



APPLICATION GUIDELINES FOR SEPTEMBER 2012

Bachelor of Arts in Health and Community Services

School of Public Health and Social Policy

University of Victoria

<http://www.uvic.ca/publichealth>

The application deadline has been extended to April 15, 2012

Document Deadline: May 15th, 2012

Application for students new to UVic, or re-registration for returning UVic students is completed online. Transcripts must follow your online application and be sent from the issuing institution in a sealed envelope. Transcripts received open, or from the student, will NOT be accepted.

The BA in Health and Community Services is a 3rd and 4th year professional degree program.

ELIGIBILITY CRITERIA

APPLICANTS MUST

- 1) meet the UVic academic writing requirement prior to entering the program
- 2) have completed Pre-Calculus 11 or Foundations Math 12 or equivalent prior to entering the program
- 3) have completed 27.0 units of transferable coursework, the equivalent of just under 2 years of full-time study at UVic
- 4) have a GPA of 4.0 on the 9.0 UVic scale (B-)

Note: If you have only completed 21.0 units of coursework you can also be considered for admission into 2nd year, however, you must meet the admission requirements and will be required to complete 2 areas of focus.

You can apply to the program if you have completed transferable coursework at another accredited post-secondary institution. At least 33.0 units must be completed in the Health and Community Services program. Policies and procedures for granting transfer credit are described in [University Calendar](#).

All applicants will enter a competitive admissions process (GPA, work/volunteer experience and Letter of Intent).

APPLICATION PROCEDURES

Applicants are required to submit documents to University of Victoria, Undergraduate Admissions and Records (A) and to the School of Public Health and Social Policy (B).

A) Undergraduate Admissions and Records

- 1) Submit online application to Undergraduate Admissions or re-registration application to Undergraduate Records at [Undergraduate Admissions](#)
 - *Please* supply your UVic student number if you studied at UVic in the past
 - Under Admission Data section, you must indicate Full or Part Time study
 - Under Department section: indicate School of Public Health and Social Policy

- 2) Submit official transcripts
 - High school completion or equivalent
 - All post secondary

Transcripts must be sent directly from the issuing institution to:

Mailing Address: Undergraduate Admissions & Records
University of Victoria
PO Box 3025, STN CSC
Victoria, BC
V8W3P2
Canada

OR

Courier Address: Undergraduate Admissions & Records
3800 Finnerty Road (Ring Road)
Victoria, BC
V8P5C2
Canada

B) School of Public Health and Social Policy

1) Letter of Intent

The *Letter of Intent* must include the items below, and not exceed two pages in length double-spaced (standard fonts & margins are required).

- Preferred area of focus and second choice of area of focus
- Purpose in seeking the degree
- Describe how it would relate experience, goals and career plans
- Full or part time study

2) CV/resume (maximum three pages)

The Letter of Intent and CV/Resume may be submitted electronically or as hard copy.

- Please send the electronic copy documents to phsp@uvic.ca.
- Please send the hard copy documents to the School of Public Health and Social Policy in one envelope:

Mailing Address: Public Health and Social Policy
University of Victoria
PO Box 1700
Station CSC
Victoria, BC
V8W2Y2

OR

Courier Address: Public Health and Social Policy
University of Victoria
Human and Social Development Building
Room B202
3800 Finnerty Road
Victoria, BC
V8P5C2

CRITERIA FOR REVIEW OF APPLICATION AND SELECTION

All applicants who meet the criteria for admission to UVic will be reviewed by members of the Admissions and Standards Committee of the School of Public Health and Social Policy, according to the following criteria.

- 1) Grade Point Average (GPA) (75 points)
- 2) Letter of Intent (25 points)
- 3) Other considerations include professional experience and community service

Possible points total = 100

The School will endeavor to select the strongest candidates in each of the four areas of focus. Once admitted to the program students may change their area of focus subject to individual academic advising with the Program Manager.

If your application GPA is below 4.0 (B-) on the 9.0 UVic scale

Some applicants may:

- have exemplary careers and records of accomplishment yet have irregular undergraduate university records;
- have a GPA below 4.0/9.0 (B-).

If one of these scenarios applies to you, please include an additional covering letter explaining why your GPA does not reflect your true ability to excel in the Bachelor's program with your application materials to PHSP.

NOTIFICATION OF SUCCESSFUL APPLICANTS

It is anticipated that letters of offer will be emailed in May of each year. Please ensure we have a current email address at all times. Guidelines for registration and course selection will follow, usually in May with follow up in July.

There are three REQUIRED on site components in the program, one at the beginning, middle and end of the program. All successful applicants to all programs will be required to attend the first onsite Gateway orientation prior to the program start in September.