit hours can be applied to the Post Bac. Twelve credit hours can be taken at the University of Winnipeg or transferred from other post secondary institutions. These 12 credits cannot be the same courses you have taken in your undergraduate degree. The 12 credit hours are subject to approval toward the PBIK stream.
 - Generally, only formal university courses will be accepted for credit toward the PBDE
 - Students must achieve a minimum overall grade point average of 2.5 (C+).
 - Students in the PBIK stream will generally take 30 credit hours of approved courses for the stream.
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Contact Information

Admissions Office

Tina Van Eerd
Email: t.vaneerd@uwinnipeg.ca
Telephone: 204-786-9967

Registration and Tuition Fees

Student Central

Email: studentcentral@uwinnipeg.ca
Telephone: 204.779.UWIN (8946)
Toll-free: 1.800.956.1824
Fax: 204.783.4996

Faculty of Education

PBIK General Inquiries

Ken Friesen-Cardinal, CATEP
Coordinator
Email: k.friesen-cardinal@uwinnipeg.ca
Telephone: 204.789.1415

Websites

University of Winnipeg
<http://www.uwinnipeg.ca>

Access Education Programs
<http://uwinnipeg.ca/access-education/index.html>