

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

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## Understanding how your academic record is evaluated

The Office of Admissions, Equity & Diversity considers several criteria in its evaluation of the academic strength of a candidate. The academic history workbook is the tool used to assess a candidate's academic profile. 'Basis of admission degree' means the undergraduate degree upon which your candidacy is assessed, and the cumulative grade point average is the primary measure of degree performance.

In order to determine which candidates will be invited to interview, a candidate's academic performance is weighted at 70% and the combined CV and personal narrative are weighted at 30%. 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, post-bachelors academics and recognition of professional programs (i.e.: programs that lead to the practice of a profession for which one must be a member of a professional order).

For applicants invited to the multiple mini-interviews, 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:  
<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 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. This is the **BASIS OF ADMISSION DEGREE**, for which detailed information must be reported in **Section 3: Basis of Admission Degree** of the workbook.

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 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 these programs.

## Getting started

### *Before you get started:*

- You will need a valid **McGill ID number** in order to complete the self-reporting workbook.
- 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/medadmissions/applying/elements/mdsr>

### Technical notes on the Workbook:

The Self-Reporting Workbook can be completed in Microsoft Excel® or Appache Open Office. Templates are available for both formats on the above website. **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, make sure you are consistent with terminology.

**Blank fields:** the workbook will prompt you if a field **MUST** be completed. Otherwise, it is preferable to leave field blank rather than entering values such as **n/a**.

**Reserve comments for the Comments fields.** Do not use the comment-box functions as these are not captured when doing reports.

**Ensure that your data entry accurately reflects what appears on your official records.** The Self-Reported Workbook will be verified against your transcripts by the Admissions Office. The information you provide in the Workbook. 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.



## 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. You cannot proceed beyond the first section without a valid McGill ID number.

### 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 drop-down list) the short name of the program to which you are applying.

### APPLICANT CATEGORY

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

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

## 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>License program</b>	Licence-level program (certain European countries)
<b>Master</b>	Course-based, thesis-based or professional program leading to a Master's degree. Some examples include: M.Sc., M.B.A., M.P.H., 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 or undergraduate) that does not fit elsewhere in this list.



## PROGRAM

Select from the dropdown menu the option that best describes the program. If your program cannot be found leave this cell blank and fill in the details in the next column, **PROGRAM DETAIL**.

## PROGRAM DETAIL

This is a free form box used to add additional information regarding your program. Please use this especially if your program is not an option from the drop down menu available in the **PROGRAM** column.

## 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

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. **It should always be in the MM/YYYY format**

Example: Enter **09/2009** for September 2009

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

## 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, you are reporting course work or the program does not terminate in a degree/diploma/certificate etc.
<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 ADDITIONAL COMMENTS column).

## 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 (e.g. studied part time)

**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/medadmissions/applying/elements/extenuating-circumstances> .

**Circumstances expressed in this document may not be considered if the above policy is 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 professional program. (i.e.: programs that lead to the practice of a profession for which one must be a member of a professional order).

	Honours Program	Exchange Program	Summer Program	Professional Program
<input checked="" 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 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 type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## SECTION 3: BASIS OF ADMISSION DEGREE

This is the degree upon which your academic assessment for admission will be 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 previous table corresponding to where the course took place.** 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. This is to know where the source for this course is.

### 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>	First 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.

## BROAD COURSE CATEGORY

***Select from dropdown menu the entry that most accurately represents the general classification of the course.*** The purpose is to group the classes based on its general discipline. If the course spans multiple disciplines or is in an unlisted discipline, you may manually enter a value. The idea is to provide a general classification rather than a specification.

Wikipedia (URL: [http://en.wikipedia.org/wiki/Academic\\_disciplines](http://en.wikipedia.org/wiki/Academic_disciplines)) as this served as the foundation for the classification list.

**For quick reference:**

- AGRICULTURE
- ARCHITECTURE
- ARTS
  - Performing arts, Visual arts, Applied Arts etc.
- BUSINESS
- DIVINITY/RELIGION
- EDUCATION
- ENGINEERING
- ENVIRONMENTAL SCIENCES
- HEALTH SCIENCES
  - Medicine, Dentistry, Physiotherapy, Clinical Psychology, Veterinary Medicine etc.
- HISTORY
- JOURNALISM/MEDIA STUDIES/COMMUNICATIONS
- LAW
- LIBRARY SCIENCES
- LINGUISTICS
  - Languages etc.
- LITERATURE

- MATHEMATICS\COMPUTER SCIENCE
- MILITARY SCIENCES
- NATURAL SCIENCES
  - Life sciences such as Biology, Neuroscience and Endocrinology
  - Branches of chemistry, Physics, Astronomy, Earth science etc.
- PUBLIC ADMINISTRATION
- SOCIAL SCIENCES
  - Anthropology, archaeology, cultural and ethnic studies, economics, geography, psychology, political science, gender science, sociology etc.
- SOCIAL WORK
- TRANSPORTATION
- OTHER
  - Family and consumer science, Kinesiology, Physical Education etc.

## COURSE LEVEL

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

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) is calculated in the GPA
<b>NG(NO GRADE)</b>	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.)
<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>	<p>That this course was subsequently retaken.</p> <p>[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.]</p>

## NUMERICAL GRADE AND/OR LETTER GRADE

Where applicable, select from the dropdown menu the grade that appears on the transcript Enter the grade, mark or notation of the course as per the transcript. Either a numerical grade or a letter grade or both must be entered. These grades are converted to the McGill scale, if the letter grade produces a different grade point than the numerical grade, the higher mark of the two is considered.

## 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.**

## 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

### PREREQUISITE COURSES

These fields are populated automatically and cannot be altered.

### 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

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

### COURSE LEVEL

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

### GRADE STATUS

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

### GRADE SCALE



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

## NUMERICAL GRADE AND/OR LETTER GRADE

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

## COURSE CREDIT WEIGHT

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

## EXEMPTION/SUBSTITUTION

Check the box if you have obtained from the Office of Admissions, Equity and Diversity approval of a request for exemption or substitution for a basic science prerequisite course. Indicate the date on which you obtained the written approval from the Office of Admissions, Equity & Diversity.

## SECTION 5: 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.
-

## 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

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

### College Board, Inc. AP Exams

AP Exam Result	McGill grade point value		AP exam weights to Semester Hours
5	4.0		<b>Assign each exam result 6 semester hours</b>
4	3.5		
3	3.0		
2	0		
1	0		

## International Baccalaureate (IBO) Exams Results

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

## A-Level (or equivalent) Exams Results

AP Exam Result	McGill grade point value		A-Level Exam weights to Semester Hours
A	4.0		<p>Assign each exam 10 semester hours</p>
B	3.5		
C	3.0		
D	2.0		
E	1.0		
N	0		

## McGill Equivalent grade point value

Local grade	McGill equivalent grade	McGill grade point value
A+	A	4.0
A		
A-	A-	3.7
B+	B+	3.3
B	B	3.0
B-	B-	2.7
C+	C+	2.3
C	C	2.0
C-		
D+	D	1.0
D		
D-		
F+	F	0.0
F / E		