Instruction on filling "Computer Science Background Form"

1. Course Contents

Institutions might offer courses with different names than ours e.g., the course "Database Management Systems" listed on the Background Form might be listed in different names such as "Database Systems", "Database Systems Principle" or etc. so for the Course Contents part, just enter the course name of the similar Database course listed in your transcript. Course name does not have to be the same. Also, you should be able to add some limited key words like "SQL","DML","DDL" and etc., but not too many to make us better understand what is covered in your database course.

2. Year Taken

Enter in MM/YYYY format, if you finished a course on Jan of 2018, just enter 01/2018.

3. Marks/Grades Awarded

Accepted course mark to be entered in this part should be in 100 points grading system. Marks are only allowed to enter as an integer. For example, if the mark is 85.4, round it off to 85; if the mark is between 85.5 and 85.9, round it off to 86.

You are required to enter your mark in the range from 0 to 100. For those applicants whose transcript is not based on 100 points GPA grading system. You are responsible to convert it to a mark in the range from 0 to 100. For example, if you got A (range from 80 to 85 in 100 points GPA in your transcript) for one course, you just enter the middle rounded mark "83" in this range for this course.

Don't enter Marks with "completed" or "Going" or "not finished" as this does not mean anything to us. If you do not know this information at present time, leave it empty and you can update and upload again the CS Background Form at a later time when this course mark is ready. Enter Marks only from a theory course, not from a lab or practicum course.

4. **Repeats/Backlogs:** Fill this part only if you ever had repeated the following courses,
   - Algorithm Design and Analysis
   - Computer Networks
   - Artificial Intelligence
   - Operating Systems
   - Software Engineering
   - Database Management Systems
   - Object Oriented Programming
   - Computer Architecture
   - Data Structures
   - Discrete Mathematics

   Course Name: It must be one of the above courses
   Year: In format of YYYY, for example "2018"

Times: Number of times you repeated one of the above courses

5. Institute/University Name

Enter only the Institution or University name not including the department name. For example, if you graduated from Department of Computer Science of Lakehead University, just enter "Lakehead University". Use full name of your Institution or University on your English transcript without abbreviation, for example if you are from "University of Science and Technology of China", do not use abbreviation like "USTC".

6. Class/University Highest Marks:

Highest Marks is the highest mark that is attained by the student in the University/Institution. For example, if your institution is using 100 points GPA grading system, and the highest mark obtained by you or the institution topper is 85, then enter 85. The objective is to know how close a student is from the best performing student in the institute. As another example, if the applicant has secured 65 and the university highest marks are 66, then enter 66.

Admission committee will review applicant's transcript marks and examine its compatibility with marks in the "Computer Science Background Form" for validation and integrity. Application with marks discrepancy or any fake information will be rejected.

If you need further assistance, please contact Dr. Rachael Wang at grad.compsci@lakeheadu.ca