

2023-2024 Admissions Update

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Overview

- What's New?
- Changes to Program Admission
- Admission @ MacEwan University
 - Application for Admission
 - General Admission Processes
 - Accept/Decline Offer
 - My Application

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What's New?

- Program Name Changes
 - Travel and Tourism, diploma
 - Bachelor of Music
- Teaching Greatness: Strategic Plan 2030
 - Enrolment overall growth by 5% per year to 20,000 FLE.
 - Increase participation of traditionally under-represented groups, including Indigenous students.
 - Increase international student enrolment to 10% of student population.
 - Target Enrolment Expansion (2022)

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What's New?

- Modernization of the online application, MacEwan Application User Interface (MAUI)
 - Anticipated go-live date is November 1st.
 - Improve the user experience.
 - Ability to upload transcripts and document at time of application.
 - Add functionality to support the admission process.

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CHANGES TO PROGRAM ADMISSION

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Program Admission

- Updated admission requirements are outlined in the *2022-2023 High School Counsellors' Update Sheet*.
 - Equity Admission
 - Bachelor Science in Nursing
 - Psychiatric Nursing, diploma
 - Social Work programs streamlined the required documents.
 - Emergency Communications and Response has removed the Vulnerable Sector Search (PIC)

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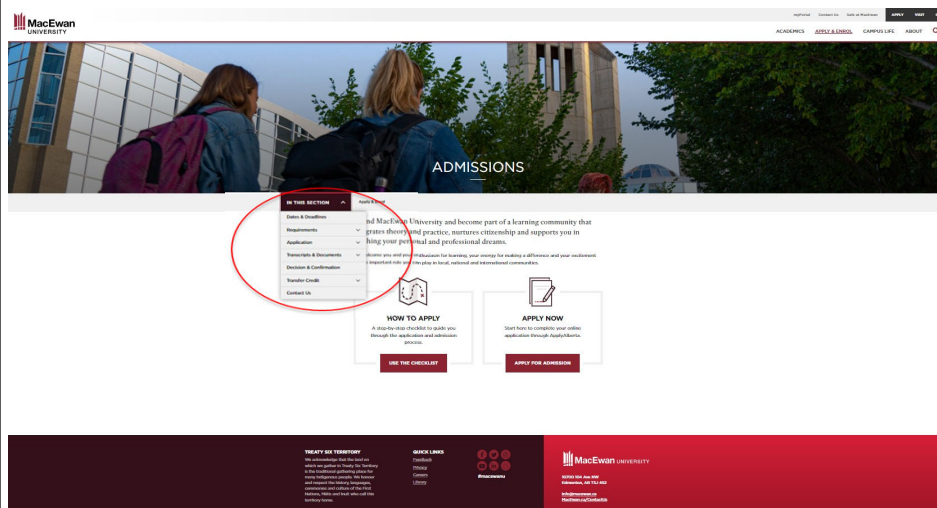
Program Admission

- Winter Admission Intake
 - Bachelor of Commerce
 - Business Management, diploma
 - Management major

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Admissions Webpage



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APPLICATION FOR ADMISSION

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Application

- Applicants apply through ApplyAlberta.
- List all educational institutions attended.
- Applicants who participate in dual-credit opportunities must list the post-secondary institution as well.
- A complete listing of all Grade 12, including completed, in progress and planning to take.

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Application

- Detail Academic Reports (DAR) available in myPass
 - Applicants forgot to provide information on their application
 - Diploma exam is off-sequence for posting of grades
- Only one application can be active in each admission intake. *Note: A new application will cancel any previous application.*

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Program Choices

- Applicants can identify up to two program choices on a single application; in the order of preference.
- The second-choice program is **only** evaluated if an applicant is deemed ineligible, placed on a waitlist/rank list for their first-choice program, or they request a change to their program preference.

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Application Deadlines

- Refer to [Admission Dates and Deadlines](#).
 - Fall – March 30th and June 30th
 - Winter – September 30th and November 30th.
- International applicants must apply by May 1st, unless applying to a program with an earlier application deadline.
- Programs with Other Admission Requirements (e.g., portfolios, personal profiles, reference letters, fitness tests, etc.) have published deadlines.

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GENERAL ADMISSION

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Admission Method

- **First qualified, first admitted**
Applicants are admitted based on the date that they qualify for admission.
- **Competitive**
Applicants are admitted based on the competitive ranking (i.e., academic average or admission score) of their application.

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First Qualified, First Admitted

- Applicants must present the minimum admission requirements.
- Admission is based on the date of qualification (i.e., applicant demonstrates fulfillment of the minimum admission requirements).

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Competitive

- Applicants must present the competitive admission average and/or admission score (i.e., evaluation of 'other' admission requirements).
- Competitive admission is solely based on the competitive ranking without regard to the date of qualification.

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Competitive

- All required high school courses must be completed by June 30th for Fall Term. Summer school courses are not considered.
- Applicants with 'in-progress' courses who do not present the competitive admission average at the time of assessment will be placed on a Rank List.

[Refer to the individual program admission requirements](#)

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Early Admission

- Applicants must present the following:
 - A complete listing of all Grade 12 courses on their application for admission, including completed, in progress and planning to take.
 - Any 'other' admission requirements.
- The calculation of the admission average is based on the final grades for Grade 12 courses, Grade 11 (for in-progress Grade 12 courses).

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Early Admission

- Applicants who have received early admission must maintain their academic standing (admission average and requisite subjects) to retain their offer of admission.

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Entrance Scholarship Program

- **Chancellor's Scholarship Series**
- Applicants applying to an undergraduate degree program are automatically considered.
- The calculated admission average is used to determine the scholarship level.
- Scholarship offers are included in the admission letter.
- Scholarship offers are subject to change with calculation of final admission average.

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ACCEPT OR DECLINE OFFER OF ADMISSION

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Accept/Decline Offer

- Applicants are required to accept or decline their offer of admission.
- If an offer is accepted, Canadian applicants must pay a \$400 Admission Confirmation Deposit.
- Both steps must be completed within **21 days** of the date of the offer of admission. **Otherwise, the admission offer is withdrawn.**
 - Offers of admission made after August 1st (Fall Term), applicants have **3 or 7 days** to accept.

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Accept/Decline Offer

- If an offer is declined, applicants are asked to state a reason for declining the offer.
 - Remain on waitlist/rank list choose, *"Stay on other program Waitlist."*
 - To be considered for other program choice, *"Evaluate other program choice."*

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Accept/Decline Offer

- After declining an offer, an applicant may reactivate that program choice by the published application deadline.
- Applicants who wish to decline their offer after accepting the offer and/or paying the deposit, must notify Admissions in writing of their intent to withdraw, admission@MacEwan.ca.

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MY APPLICATION

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Track My Application

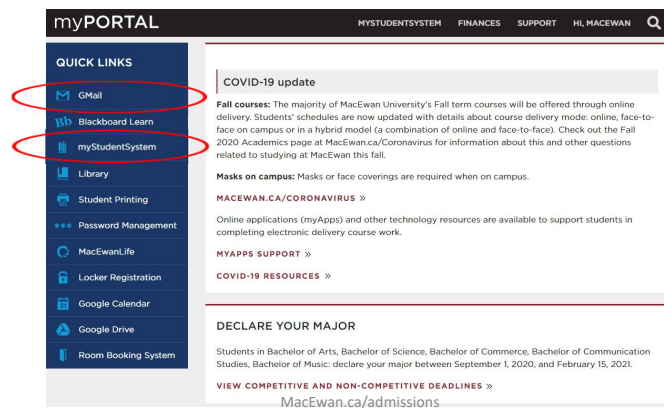
- Apply through ApplyAlberta
- Applicants will receive two emails
 - An email that provides their **MacEwan ID Number** and **MacEwan Username**.
 - An email with their initial password.
 - **Reminder that applicants need to check their myMacEwan Gmail account regularly for updates.**

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Track My Application

- Log on to myPortal.MacEwan.ca
- Select myStudentSystem

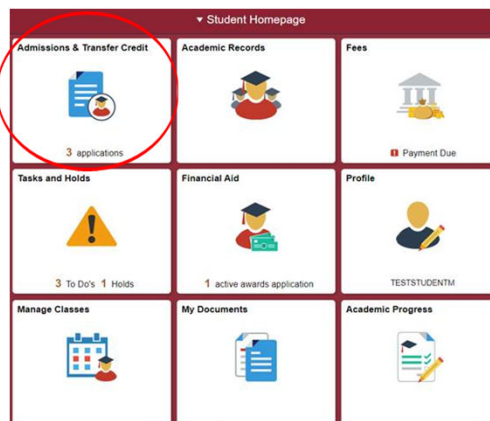


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Track My Application

Student Homepage

- Students' gateway to online admission and enrolment activities.
 - Track application status
 - See action items in their To Do List
 - Accept/Decline offer of admission
 - Upload documents
 - Enroll in courses
 - Pay fees
 - Maintain personal information...

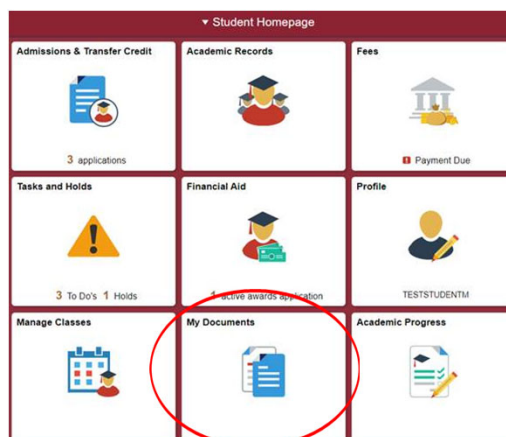


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Electronic Document Management

- Upload admission documents
 - High School Registration (e.g., DAR)
 - Personal Profile
 - Police Information Check
- Documents must be PDF format.
- No need to upload Alberta Education transcripts.



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Electronic Document Management

- Select document type and click Upload Document.
- Remind applicants to upload document rather than emailing.

Upload New Document

To upload a new document, please select the appropriate document type in the drop down below and click 'Upload Document'. Please note that we only accept PDF documents.

Please ensure that you have categorized your document correctly as this will ensure that it is evaluated as quickly as possible.

Document Type

Upload Document

ASN Verification
Block Transfer Declaration

ASN Verification
Block Transfer Declaration
Date of Birth Verification
Document Translations
ELP (Spoken English)
ELP Test Results
First Aid (Child Care)
First Aid (Standard)
Form B (Alberta Loans)
Form D (NWT Loans)
High School Registration
Immunization Record
Indigenous Ancestry Document
Int Transcript HS Unofficial
Int Transcript PostSec Unofficial
Intervention Record Check
Letter of Permission External
Level C CPR Certificate

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Questions



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Debbie Couves
Assistant Registrar, Undergraduate Admissions
Office of the University Registrar

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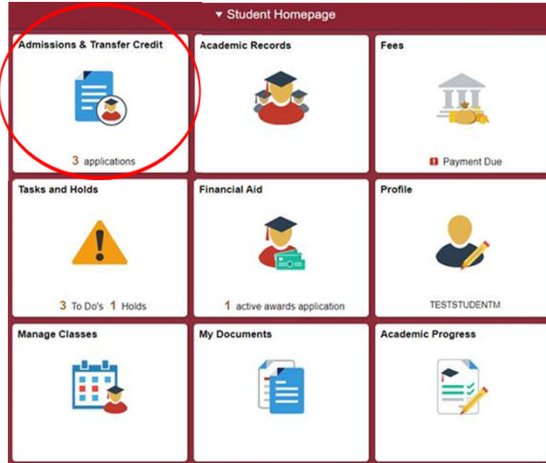
HOW TO ACCEPT OR DECLINE OFFER OF ADMISSION

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Accept/Decline Offer


- Applicants log in to myStudentSystem.
- From the Student Homepage select Admissions & Transfer Credit tile.

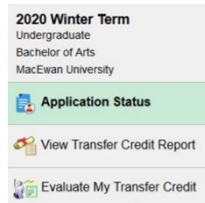



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Accept/Decline Offer

- Select Application Status.
- Application Status is viewable as well as their To Do List.
- Click on the  icon for more details on the status of application.



Application	To Do List
Application Date 2019-02-09	
Application Number 00209087	
Academic Program Bachelor of Arts	
Academic Plan Undeclared	
Status Matriculation 	

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
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Accept Offer

- If offered admission to their program it will be displayed in status.
- Choose the applicable decision icon.
- For this example, the offer is accepted.
- Confirm selection.

Application

Application Date 2020-01-30
Application Number 00219599
Academic Program Bachelor of Design
Academic Plan Bachelor of Design

Status **Conditional Admit** 
Offer Deadline Mar 16, 2020

Accept **Decline**

Accept/Decline Option
Confirm Acceptance of Offer?

Yes **No**

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Accept Offer

- Applicants accepting their offer of admission must also pay the *Admission Confirmation Deposit*.
- Select Pay Admissions Deposit.

Application

Application Date 2020-01-29
Application Number 00219590
Academic Program Police&Investigations Diploma
Academic Plan Investigative Studies

Status **Offer Accepted** 
Deposit Deadline Mar 15, 2020
Deposit Amount: \$400

Pay Admissions Deposit

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Accept Offer

- An Activity Guide, a step-by-step process to pay deposit.

1 Select Payment Method In Progress	Step 1 of 6: Select Payment Method If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions. Please select from the options below. • Credit card transactions have an associated <u>non-refundable convenience fee</u> of 1.90%. • There is no convenience fee associated with INTERAC Online; contact your bank for more information. If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions. You may also pay tuition and fees via telephone or online banking. Payments are made in the same way that you would pay a utility bill. • Add MacEwan University as a payee with your financial institution. • When asked to provide a customer account number, enter your MacEwan Student ID number: 1537456 . If tuition and fees for past terms are still owed, any payments made will be applied to the outstanding balance first. For more information regarding accepted payment methods, please go to MacEwan.ca/MakeAPayment . Please complete this step before proceeding to the next step.
2 Specify Payment Amount Not Started	
3 Confirm Payment Amount Not Started	
4 Third Party Page Not Started	
5 Submit Payment Not Started	
6 Payment Result Not Started	

Pay By Select Payment Method

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Accept Offer

- Final Step in Activity Guide displays payment result.

1 Select Payment Method Complete	Step 6 of 6: Payment Result ✓ Your payment has been accepted. Save the following information for your reference. Confirmation Details <table> <tr> <td>Transaction Status</td> <td>✓ Successfully Posted</td> </tr> <tr> <td>Transaction Date</td> <td>2020-02-13</td> </tr> <tr> <td>Reference Number</td> <td>000900001854</td> </tr> <tr> <td>Payment Amount</td> <td>400.00</td> </tr> <tr> <td>Card Number</td> <td>1111</td> </tr> </table>	Transaction Status	✓ Successfully Posted	Transaction Date	2020-02-13	Reference Number	000900001854	Payment Amount	400.00	Card Number	1111
Transaction Status		✓ Successfully Posted									
Transaction Date		2020-02-13									
Reference Number		000900001854									
Payment Amount		400.00									
Card Number		1111									
2 Specify Payment Amount Complete											
3 Confirm Payment Amount Complete											
4 Third Party Page Complete											
5 Submit Payment Complete											
6 Payment Result Visited											

[Print Receipt](#)

Application	
Application Date	2020-01-30
Application Number	00219599
Academic Program	Bachelor of Design
Academic Plan	Bachelor of Design
Status	Offer Accepted i

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Decline Offer

- If offered admission to their program it will be displayed in status.
- Applicant **declines** offer of admission.

Application

Application Date 2020-01-30
Application Number 00219599
Academic Program Bachelor of Design
Academic Plan Bachelor of Design

Status **Conditional Admit** 
Offer Deadline Mar 16, 2020

Accept

Decline

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Decline Offer

- Confirm selection.

Decline Offer

Step 1 of 2: Confirm

Thank you for your response. We are sorry that you have decided to not accept this offer of admission to MacEwan University. Continue to the Survey in Step 2 and select the reason that has influenced your decision to decline your offer of admission as it will impact your other program choice.

Confirm

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Decline Offer

- Step 2 – Applicant asked to provide information for their decision.

Please take a moment to give us some more information regarding your decision:

If you plan to attend another post-secondary institution, please select it from the list below:

Please specify the main reason why you chose not to attend this program.

Employment

Evaluate other program choice

Insufficient Finances

Not first choice institution

Offer took too long

Other

Stay on other program Waitlist

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