

Directions for GPA Calculator

- 1) Open unofficial transcript in STAR. Don't use DegreeWorks.
- 2) Choose the appropriate excel spread sheet from the bottom tabs based on the GPA you want to calculate
 - a. AACOMAS: Osteopathic medical school application service
 - b. AADSAS: Dental school application service
 - c. AMCAS: Allopathic medical school application service
 - d. CASPA: Physician assistant program application service
 - e. PharmCAS: Pharmacy school application service
 - f. PTCAS: Physical therapy program application service
 - g. VMCAS: Veterinary medical college application service
- 3) In column A, enter the course number. Keep in mind it is **not** case sensitive.
- 4) In column B, enter the full course title.
- 5) In column C, select what your class rank was when you took the class from the dropdown.
- 6) In column D, enter the final grade you received exactly as it appears on your transcript. Be sure to enter a + or – if it is listed on your transcript.
 - a. EXCEPT AP course, do not enter a grade.
- 7) In column E, enter the number of credit hours the class was worth.
 - a. Leave blank if you entered W or P in column D.
 - b. Leave blank if an AP class course.
- 8) In column F, select “yes” if the class should be incorporated into a Science specific GPA. Follow the links below to determine which courses each application service will include in your Science specific GPA.
 - a. [AACOMAS: Biology, Chemistry, Physics, or other Science class](#)
 - b. [AADSAS: Biology, Chemistry, Physics, or other Science class](#)
 - i. To access the course classification guide, click on Transcript Entry and select the link for the course subject list
 - c. [AMCAS: Biology, Chemistry, Physics, or Math class](#)
 - d. [CASPA: Biology, Chemistry, Physics, or Other Science](#)
 - i. Alternatively, you can use this column to select school specific prerequisite classes to calculate your prerequisite GPA for each school
 - e. [PharmCAS: Science category](#)
 - i. Alternatively, you can use this column to select school specific prerequisite classes to calculation your prerequisite GPA for each school
 - f. [PTCAS: Science category](#)
 - i. Alternatively, you can use this column to select school specific prerequisite classes to calculation your prerequisite GPA for each school
 - g. [VMCAS: Science category](#)
- 9) In column G, select “yes” if the class was based on a quarter system (uncommon). If the class was taken at WVU, it was not based on a quarter system.

For example:

Course Number	Course Title	Status (Class Rank)	Enter Grade on Transcript	Number of Unit Hours	Is this a Biology, Chemistry, Physics, or Other Science Class?	Was the Class Based on the Quarter System
Biol 115	Principles of Biology	Freshman	B	4	Yes	
Hist 152	Growth- American Nation to 1865	Freshman	A	3		

10) You do not need to edit any cell that is grayed out.

11) The GPA chart to the right and the associated trends worksheets will update automatically with each entry. Note that these are an approximation of your GPA as calculated by these application services.

Tips for using the calculator:

- Use STAR to access unofficial transcript to enter grades into the GPA calculator.
- Determining which classes are to be classified as a science course can be tricky. When in doubt calculate your GPA with (“yes” in column F) and without this class designated as a science course. Our office does not yet have a comprehensive list of WVU courses that are designated as science by each application service.
- Use the calculator to determine how future courses will affect your science GPA. We recommend testing best and worst case scenarios.