



McGill

Admissions Office    Bureau des admissions  
Faculty of Medicine    Faculté de médecine

# USER'S GUIDE: ***MDCM Self-Reporting Workbook***

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## Understanding how your academic record is evaluated

The Faculty of Medicine considers several criteria in evaluating each candidate's academic strength. The MDCM Self-Reporting Workbook is the tool used by the Faculty to assess a candidate's academic profile. '**Basis of admission degree**' means the undergraduate-level degree upon which your candidacy is assessed, and the cumulative grade point average obtained within that degree is the primary measure of degree performance.

In order **to determine who will be invited to interview**, a candidate's academic performance is weighted at 70% and the non-academic context elements (the CV and the CASPer test score) are weighted at 10 and 20%, respectively. Within the 70% academic prescreening score, 63% is based on the undergraduate CGPA and 7% is based on academic context. The assessment of an applicant's academic context is based upon elements such as the progression of difficulty of coursework, graduate studies and recognition of professional programs (i.e.: programs that lead to the practice of a profession and for which one must be a member of a professional order).

For applicants invited to the multiple mini-interviews (MMIs), the **final rank order list** (which includes those who will receive an offer of admission and those who will be placed on a waiting list) is calculated as follows: 80% for interview performance and 20% for the performance in the basic science prerequisites (for candidates who have submitted an MCAT score, the MCAT will be worth 10% and the prerequisites will be worth another 10%). For applicants in the Non-Traditional Pathway, final decisions are based 100% on multiple mini-interview performance.

For more information about the selection process, please see:  
[www.mcgill.ca/medadmissions/applying/selection-process](http://www.mcgill.ca/medadmissions/applying/selection-process)

## Purpose of the MDCM Self-Reporting Workbook

Assessment of academic strength is based upon the undergraduate (Bachelor's degree) record. This is the **BASIS OF ADMISSION DEGREE**, for which detailed information must be reported in **Section 3: Basis of Admission Degree** of the workbook. The basis of admission degree is expected to be a 120-credit university degree program, or, for residents of Quebec who hold a Diploma from a Quebec-based CEGEP, a 90-credit university degree program.

If you are applying on the basis of a **second bachelor's degree** you must report courses and grades for both bachelor's degrees.

**NB:** While you will be asked to list all post-secondary programs undertaken in **Section 2: Summary of Post-Secondary Studies** you will not be required to report individual courses or grades for these programs.



## Getting started

### *Before you get started:*

- You will need a valid **McGill ID number** in order to complete the self-reporting workbook. Once you have successfully submitted the on-line application forms (including payment), you will receive a confirmation and a nine digit McGill identification number.
- Have on hand copies of all of your academic records (i.e. transcripts) for your basis of admission degree or degrees.
- ***If your basic science prerequisite courses were not taken in a university***, (i.e., CEGEP, AP exams, A-Level, French Baccalaureate, or distance education) you will also need these academic records for self-reporting.
- ***To get started***, you need to download the workbook from the following website:  
[www.mcgill.ca/medadmissions/applying/elements/maaw](http://www.mcgill.ca/medadmissions/applying/elements/maaw)

### **Technical notes on the Workbook:**

The Self-Reporting Workbook can be completed in Microsoft Excel® **N.B.** > McGill University does not endorse or support any of the above-mentioned software.

## How to enter data

### ***BE CONSISTENT!***

When entering data in a table, be consistent with terminology.

***Ensure that your data entry accurately reflects what appears on your official records.*** The Self-Reported Workbook is verified against your transcripts by the Admissions Office. The information you provide in the Workbook must be accurate and true. McGill University reserves the right to require official academic records at any time during the admissions process, and rescind any offer of admission made if discrepancies between unofficial and official records(s) are found.

***Blank fields (do not enter "N/A"):*** the workbook will display feedback if a field **MUST** be completed. Otherwise, it is preferable to leave field blank rather than entering values such as **N/A**.

## How to submit your completed workbook

***Once you have finalised your workbook*** and ensured that the data presented is accurate and clean, you can submit it as per the instructions found at: [www.mcgill.ca/medadmissions/applying/elements/maaw](http://www.mcgill.ca/medadmissions/applying/elements/maaw)

Please note that unlike other documents in support of your application to medicine or dentistry, you do not upload your workbook to Minerva. The workbook is transmitted to the admissions office by email,

once you click on the link provided in the final section of the workbook. Please allow a minimum of 10 business days for the workbook to appear as “received” on your Minerva checklist (item MAAW).

Be sure to name the file as indicated in **SECTION 6: FEEDBACK REPORT** before submitting it.

## Legend (Workbook):

APPLICANT: DATA ENTRY REQUIRED	WHITE	ADMISSIONS STAFF: HIGHLIGHTS	RT (Retaken)
	BLUE DOTS		IP (In Progress)
	RED DOTS		NG (No Grade)
APPLICANT: FEEDBACK/NOTES/IMPORTANT	FEEDBACK:	CALCULATED AND/OR CANNOT BE ALTERED	SLATE BLUE
	NOTES		DARK GREY
	TEXT IN RED		GREY STRIPES
	SELECT		

The following images are included as detailed example pages in the workbook; access them using the button available on the relevant pages:

[CLICK HERE TO VIEW SAMPLE ENTRIES](#)

**SAMPLE ENTRIES - SUMMARY OF POST-SECONDARY STUDIES**

<-GO BACK

THIS COLUMN IS OPTIONAL.

MAKE SURE YOUR START DATE IS BEFORE YOUR END DATE

BE SURE TO INDICATE IF YOU ARE PART OF A PROFESSIONAL PROGRAM

TO BE CONSIDERED ELIGIBLE YOUR BACHELOR DEGREE MUST BE CONFERRED BEFORE JULY 2017.

OTHER\* CAN BE USED FOR COURSES. REMEMBER TO INCLUDE CEGEP & OTHER PROGRAMS THAT INCLUDE PRE-REQUISITE COURSES.

THIS COLUMN HAS A DROP DOWN OPTION. IF YOUR PROGRAM TYPE IS CEGEP THEN THE LOCATION IS A CHOICE OF CITIES IN QUEBEC.

OTHER/USE THE LOCATION IS A PROVINCE OR STATE. FOR LOCATIONS OUTSIDE OF CANADA AND THE USA, ENTER

PROGRAM GRADUATED- YOU HAVE EARNED A DIPLOMA, DEGREE, CERTIFICATE ETC. PROGRAM TERMINATED- YOU HAVE COMPLETED THE PROGRAM BUT NO DEGREE, DIPLOMA CERTIFICATE ETC. WAS AWARDED. PROGRAM DISCONTINUED- YOU HAVE LEFT/TRANSFERRED FROM PROGRAM BEFORE COMPLETION. PROGRAM IN PROGRESS- YOU ARE CURRENTLY ENROLLED IN

PROGRAM TYPE	PROGRAM NAME	MAJOR (OPTIONAL)	LOCATION GROUP (CAN, USA, OTHER)	LOCATION**	INSTITUTION**	START DATE mm/dd/yyyy	END DATE mm/dd/yyyy	CREDIT COUNT FOR PROGRAM	STATUS	DATE OF CONFERRAL mm/dd/yyyy	ADDITIONAL COMMENTS	FEEDBACK
DEC or AEC (CEGEP)	DEC		CANADA	Montreal	College Stanislas	9/1/1995	5/1/1997	45-74 credits	PROGRAM GRADUATED	5/1/1997		COMPLETE
Bachelor	B.Sc.	Physiology	CANADA	Ontario	University of Toronto	9/1/1997	5/1/2001	105-134 credits	PROGRAM GRADUATED	5/1/2001		COMPLETE
Study-Aboard/Exchange	Language Exchange	Italian	OTHER	Italy	University of Milan	9/1/2000	5/1/2001	45 credits	PROGRAM TERMINATED			COMPLETE
Other	Pre-Requisite courses		CANADA	Quebec	Concordia University	9/1/2014	5/1/2018	45 credits	PROGRAM TERMINATED			COMPLETE
Bachelor	B.Eng.		CANADA	British Columbia	Capilano University	9/1/2007	5/1/2010	105-134 credits	PROGRAM GRADUATED	5/1/2010		COMPLETE
Master (Non-Thesis)	M.Eng.		USA	Colorado	University of Denver	9/1/2010	5/1/2012	45-74 credits	PROGRAM GRADUATED	5/1/2012		COMPLETE
Doctorate	BioEngineering		USA	Arkansas	Harding University	9/1/2012	7/1/2018	45 credits	PROGRAM IN PROGRESS			COMPLETE

### SAMPLE ENTRIES - BASIS OF ADMISSION DEGREE

[← GO BACK](#)

THIS IS YOUR TRANSCRIPT SOURCE, UNIVERSITY AND DEGREE

DO NOT ADD OR DELETE LINES ANYWHERE IN THE WORKBOOK OR YOU WILL CREATE AN ERROR

ADMISSION BASIS (E.G. BACHELOR)	ASSIGNED TO BACHELOR NAME	ACADEMIC YEAR	ACADEMIC TERM	COURSE CODE	COURSE TITLE	COURSE LEVEL	GRADE AT U.S.	TRANSCRIPT GRADES			MCGILL EQUIVALENT			MCGILL GPA (CALCULATED)	COMPLETION STATUS
								NUMBER GRADE	LETTER GRADE	GPA	COURSE CREDIT WEIGHT	LETTER GRADE	COURSE CREDIT WEIGHT		
University of Toronto-BSc (Physiology)	BSc (Physiology)	1997-1998	Fall	BIO120H1	Adaptation and Biodiversity	100-Level	GR (Graded)			0.5	A	3	4	COMPLETE	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1997-1998	39H1		Chemistry: Physical Principles	100-Level	GR (Graded)			0.5	A	3	4	COMPLETE	
University of Milan (Study-Aboard/Exchange) - Language Exchange (Italian)	BSc (Physiology)	2000-2001		ITAL101	Exchange Italian 1	100-Level	NO (No Grade)			2	NO GRADE	12		COMPLETE	
University of Milan (Study-Aboard/Exchange) - Language Exchange (Italian)	BSc (Physiology)	2000-2001	Fall	ITAL102	Exchange Italian 2	100-Level	NO (No Grade)			2	NO GRADE	12		COMPLETE	
University of Milan (Study-Aboard/Exchange) - Language Exchange (Italian)	BSc (Physiology)	2000-2001	Fall	ITAL201	Exchange Italian 3	100-Level	NO (No Grade)			2	NO GRADE	12		COMPLETE	
University of Milan (Study-Aboard/Exchange) - Language Exchange (Italian)	BSc (Physiology)	2000-2001	Fall	ITAL202	Exchange Italian 4	100-Level	NO (No Grade)			2	NO GRADE	12		COMPLETE	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1997-1998	Winter	BIO130H1	Introduction to Organic Chemistry I	100-Level	GR (Graded)	92	A+	4	0.5	A	3	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1997-1998	Winter	MAT136H1	Calculus I (B)	100-Level	GR (Graded)	90	A+	4	0.5	A	3	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1997-1998	Winter	PHY132H1	Introduction to Physics II	100-Level	GR (Graded)	7	A	4	0.5	A	3	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1997-1998	Winter	PSY100H1	Introduction to Psychology	100-Level	GR (Graded)	83	A+	4	0.5	A	3	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1998-1999	Full-Year Course	BIO230H1	From Genes to Organism	200-Level	GR (Graded)	87	A	4	1	A	6	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1998-1999	Full-Year Course	HMB26H1	General and Human Genetics	200-Level	GR (Graded)	80	A-	3.7	1	A-	6	3.7	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1998-1999	Winter	CHM130H1	Introduction to Organic Chemistry I	100-Level	GR (Graded)	93	A+	4	0.5	A	3	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	1998-1999	Winter	CHM21H1	Physical Chemistry: The Molecular Viewpoint	200-Level	GR (Graded)	93	A+	4	0.5	A	3	4	
University of Toronto-BSc (Physiology)	BSc (Physiology)	2017-2018	Fall	CHM210H1	Chemistry of Environmental Change	300-Level	GR (Graded)			0.5	PROGRE	3		4	

PLEASE REFER TO THE GUIDE FOR HELP WITH GRADE CONVERSION.

IN GENERAL, 1/2 YEAR COURSES ARE WORTH 3 MCGILL CREDITS. FULL YEAR COURSES ARE WORTH 6 MCGILL CREDITS.

FOR BOTH NO GRADE & IN PROGRESS COURSES YOU CAN EITHER SELECT NO GRADE, IN PROGRESS OR YOU CAN LEAVE THESE BOXES BLANK. HOWEVER CREDITS MUST BE

REFER TO THE FEEDBACK COLUMN TO CONFIRM THAT YOU HAVE FILLED IN THIS SHEET

### SAMPLE ENTRIES - PREREQUISITES AND RECOMMENDED COURSES

[← GO BACK](#)

[CLICK HERE TO VIEW SAMPLE ENTRIES](#)

PREREQUISITE COURSES	INCLUDED LAB	INSTITUTION	ACADEMIC YEAR	COURSE CODE	COURSE NAME	GRADE STATUS	TRANSCRIPT GRADES			MCGILL EQUIVALENT			INSTITUTION ENTER DATE OF APPROVAL BY EMAIL
							NUMERICAL GRADE	LETTER GRADE	GPA	COURSE CREDIT WEIGHT	LETTER GRADE	COURSE CREDIT WEIGHT	
BIOLOGY I		University of Toronto	2011-2012	BIO120H1	Adaptation and Biodiversity	GR (Graded)	90	A+	4	0.5	A	3	
BIOLOGY II		University of Toronto	2011-2012	BIO130H1	Molecular and Cell Biology	GR (Graded)	92	A+	4	0.5	A	3	
BIOLOGY I & II		University of Toronto	2011-2012	CHM130H1	Chemistry: Physical Principles	GR (Graded)	96	A	4	0.5	A	3	
CHEMISTRY I		University of Toronto	2013-2014	BCH101H1	Biochemistry: Proteins, Lipids and Metabolism	GR (Graded)	97	A+	4	0.5	A	3	
CHEMISTRY II		University of Toronto	2013-2014	BCH201H1	Biochemistry: Enzymes and Metabolism	GR (Graded)	97	A+	4	0.5	A	3	
CHEMISTRY I & II		University of Toronto	2013-2014	BCH201H1	Biochemistry: Enzymes and Metabolism	GR (Graded)	97	A+	4	0.5	A	3	
PHYSICS I		Marionopolis College	2003-2004	PHYS101	Mechanics	GR (Graded)	90	A	4	0.5	A	3	
PHYSICS II		Marionopolis College	2003-2004	PHYS102	Electricity and Magnetism	GR (Graded)	85	A-	3.7	1	A-	6	
PHYSICS I & II		Marionopolis College	2003-2004	PHYS103	Structure et réactivité des molécules organiques à l'état fondamental	GR (Graded)	87	A	4	0.5	A	3	
ORGANIC CHEMISTRY I		Marionopolis College	2003-2004	PHYS103	Structure et réactivité des molécules organiques à l'état fondamental	GR (Graded)	87	A	4	0.5	A	3	
PREREQUISITE LABS (ONLY FILL OUT THIS SECTION IF THE LAB IS NOT PART OF THE COURSE)													
BIOLOGY I - LAB													
BIOLOGY II - LAB													
CHEMISTRY I - LAB													
CHEMISTRY II - LAB													
PHYSICS I - LAB													
PHYSICS II - LAB													
PHYSICS I & II - LAB													
ORGANIC CHEMISTRY I - LAB													
RECOMMENDED COURSES													
INTRO MOLECULAR BIOLOGY		University of Toronto	2017-2018	BIO230H1	From Genes to Organism	GR (Graded)	97	A+	4	0.5	A	3	
INTRO CELL BIO & METABOLISM		University of Toronto	2013-2014	BCH210H1	Biochemistry: Proteins, Lipids and Metabolism	GR (Graded)	97	A+	4	0.5	A	3	
INTRO MAMMALIAN PHYSIOLOGY		University of Toronto	2014-2015	PSL372H1	Mammalian Physiology Laboratory	GR (Graded)	93	A-	3.7	1	A-	6	

PLEASE REFER TO THE GUIDE IN ORDER TO CONVERT LOCAL GRADES TO MCGILL EQUIVALENT GRADES.

1. INDICATE IF YOU HAVE AN EXEMPTION OR SUBSTITUTION.

2. ENTER THE DATE OF APPROVAL BY EMAIL.

## Legend (This Guide)

Example data entries are presented in a red, mono-spaced font.

FIELD NAMES are presented in green.

## SECTION 1: APPLICANT GENERAL INFORMATION

This section identifies the owner of the data (that's you!). You must have a valid 9-digit McGill ID number before submitting the completed version of the workbook.

### LAST NAME

Enter your last name as per your application.

### FIRST NAME

Enter your first name as per your application. Middle names are optional.

### McGill ID

Enter your 9-digit McGill identification number. You receive this number once Step 1 of your application has been completed and your payment has been processed.

### PROGRAM

Select (from a dropdown list) the short name of the program to which you are applying. For Dentistry applicants this field is already populated and cannot be altered.

### APPLICANT CATEGORY

Select (from a dropdown list) the short name of the Applicant Category in which you are applying.

<b>MD-ROQ-U (Québec resident, university-level)</b>
<b>MD-ROQ-N (Québec resident, non-traditional pathway)</b>
<b>MD-CDN (Canadian (non-QC) resident)</b>
<b>MD-INTL (International resident)</b>
<b>MD-FNIN (First Nations, Inuit)</b>





If applying to dentistry these are your categories:

DMD-QU (Québec resident, university-level)
DMD-CDN (Canadian (non-QC) resident)
DMD-INTL (International resident)

## SECTION 2: SUMMARY OF POST-SECONDARY STUDIES

This table is a summary of your entire post-secondary history, including CÉGEP, graduate programs, study abroad or exchange sessions, independent or open studies, and applicable advanced secondary studies such as AP courses, A-Levels, IBO or French Baccalaureate.

### PROGRAM TYPE

Select from the dropdown menu the option that best describes the program type.

Select this Program Type:	To designate :
<b>A-Levels</b>	Advanced Level examinations or programs such as those in UK-based education systems
<b>AP Program/College Board</b>	Advanced Placement examinations or programs from CollegeBoard, Inc.
<b>Bachelor</b>	Bachelor degree program Associate degree program Other Bachelor degree programs that do not fit elsewhere.
<b>DEC or AEC (CEGEP) program</b>	Diploma of Collegial Studies (DEC) program from CEGEP, or equivalent AEC programs
<b>Doctorate</b>	Professional or thesis-based program leading to a Doctorate degree. Some examples include: PhD, M.D., J.D., O.D., D.V.M., etc.
<b>French Bacc.</b>	Program offered by or based on the French Baccalaureate system
<b>IBO program</b>	Program offered by International Baccalaureate Organisation (IBO)
<b>Masters (Thesis)</b>	Thesis-based program leading to a Master's degree. Some examples include: M.Sc., M.A., etc.
<b>Masters (Non-Thesis)</b>	Non-Thesis-based, course-based, applied, or professional program leading to a Master's degree. Some examples include: M.Sc (A), M.B.A., LL.M., etc.
<b>Dipl or Cert prog</b>	Undergraduate- or graduate-level diploma or certificate program including post-baccalaureate programs
<b>Tech/Vocational</b>	For a technical training or vocational college program, including technical certifications
<b>Study-Abroad/Exchange</b>	For a university-organised or university-sponsored study-abroad or exchange program
<b>Other</b>	For undergraduate studies that are not part of any specific program, sometimes referred to as open studies or independent studies. For a graduate- or post-graduate-level program that does not fit elsewhere in this list. For a program that is not university-based (i.e., neither graduate nor undergraduate) that does not fit elsewhere in this list.



## PROGRAM NAME

Enter the name that best describes the program.

- Example: **Bachelor of Arts**
- Example: **Certificate in Accounting**
- Example: **Master of Applied Sciences**
- Example: **PHD**
- Example: **IB Health Sciences**

## MAJOR

Indicate the area of study in which you are majoring (optional).

## LOCATION GROUP

Indicate the location of the relevant institution using the dropdown menu. Your choices are Canada, USA or Other.

## LOCATION & INSTITUTION

Indicate the location of the relevant institution using the dropdown menu. If your institution does not appear in the menu, enter the name manually.

***If you must manually enter the name of the institution you attended,*** use the official name of the institution as indicated on official records. If there is a specific campus involved, include the campus name.

- Example: **McGill University**
- Example: **University of Western Ontario**
- Example with campus: **University of British Columbia (Vancouver)**

## START DATE & END DATE

Use the drop-down menus to enter the month and year in which you started attending this institution and in which you finished or will finish attending the institution for the relevant program.

N.B. > the start and end dates should match the dates appearing on your transcript for the program.

If you are 'in progress' studying another bachelor's program that is expected to be completed after July 2018, section 2 will display feedback to that effect and the summary page will indicate that section 2 is incomplete. Ignore the comment if you have already completed a previous bachelor degree that

will be used as your basis of admission degree. Degrees that are not completed by July 2018 will not be included in our evaluation.

## CREDIT COUNT FOR PROGRAM

Select from the dropdown menu the option that best describes the number of credits required for graduation.

## STATUS

*Select from the dropdown menu the appropriate STATUS for each of your listed programs.*

Enter this text:	To designate that:
<b>PROGRAM IN PROGRESS</b>	the program is in progress at the time of your application.
<b>PROGRAM DISCONTINUED</b>	you have abandoned the program .
<b>PROGRAM GRADUATED</b>	all degree requirements have been successfully completed at the time of application (enter the date of conferral of the degree/diploma/certificate in the DATE OF CONFERRAL column).
<b>PROGRAM TERMINATED</b>	you are reporting course work or the program did not lead to a degree/diploma/certificate etc. (i.e.: could be used to enter an elective course taken outside of your home institution.) you transferred to another institution before completing the program

## DATE OF CONFERRAL

Enter the date of conferral of the degree/diploma/certificate for programs that have been successfully completed. (Leave this field blank for programs that are IN PROGRESS or DISCONTINUED).

## ADDITIONAL COMMENTS

*Use this space to enter any comments.*

- Summary of transfers (e.g. "30 credits transferred from Concordia Univ.")
- Special or exceptional conditions

**N.B. >** If there were extenuating circumstances that had an impact on your academic performance and wish for special consideration of your application due to these circumstances, please review our policy at [www.mcgill.ca/medadmissions/applying/elements/extenuating-circumstances](http://www.mcgill.ca/medadmissions/applying/elements/extenuating-circumstances) .

**Circumstances described in this document may not be considered if the criteria set out in above policy are not respected.**



## HONOURS PROGRAM

Select the check box if your program is an honours program

## STUDY ABROAD/EXCHANGE PROGRAM

Select the check box if your program was part of a study abroad or an exchange program

## SUMMER PROGRAM

Select the check box if your program is part of a summer program or were independent summer courses.

## PROFESSIONAL PROGRAM

Select the check box if your program is a professional program. (i.e.: programs that lead to the practice of a profession and for which one must be a member of a professional order).

## PART-TIME STUDIES

Select the check box if you completed this program on a part-time basis (i.e. usually 9 or fewer credits /3 or fewer courses per term).

	Honours Program	Exchange Program	Summer Program	Professional Program	Part-Time studies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ COMPLETED  
☐ COMPLETED  
☐ COMPLETED



## SECTION 3: BASIS OF ADMISSION DEGREE

This is the degree upon which your academic assessment for admission is based. In most cases, the BASIS OF ADMISSION DEGREE is your most recent undergraduate degree (exceptions include professional degrees such as Doctor of Medical Dentistry). This should be a 120-credit university degree program, or, for residents of Quebec who hold a Diploma from a Quebec-based CEGEP, a 90-credit university degree program.

If you are applying on the basis of your **second bachelor's degree** you must report courses and grades for both bachelor's degrees.

**NB:** While you were asked to list all post-secondary programs undertaken in Section 2, you are not required to report individual courses or grades for these programs in Section 3.

### ADMISSION BASED DEGREE & INSTITUTION

Select from the drop- down menu the ***institution-program type-major*** combination that corresponds to your transcript. This is to identify the source of the course.

### ASSIGNED TO BACHELOR NAME

Select from the dropdown menu the Bachelor's degree that these course credits are contributing to.

This is useful in the case of transfer credits, multiple institutions, exchange programs and switched programs.

- *Example:* You attended institution A and studied X then after a year you transferred to institution B and studied Y. After three years you were able to graduate from institution B with a degree in Y because you also used the credits earned when you were studying X at institution A. Make sure that you assign all the courses taken at institution A to your degree in Y.

### ACADEMIC YEAR

**Enter the academic year in which the course took place.** It should always be in the YYYY-YYYY format.

- *Example:* 2008-2009

### ACADEMIC TERM

**Use the list below to enter a valid option:**

Enter this text:

To designate this:

<b>Fall</b>	<b>First</b> session of the academic year. “Fall” session for semester, trimester or quarter-based institutions.
<b>Winter</b>	<b>Second</b> session of the academic year. “Winter” session for semester, trimester or quarter-based institutions.
<b>Spring</b>	Spring session for QUARTER-based institutions
<b>Summer</b>	<b>Third</b> session of the academic year. “Summer” session for semester, trimester or quarter-based institutions.
<b>Full-Year course</b>	Courses spanning of the <b>first and second</b> sessions of the academic year “Fall-Winter” in most institutions.
<b>Term n/a</b>	If the course is not a full term or if you feel that none of the above options correctly captures the nature of your term.

## COURSE CODE

*Enter the individual course code as it appears on the transcript.*

- Example: for **PHYS 101**
- Example: for **CHM138Y1**
- Example: for **101-NYA-05**

## COURSE NAME

Enter the title of the course as it appears on the transcript.

## COURSE LEVEL

*Select from dropdown menu the entry that most accurately represents the course level.*

When completing the Course Level field, be sure to indicate the level as indicated by the institution (your university). If you are relying on ‘first-year’ or ‘second-year’ terminology, do not refer to the year in which you took the course, but the Level-Year in which this course is normally taken by a student in your institution. For example, you took COURSEXXX in your second year of a 4 year, 120-credit program. The course is an introductory level course in Latin, with no prerequisites. You should indicate this course as a 100-level course.

Select this value:	To designate this:
<b>000-Level</b>	a pre-freshman level course. Typically, these courses start with a “0” in their numbering (e.g. PHYS 099).
<b>100-Level</b>	a Freshman / “First Year” / U0 –level course, <b>including all CEGEP courses</b>
<b>200-Level</b>	a Sophomore / “Second Year” / U1 –level course.

<b>300-Level</b>	a Junior / “Third Year” / U2 –level course.
<b>400-Level</b>	a Senior / “Fourth Year” / U3 –level course.
<b>500-Level</b>	an advanced undergraduate course (e.g. Master’s-level course available to undergraduates)
<b>GR-Level</b>	a graduate-level course (i.e. part of an graduate program)

## GRADE STATUS

*Use the list below to enter a valid option:*

Select this value:	To designate:
<b>GR(GRADED)</b>	the course grade (letter or numerical) <u>is</u> calculated in the GPA
<b>NG(NO GRADE)</b>	the course result <u>cannot be calculated in the GPA</u> (does not have a point value). This includes Pass/Fail, Satisfactory/Unsatisfactory notations (e.g. PASS, CR, S, W, CNT, IPR, etc.)  <b>Note:</b> Please report <u>all</u> transfer credits and grades. Please report all credits earned on an exchange and grades, <b>if</b> the study period lasted <b>more than one semester</b> , regardless of whether these credits are included in your local transcript GPA or not. Otherwise credits earned on exchange can be marked as NG (No Grade) <b>Transfer credits do not include studies done in CEGEP or high school.</b>
<b>IP(IN PROGRESS)</b>	the course is in progress and its final grade or notation is not available at this time.
<b>RT(RETAKEN)</b>	This course was subsequently retaken.  [EXAMPLE: You took BIO 101 in 2009 and got a D; enter this information in one row and indicate a GRADE STATUS of RT. You took BIO 101 again in 2010 and got a B; enter this information on a separate row and indicate a GRADE STATUS of GR (Graded). This allows us to calculate your GPA in the manner most advantageous to the applicant, counting only the better of the two grades.]

## TRANSCRIPT NUMERICAL GRADE AND/OR LETTER GRADE AND/OR GPA

Where applicable, enter the grade, mark or notation of the course as per the transcript. Either a numerical grade and/or a letter grade and/or a GPA must be entered.

## TRANSCRIPT COURSE CREDIT WEIGHT



Enter the credit value or weight of the course, as per the transcript. This field is used in calculations and, therefore, should only contain a number.

- Example: **3.0, 6.0, 2.66 etc.**

*NB: To assist you in converting your institutional grades and credits to their McGill equivalents please consult the appendix. If the tables provided in the appendix do not capture the grading scheme of your institution, you may refer to the following links:*

USA [https://aamc-orange.global.ssl.fastly.net/production/media/filer\\_public/10/ab/10ab9407-7134-4477-9fc9-140d8acb35af/amcas\\_grade\\_conversion\\_guide.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/10/ab/10ab9407-7134-4477-9fc9-140d8acb35af/amcas_grade_conversion_guide.pdf)

Canadian <https://www.ouac.on.ca/guide/omsas-conversion-table/>

International Please contact the admissions office and request grading scheme for your country.

## MCGILL EQUIVALENT LETTER GRADE

Select from the dropdown menu the McGill grade equivalent that corresponds with the grade that appears on the transcript. A letter grade must be entered. These grades will be converted to a McGill scale. Refer to the Appendix for more information.

## MCGILL EQUIVALENT COURSE CREDIT WEIGHT

Enter the credit value or weight of the course accordingly. Refer to the example below as a rough guideline. This field is used in calculations and, therefore, should only contain a number. Refer to the Appendix for more information.

- Example: **For University of Toronto students a 0.5 credit semester course is equivalent to a 3.0 credit semester course at McGill.**
- Example: For some international students if your local institution has courses weighing 10, 15, 80 credits then keep them as 10, 15 and 80 credits when entering the McGill equivalent.

Note: It is important that the conversion should hold the **same proportion** of weight as your overall GPA and should reflect the local grade in your transcript. Often your local credit has a 1 to 1 relationship with a McGill credit.

## MCGILL GPA CONVERSION

This is a calculated field. The figure that appears in this box is a calculated field, generated by the Workbook on the basis of the data you entered. This field is locked for viewing only.



## SECTION 4: PRE-REQUISITES AND RECOMMENDED COURSES

Details about the Basic Science Pre-requisite courses and policies are found here:

[www.mcgill.ca/medadmissions/applying/requirements-edu/basic-science-prerequisites](http://www.mcgill.ca/medadmissions/applying/requirements-edu/basic-science-prerequisites)

### PREREQUISITE COURSES

These fields are populated automatically and cannot be altered.

### INCLUDES LAB

Check the box if your pre-requisite course includes a lab. **If the lab is a separate course then enter the course below in the area designated for lab-only courses.**

### INSTITUTION

Select from the dropdown menu the appropriate institution. This menu is populated on the basis of information you reported in section 2. **If the institution appears more than once (for example, you listed the institution for more than one program in Table 2), select any of the values as they are treated equally.**

### ACADEMIC YEAR

[\(refer to previous section\)](#)

### COURSE CODE

[\(refer to previous section\)](#)

### COURSE NAME

[\(refer to previous section\)](#)

### GRADE STATUS

[\(refer to previous section\)](#)



Select from the dropdown menu the grading scale that best describes the source of your grade.

## TRANSCRIPT NUMERICAL GRADE AND/OR LETTER GRADE AND/OR GPA

[\(refer to previous section\)](#)

## TRANSCRIPT COURSE CREDIT WEIGHT

[\(refer to previous section\)](#)

## MCGILL EQUIVALENT LETTER GRADE

[\(refer to previous section\)](#)

## MCGILL EQUIVALENT COURSE CREDIT WEIGHT

[\(refer to previous section\)](#)

## EXEMPTION/SUBSTITUTION

Use this section if you have obtained from the Office of Admissions approval of a request for exemption or substitution for a basic science prerequisite course.

1. Select from the dropdown box whether you are reporting an exemption or a substitution.
2. Indicate the date on which you obtained the written approval and indicate the initials of the staff from the Office of Admissions who granted the approval.

## SECTION 5: EXTENUATING CIRCUMSTANCES (OPTIONAL)

***This section will be considered ONLY if you have:***

- indicated '**Extenuating Circumstances (EXTC)**' on **your** web-based **application**
- **UPLOADED** via Minerva a **written letter of explanation and supporting documents** [Note: You cannot upload Extenuating Circumstance documentation via Minerva **UNLESS** and **UNTIL** you have indicated Extenuating Circumstances on your web-application.].

## SELECT COURSE(S) AFFECTED BY EXTC



Select from the dropdown menu the courses that have been affected by the extenuating circumstances (EXTC) set out in your uploaded documentation.

## COURSE NAME

These fields are populated automatically and cannot be altered.  
For a description: [\(refer to previous section\)](#)

## ACADEMIC YEAR

These fields are populated automatically and cannot be altered.  
For a description: (refer to previous section)

## ACADEMIC TERM

These fields are populated automatically and cannot be altered.  
For a description: (refer to previous section)

## MCGILL GPA

These fields are populated automatically and cannot be altered.  
For a description: (refer to previous section)

## CLASSIFICATION OF COURSE

This column displays whether the selected course will affect your BASIS OF ADMISSIONS DEGREE, PREREQUISITES COURSES and/or RECOMMENDED COURSES.

These fields are populated automatically and cannot be altered.

## SUMMARY OF EXTENUATING CIRCUMSTANCES...

In order to facilitate review of your application materials, please provide a brief summary of the **extenuating circumstances outlined in your official letter of extenuating circumstances and as evidenced by the documentation you provided the admissions office to support your case.**

**NOTE: This summary does not replace the Extenuating Circumstances letter and supporting documents.**



## SECTION 6: FEEDBACK REPORT

The feedback report provided in this workbook is used to confirm and summarize the results of the data entered by the applicant.

Note that the McGill CALCULATED GPA is a preliminary calculation and is subject to:

- Verification against your transcript
- Possible adjustments due to courses that are RETAKEN or due to EXTENUATING CIRCUMSTANCES. Any such adjustments will only be made if they are to the applicant's advantage.

### IN PROGRESS SCIENCE PRE-REQUISITE COURSES (2 MAXIMUM)

Note that if you indicated in Section 4 that up to a maximum of 2 basic science courses are in progress as of the Nov. 1 application deadline, you will see a table appear. Use this table to indicate the anticipated date you will submit the official grades to the Admissions Office by email.

If you have any additional comments please enter them in the designated box.

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## Appendix -Tables of grade point values for basic science prerequisites completed in a pre-university setting

These tables are for you information only.

### Quebec CEGEP

CEGEP Grades	McGill letter grade equivalent	McGill grade point value		CEGEP Credit Units to Semester Hours
87% or higher	A	4.0		<p><b>multiply by 1.5</b></p> <p>(e.g. 2.66 cr = 4.0 sem hrs)</p>
83—86%	A-	3.7		
79—82%	B+	3.3		
75—78%	B	3.0		
71—74%	B-	2.7		
67—70%	C+	2.3		
63—66%	C	2.0		
60—62%	D	1.0		
59% or lower	F	0.0		

### International Baccalaureate (IBO) Exams Results

IBO Exam Result	McGill letter grade equivalent	McGill grade point value		IBO Exam weights to Semester Hours
7	A	4.0		<p><b>Assign each <u>higher-level</u> exam 6 semester hours.</b></p> <p><b>N.B.</b> &gt; Standard level exams are not considered to fulfill any of the basic science prerequisites.</p>
6	AB	3.5		
5	B	3.0		
4	C	2.0		
3	D	1.0		
2	F	0		
1	F	0		

## College Board, Inc. AP Exams

AP Exam Result	McGill letter grade equivalent	McGill grade point value		AP exam weights to Semester Hours
5	A	4.0		Assign each exam result 6 semester hours
4	AB	3.5		
3	B	3.0		
2	F	0		
1	F	0		

## A-Level (or equivalent) Exams Results

A-Level Exam Result	McGill letter grade equivalent	McGill grade point value		A-Level Exam weights to Semester Hours
A	A	4.0		Assign each exam 10 semester hours
B	AB	3.5		
C	B	3.0		
D	C	2.0		
E	D	1.0		
N	F	0		

## European Credit Transfer and Accumulation System (ECTS)

### Grading Scale

ECTS Results	McGill letter grade equivalent	McGill grade point value
A	A	4.0
B	A-	3.7
C	B+	3.3
D	B	3.0
E	C	2.0
FX	D	1.0
F	F	0.0

## French Baccalaureate

French Bacc. Results	McGill letter grade equivalent	McGill grade point value
16.0-20	A	4.0
14.0-15.9	A-	3.7
13.0-13.9	B+	3.3
12.0-12.9	B	3.0
10.0-11.9	C	2.0
0-9.9	F	0.0

## McGill Equivalent grade point value

Letter Grade	Grade point value
A+	4
A	4
A-	3.7
AB	3.5
B+	3.3
B	3
B-	2.7
BC	2.5
C+	2.3
C	2
C-	1.7
CD	1.5
D+	1.3
D	1
D-	0.7
DE	0.5
E/F	0
F	0



