McGill | Faculty of Dentistry
Admissions Office

Faculté de médecine dentaire
Service des admissions

USER's GUIDE:
DMD Self-Reporting Workbook

2021-2022

This document was developed and is property of:

McGill | Faculty of Medicine and Health Sciences

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Understanding how your academic record is evaluated

The Faculty of Dentistry considers several criteria in evaluating each candidate's academic strength. The DMD 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.

Applications are first verified to ensure eligibility, and based on the academic evaluation or the CASPer score, approximately 4 to 6 times the number of candidates as there are interview seats are moved forward to the CV review and full prescreening step.

In order **to determine who will be invited to interview**, among candidates who move to the full pre-screening step, the 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, 60% is based on the undergraduate CGPA and 10% is based on academic context. The assessment of an applicant's academic context is based upon elements such as the average credit load and graduate studies.

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 based 100% on interview performance.

For more information about the selection process, please see: http://www.mcgill.ca/dentistry/4-year-dmd-program/selection-process

Purpose of the DMD 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 candidates who hold a Diploma from a Quebec-based CEGEP or equivalent pre-university studies, a 90-credit program from a Quebec university is accepted.

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 **Section2: Summary of Post-Secondary Studies** you will not be required to report individual courses or grades for all your programs if they are not part of your basis of admissions degree.

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 online application forms (including payment), you will receive a confirmation and a nine digit McGill identification number by email; this may take 24-48 hours to receive.
- 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: http://www.mcgill.ca/dentistry/4-year-dmd-program/supporting-documents
- **You must save the file to your hard drive before entering any text in order for the internal links to work.**

Technical notes on the Workbook:

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

Those using an operating system in another language may run into some errors especially concerning the date. Please ignore and complete the workbook to the best of your ability. We are aware of these limitations and will correct them upon receipt of your workbook. If there are any issues with your submission our office will contact you directly.

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: http://www.mcgill.ca/dentistry/4-year-dmd-program/supporting-documents.

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 5 business days for the workbook to appear as "received" on your Minerva document checklist.

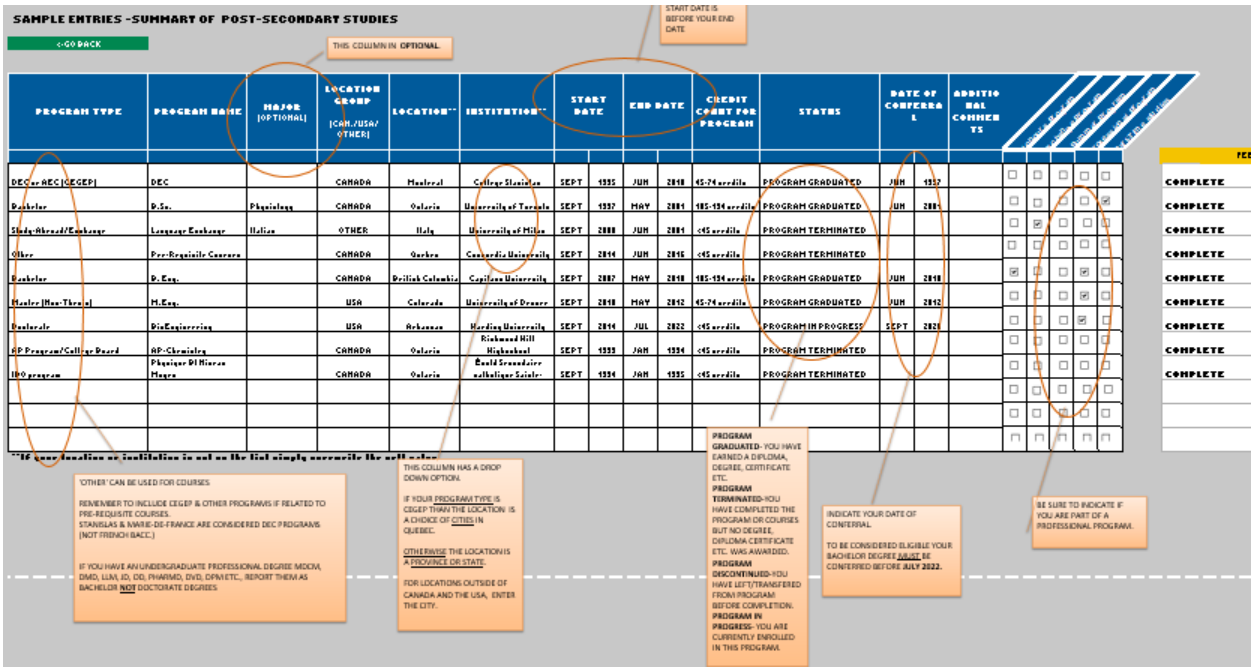
Be sure to name the file as indicated in **SECTION 6: FEEDBACK REPORT** before submitting it.

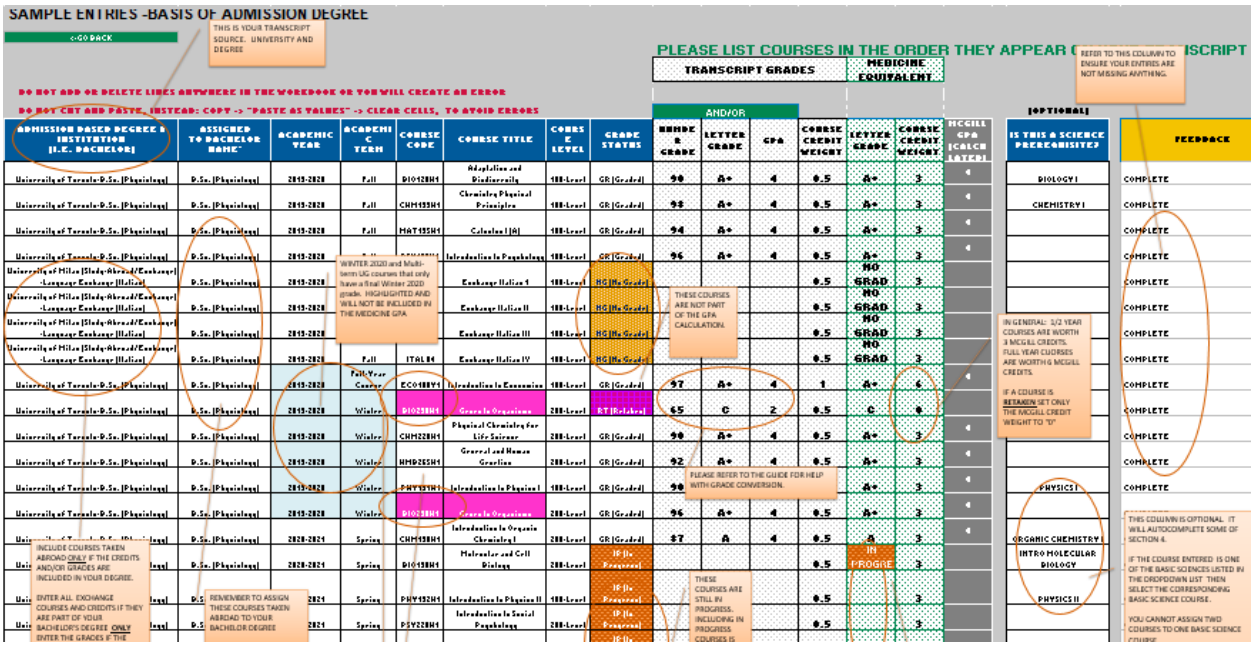
Legend (Workbook):

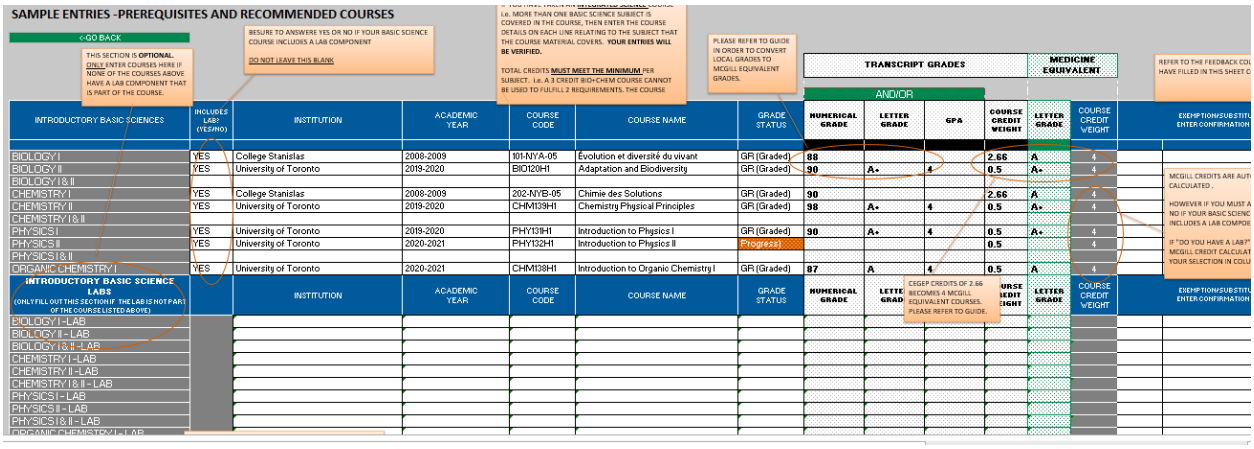
APPLICANT: DATA ENTRY REQUIRED	WHITE BLACK DOTS GREEN DOTS		ADMISSIONS STAFF: HIGHLIGHTS	RT (Retaken) IP (In Progress) NG (No Grade)	
APPLICANT: FEEDBACK/NOTES/IMPORTANT	FEEDBACK: NOTES TEXT IN RED SELECT		CALCULATED AND/OR CANNOT BE ALTERED	BLUE DARK GREY GREY STRIPES	

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 IN OPTIONAL
START DATE IS BEFORE YOUR END DATE
PROGRAM TYPE
PROGRAM NAME
MAJOR (OPTIONAL)
LOCATION GROUP (CAN./USA/ OTHER)
LOCATION**
INSTITUTION**
START DATE
END DATE
CREDIT COUNT FOR PROGRAM
STATUS
DATE OF CONFERRAL
ADDITIONAL COMMENTS
COMPLETE
'OTHER' CAN BE USED FOR COURSES
REMEMBER TO INCLUDE CEGEP & OTHER PROGRAMS IF RELATED TO PRE-REQUISITE COURSES.
STANISLAS & MARIE-DE-FRANCE ARE CONSIDERED DEC PROGRAMS (NOT FRENCH BACC.)
IF YOU HAVE AN UNDERGRADUATE PROFESSIONAL DEGREE (MDCM, DMD, LLM, JD, DD, PHARMD, DVD, DPM ETC., REPORT THEM AS BACHELOR NOT DOCTORATE DEGREES
THIS COLUMN HAS A DROP DOWN OPTION.
IF YOUR PROGRAM TYPE IS CEGEP THAN THE LOCATION IS A CHOICE OF CITIES IN QUEBEC.
OTHERWISE THE LOCATION IS A PROVINCE OR STATE.
FOR LOCATIONS OUTSIDE OF CANADA AND THE USA, ENTER THE CITY.
PROGRAM GRADUATED- YOU HAVE EARNED A DIPLOMA, DEGREE, CERTIFICATE ETC.
PROGRAM TERMINATED-YOU HAVE COMPLETED THE PROGRAM OR COURSES BUT NO DEGREE, DIPLOMA/CERTIFICATE ETC. WAS AWARDED.
PROGRAM DISCONTINUED-YOU HAVE LEFT/TRANSFERED FROM PROGRAM BEFORE COMPLETION.
PROGRAM IN PROGRESS- YOU ARE CURRENTLY ENROLLED IN THIS PROGRAM.
INDICATE YOUR DATE OF CONFERRAL
TO BE CONSIDERED ELIGIBLE YOUR BACHELOR DEGREE MUST BE CONFERRED BEFORE JULY 2022.
BE SURE TO INDICATE IF YOU ARE PART OF A PROFESSIONAL PROGRAM.


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
DO NOT CUT AND PASTE, INSTEAD: COPY -> "PASTE AS VALUES" -> CLEAR CELLS, TO AVOID ERRORS
PLEASE LIST COURSES IN THE ORDER THEY APPEAR ON YOUR TRANSCRIPT
TRANSCRIPT GRADES
MEDICINE EQUIVALENT
AND/OR
REFER TO THIS COLUMN TO ENSURE YOUR ENTRIES ARE NOT MISSING ANYTHING.
ADMISSION BASED DEGREE & INSTITUTION (I.E. BACHELOR)
ASSIGNED TO BACHELOR NAME*
ACADEMIC YEAR
ACADEMIC TERM
COURSE CODE
COURSE TITLE
COURSE LEVEL
GRADE STATUS
NUMERIC GRADE
LETTER GRADE
GPA
COURSE CREDIT WEIGHT
LETTER GRADE
COURSE CREDIT WEIGHT
MCGILL GPA (CALCULATED LATER)
(OPTIONAL)
IS THIS A SCIENCE PREREQUISITE?
FEEDBACK
WINTER 2020 and Multi-term UG courses that only have a final Winter 2020 grade. HIGHLIGHTED AND WILL NOT BE INCLUDED IN THE MEDICINE GPA
THESE COURSES ARE NOT PART OF THE GPA CALCULATION.
PLEASE REFER TO THE GUIDE FOR HELP WITH GRADE CONVERSION.
IN GENERAL: 1/2 YEAR COURSES ARE WORTH 3 MCGILL CREDITS. FULL YEAR CLOSES ARE WORTH 6 MCGILL CREDITS.
IF A COURSE IS RETAKEN SET ONLY THE MCGILL CREDIT WEIGHT TO "0"
INCLUDE COURSES TAKEN ABROAD ONLY IF THE CREDITS AND/OR GRADES ARE INCLUDED IN YOUR DEGREE.
ENTER ALL EXCHANGE COURSES AND CREDITS IF THEY ARE PART OF YOUR BACHELOR'S DEGREE ONLY ENTER THE GRADES IF THE
REMEMBER TO ASSIGN THESE COURSES TAKEN ABROAD TO YOUR BACHELOR DEGREE
THESE COURSES ARE STILL IN PROGRESS, INCLUDING IN PROGRESS COURSES IS
THIS COLUMN IS OPTIONAL. IT WILL AUTOCOMPLETE SOME OF SECTION 4.
IF THE COURSE ENTERED IS ONE OF THE BASIC SCIENCES LISTED IN THE DROPDOWN LIST THEN SELECT THE CORRESPONDING BASIC SCIENCE COURSE.
YOU CANNOT ASSIGN TWO COURSES TO ONE BASIC SCIENCE



SAMPLE ENTRIES -PREREQUISITES AND RECOMMENDED COURSES

<GO BACK

THIS SECTION IS OPTIONAL. ONLY ENTER COURSES HERE IF NONE OF THE COURSES ABOVE HAVE A LAB COMPONENT THAT IS PART OF THE COURSE.

BESURE TO ANSWERE YES OR NO IF YOUR BASIC SCIENCE COURSE INCLUDES A LAB COMPONENT

DO NOT LEAVE THIS BLANK

i.e. MORE THAN ONE BASIC SCIENCE SUBJECT IS COVERED IN THE COURSE, THEN ENTER THE COURSE DETAILS ON EACH LINE RELATING TO THE SUBJECT THAT THE COURSE MATERIAL COVERS. YOUR ENTRIES WILL BE VERIFIED.

TOTAL CREDITS MUST MEET THE MINIMUM PER SUBJECT. I.e. A 3 CREDIT BIO+CHEM COURSE CANNOT BE USED TO FULFILL 2 REQUIREMENTS. THE COURSE

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

TRANSCRIPT GRADES | MEDICINE EQUIVALENT | AND/OR

INTRODUCTORY BASIC SCIENCES	INCLUDES LAB? (YES/NO)	INSTITUTION	ACADEMIC YEAR	COURSE CODE	COURSE NAME	GRADE STATUS	NUMERICAL GRADE	LETTER GRADE	GPA	COURSE CREDIT WEIGHT	LETTER GRADE	COURSE CREDIT WEIGHT	EXEMPTION/SUBSTITU ENTER CONFIRMATION
BIOLOGY I	YES	College Stanislas	2008-2009	101-NYA-05	Évolution et diversité du vivant	GR (Graded)	88			2.66	A	4	
BIOLOGY II	YES	University of Toronto	2019-2020	BIO120H1	Adaptation and Biodiversity	GR (Graded)	90	A+	4	0.5	A+	4	
BIOLOGY I & II													
CHEMISTRY I	YES	College Stanislas	2008-2009	202-NYB-05	Chimie des Solutions	GR (Graded)	90			2.66	A	4	
CHEMISTRY II	YES	University of Toronto	2019-2020	CHM139H1	Chemistry Physical Principles	GR (Graded)	98	A+	4	0.5	A+	4	
CHEMISTRY I & II													
PHYSICS I	YES	University of Toronto	2019-2020	PHY131H1	Introduction to Physics I	GR (Graded)	90	A+	4	0.5	A+	4	
PHYSICS II	YES	University of Toronto	2020-2021	PHY132H1	Introduction to Physics II	Progress)				0.5		4	
PHYSICS I & II													
ORGANIC CHEMISTRY I	YES	University of Toronto	2020-2021	CHM138H1	Introduction to Organic Chemistry I	GR (Graded)	87	A	4	0.5	A	4	

INTRODUCTORY BASIC SCIENCE LABS (ONLY FILL OUT THIS SECTION IF THE LAB IS NOT PART OF THE COURSE LISTED ABOVE)	INSTITUTION	ACADEMIC YEAR	COURSE CODE	COURSE NAME	GRADE STATUS	NUMERICAL GRADE	LETTE GRAD	URSE EDIT IGHT	LETTER GRADE	COURSE CREDIT WEIGHT	EXEMPTION/SUBSTITU ENTER CONFIRMATION
BIOLOGY I - LAB											
BIOLOGY II - LAB											
BIOLOGY I & II - LAB											
CHEMISTRY I - LAB											
CHEMISTRY II - LAB											
CHEMISTRY I & II - LAB											
PHYSICS I - LAB											
PHYSICS II - LAB											
PHYSICS I & II - LAB											
ORGANIC CHEMISTRY I - LAB											

CEGEP CREDITS OF 2.66 BECOMES 4 MCGILL EQUIVALENT COURSES. PLEASE REFER TO GUIDE.

MCGILL CREDITS ARE AUT CALCULATED .

HOWEVER IF YOU MUST A NO IF YOUR BASIC SCIENC INCLUDES A LAB COMPOI

IF "DO YOU HAVE A LAB?" MCGILL CREDIT CALCULAT YOUR SELECTION IN COLU

REFER TO THE FEEDBACK CO HAVE FILLED IN THIS SHEET C

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.

APPLICANT CATEGORY

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

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

Dentistry applicants: Additional Pathway

- **Indigenous residents of Quebec and Canada** may be eligible for the "Dentistry Indigenous Admissions Pathway." Read the eligibility requirements.

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:*
A-Levels	Advanced Level examinations or programs such as those in UK-based education systems
AP Program/College Board	Advanced Placement examinations or programs from CollegeBoard, Inc.
Bachelor	Bachelor degree program Associate degree program Undergraduate Professional program (MDCM, MD, DDS, DMD, LLB, JD, OD, PharmD, DVM, DPM etc.) Other Bachelor degree programs that do not fit elsewhere.
DEC or AEC (CEGEP) program	Diploma of Collegial Studies (DEC) program from CEGEP, or equivalent AEC programs
Doctorate	Professional or thesis-based program leading to a Doctorate degree (PhD). This does not include undergraduate professional programs which should be reported as a bachelor degree.
French Bacc.	Program offered by or based on the French Baccalaureate system Note: If you have received a French Bacc. from Stanislas or Marie de France please report as DEC or AEC (CEGEP) program.
IBO program	Program offered by International Baccalaureate Organisation (IBO)
Masters (Thesis)	Thesis-based program leading to a Master's degree. Some examples include: M.Sc., M.A., etc.
Masters (Non-Thesis)	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.
Dipl or Cert prog	Undergraduate- or graduate-level diploma or certificate program including post-baccalaureate programs
Tech/Vocational	For a technical training or vocational college program, including technical certifications
Study-Abroad/Exchange	For a university-organised or university-sponsored study-abroad or exchange program

Other	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 2022, 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's degree that will be used as your basis of admission degree. Degrees that are not completed by July 2022 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:
PROGRAM IN PROGRESS	the program is in progress at the time of your application.
PROGRAM DISCONTINUED	you have abandoned the program.
PROGRAM GRADUATED	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).
PROGRAM TERMINATED	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 that is not part of any degree.) 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 http://www.mcgill.ca/dentistry/4-year-dmd-program/how-apply. **Circumstances described in this document may not be considered if the criteria set out in above policy are not respected.**

HONOURS PROGRAM

Select the drop-down menu if your program is an honours program

STUDY ABROAD/EXCHANGE PROGRAM

Select the drop-down menu if your program was part of a study abroad or an exchange program

Note that if the study abroad/exchange program is part of your basis of admissions degree you will need to enter these courses in section 3. Study abroad/exchanges that are greater than 1 semester of course work, the grades **must** be entered and not marked as NG (No Grade).

SUMMER PROGRAM

Select the drop-down menu if your program is part of a summer program or were independent summer courses.

PROFESSIONAL PROGRAM

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

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 Dental Medicine). This should be a 120-credit university degree program, or, for candidates who hold a Diploma from a Quebec-based CEGEP or equivalent pre-university studies, a 90-credit program from a Quebec university is accepted.

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

If you participated in a study abroad/exchange program during your basis of admissions degree studies you will need to enter these courses in section 3. Study abroad/exchanges that are greater than 1 semester of course work, the grades **must** be entered and not marked as NG (No Grade).

Please list the courses in the order they appear on your academic transcript for ease of verification.

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:
Fall	**First** session of the academic year. "Fall" session for semester, trimester or quarter-based institutions.
Winter	**Second** session of the academic year. "Winter" session for semester, trimester or quarter-based institutions.
Spring	Spring session for QUARTER-based institutions
Summer	**Third** session of the academic year. "Summer" session for semester, trimester or quarter-based institutions.
Full-Year course	Courses spanning of the **first and second** sessions of the academic year "Fall-Winter" in most institutions.
Term n/a	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. Feel free to abbreviate.

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:*
000-Level	a pre-freshman level course. Typically, these courses start with a "0" in their numbering (e.g. PHYS 099).
100-Level	a Freshman / "First Year" / U0 –level course, **including all CEGEP courses**
200-Level	a Sophomore / "Second Year" / U1 –level course.
300-Level	a Junior / "Third Year" / U2 –level course.
400-Level	a Senior / "Fourth Year" / U3 –level course.
500-Level	an advanced undergraduate course (e.g. Master's-level course available to undergraduates)
GR-Level	a graduate-level course (i.e. part of an graduate program) but contributes to the bachelor degree.

GRADE STATUS

Use the list below to enter a valid option:

Select this value:	*To designate:*
GR(GRADED)	the course grade (letter or numerical) is calculated in the GPA
NG(NO GRADE)	the course result cannot be calculated in the GPA (does not have a point value). This includes Pass/Fail, Satisfactory/Unsatisfactory notations (e.g. PASS, CR, S, W, CNT, IPR, etc.) Note: Please report **all** transfer credits and grades. Note: Please report your study abroad/exchange program if taken during your basis of admissions degree. Study abroad/exchanges that are greater than 1 semester of course work, the grades must be entered and not marked as NG (No Grade). **Transfer credits do not include studies done in CEGEP or high school.**
IP(IN PROGRESS)	the course is in progress and its final grade or notation is not available at this time.
RT(RETAKEN)	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 **and** set the McGill credits to zero. 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.] Make sure to indicate the GRADE STATUS as RT on the course with the failed or lesser grade.

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.

Special note regarding grades for courses taken in the Winter 2020 term

As described under COVID-19 accommodations:

- The workbook will not include Winter 2020 grades in the GPA, this applies equally to all applicants regardless of the impact of COVID-19 on your studies or the policy of your educational institution. **However, please enter these grades in the workbook exactly as they appear on your transcript (letter, numerical, or Pass/Satisfactory/Credit, etc.)**
- Winter 2020 credits for all successfully completed courses will be counted towards degree totals as reported on the institution's transcript.
- Winter 2020 semester credits will not be considered when assessing eligibility related to full-time studies.
- Basic Science prerequisite courses with grades of Pass, Satisfactory, Credit, etc. will be accepted for Winter 2020 only.
- 2019-2020 full year courses are not counted in the GPA. Candidates who have fewer than 45 graded credits after the exclusion of 2019-2020 full year courses should submit a letter of extenuating circumstances.

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: Consult https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/2f/f2/2ff2540b-0e3c-4201-a6c8-c4829c9abcdf/amcas_grade_conversion_chart.pdf
- Canadian: Refer to the appendix (last page)
- International: Consult hwww.mcgill.ca/gradapplicants/international/apply/equivalency. If no scale here is appropriate, please contact the admissions office and request grading scheme for your country or institution.

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.

Is this a Basic Science? (Optional)

If the reported course also fulfills a basic science requirement or a recommended course select the appropriate basic science option that corresponds with the course from the drop down list provided. This will help to automatically populate some of section 4. This is optional and the applicant can also fill in section 4 manually in the case of basic sciences taken in CEGEP or outside of the basis of admissions degree.

You cannot assign multiple courses to one basic science course.

Select this value:	*To designate:*
BIOLOGY I	Introduction to biology part I (1 semester)
BIOLOGY II	Introduction to biology part II (1 semester)

BIOLOGY I & II	Introduction to biology part I & II (full year)
CHEMISTRY I	Introduction to chemistry part I (1 semester)
CHEMISTRY II	Introduction to chemistry part II (1 semester)
CHEMISTRY I & II	Introduction to chemistry part I & II (full year)
PHYSICS I	Introduction to physics part I (1 semester)
PHYSICS II	Introduction to physics part II (1 semester)
PHYSICS I & II	Introduction to physics part I & II (full year)
ORGANIC CHEMISTRY I	Introduction to organic chemistry (1 semester)
BIOLOGY I –LAB	Lab component to introduction to biology part I (1 semester)
BIOLOGY II – LAB	Lab component to introduction to biology part II (1 semester)
BIOLOGY I & II –LAB	Lab component to introduction to biology part I & II (full year)
CHEMISTRY I –LAB	Lab component to introduction to chemistry part I (1 semester)
CHEMISTRY II- LAB	Lab component to introduction to chemistry part II (1 semester)
CHEMISTRY I & II – LAB	Lab component to introduction to chemistry part I & II (full year)
PHYSICS I – LAB	Lab component to introduction to physics part I (1 semester)
PHYSICS II – LAB	Lab component to introduction to physics part II (1 semester)
PHYSICS I & II – LAB	Lab component to introduction to physics part I & II (full year)
ORGANIC CHEMISTRY I –LAB	Lab component to intro to organic chemistry (1 semester)
INTRO MOLECULAR BIOLOGY	Introduction to molecular biology (1 semester)
INTRO CELL BIO & METABOLISM	Introduction to cell bio & metabolism (1 semester)
INTRO MAMMALIAN PHYSIOLOGY	Introduction to mammalian physiology part I (1 semester)

SECTION 4: PRE-REQUISITES AND RECOMMENDED COURSES

Details about the Basic Science Pre-requisite courses and policies are found here:
http://www.mcgill.ca/dentistry/4-year-dmd-program/requirements

This section will automatically populate most of the basic science information if you used the drop box option in section 3. Otherwise, you may fill out this section directly for example if your basic sciences are from CEGEP or outside your basis of admission degree. Please verify that the entire section is complete before moving to the next section.

BASIC SCIENCE COURSES

These fields are populated automatically and cannot be altered.

INCLUDES LAB

Drop down box if your pre-requisite course includes a lab YES or NO. **If the lab is a separate course, select NO and 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

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.

All courses are converted to a McGill-Equivalent credit weight of 3, with the exception of courses with an integrated lab, which are worth 4 credits.

All courses listed in the Introductory Basic Science Labs section are converted to a McGill-Equivalent credit weight of 1.

EXEMPTION/SUBSTITUTION

Use this section if you have obtained from the Admissions Office 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. Enter the confirmation code that you received from the Office of Admissions granting 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.}**.**
- If you wish to apply for EXTC but did not indicate it in your web-based application, please email undergrad.dentistry@mcgill.ca and the relevant checklist item will be added to your MINERVA account.

Please consult the policy and instructions here:

https://www.mcgill.ca/dentistry/4-year-dmd-program/how-apply.

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.

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 DENTISTRY 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.

Remember that, due to COVID-19, no Winter 2020 courses are calculated in the Dentistry GPA, so it is normal that you may see a discrepancy with your institution's transcript.

IN PROGRESS SCIENCE PRE-REQUISITE COURSES (3 MAXIMUM)

Note that if you indicated in Section 4 that up to a maximum of 3 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. You are required to submit your grades by uploading a copy of the relevant unofficial transcript to Minerva. A checklist item will be added to Minerva by early January for applicants who indicated in progress science pre-requisite

courses. Grades must be submitted by May 30 at the latest for candidates who receive an offer of admission.

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

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

These tables are for your 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		
83—86%	A-	3.7		
79—82%	B+	3.3		
75—78%	B	3.0		**multiply by 1.5**
71—74%	B-	2.7		
67—70%	C+	2.3		(e.g. 2.66 cr = 4.0 sem hrs)
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		
6	AB	3.5		**Assign each <u>higher-level</u> exam 6 semester hours.**
5	B	3.0		
4	C	2.0		**N.B.** > Standard level exams are not considered to fulfill any of the basic science prerequisites.
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

McGill Undergraduate Grading System Conversion Table

Type	GPA				Numeric				Percentage		Alpha				
Scale:	1a	1b	1c	1d	2a	2b	2c	2d	3	4	5	6	7	8	9
McGill EQ															
4.00	4.33	4.50	4.50	4.00	9	9	12	10	90–100	93–100	A+	A	A+		A+
	4.00	4.25	4.00		8	8	11	9	85–89	84–92	A			A	A
													A		
3.70	3.67	4.00			7		10	8	80–84	75–83	A-	A-			A-
3.30	3.33	3.50	3.50	3.50	6	7	9	7	77–79	72–74	B+	B+	B+		B+
3.00	3.00	3.00	3.00	3.00	5	6	8	6	73–76	69–71	B	B	B	B	B
2.70	2.67				4		7		70–72	66–68	B-	B-			B-
2.30	2.33	2.50	2.50	2.50	3	5	6	5	67–69	64–65	C+	C+	C+		C+
2.00	2.00	2.00	2.00	2.00	2	4	5	4	63–66	62–63	C	C	C	C	C
1.70	1.67						4		60–62	60–61	C-	C-			C-
1.30	1.33			1.50		3	3	3	57–59	56–59	D+	D+	D+		
1.00	1.00	1.00	1.00	1.00	1	2	2	2	53–56	53–55	D	D	D	D	D
0.70	0.67						1		50–52	50–52	D-	D-			
0.00	0.00	0.00	0.00	0.00	0	1/0	0	1/0	≤ 49	≤ 49	E/F	E/F	E/F	E/F	E/F

Acadia	5	Laval	5	Prince Edward Island	3	Trent	3
Alberta	5	Lethbridge	5	UQ system	1a, 5	Trinity Western	5
Algoma	3	Manitoba	1c, 7	Queen's	3, 5	UBC	3, 5
Athabasca	5	McGill	6	Regina	3	UNBC	5
Bishop's	3	McMaster	5	RMC	4, 5	UOIT	5
Brandon	5	Memorial	8	Royal Roads	5	Vancouver Island	1a, 9
Brock	3	Moncton	5	Ryerson	5	Victoria	2a, 3, 5
Calgary	5	Montreal	5	Saskatchewan	3	Waterloo	3, 5
Cape Breton	3	Mt. Allison	5	Sherbrooke	5	Western	2c, 3
Carleton	2c, 5	Mt. Royal College	5	Simon Fraser	5	Wilfrid Laurier	2c, 5
Concordia	5	Mt. St. Vincent	5	St. Francis Xavier	3	Windsor	3, 5
Dalhousie	3, 5	New Brunswick	5	St. Mary's	5	Winnipeg	1b, 5
Fraser Valley	1a, 3	Nipissing	3	St. Thomas	5	York	2b, 7
Guelph	3	OCAD	3	Ste-Anne	5		
Lakehead	3	Ottawa	2d, 5	Thompson Rivers	5		
Laurentian	2d, 5	Polytechnique Montreal	1d	Toronto	3, 5		