Students enrolled in Electrical & Computer Engineering M.Eng programs have 2 plan options:

1. Course-Based Program- ECEMENGC (CRO)
2. Project Based Program -ECEMENG (CRP)

If a student would like to change from Course Based to Project Based or vise versa, they must submit a plan change form on Mosaic.
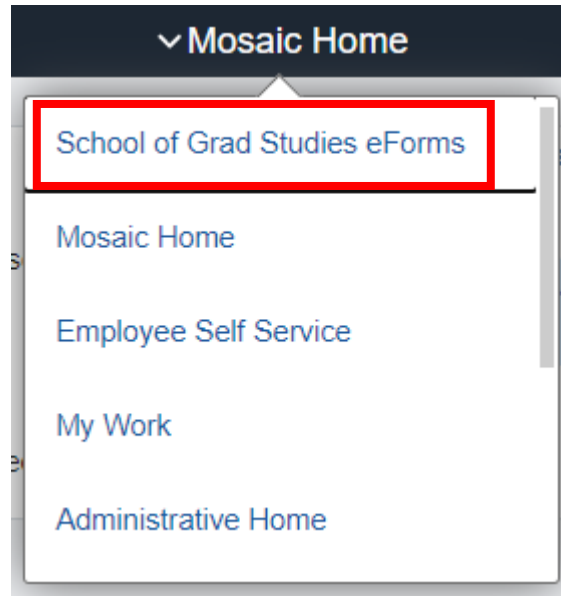
Please follow the instructions below:

Contents
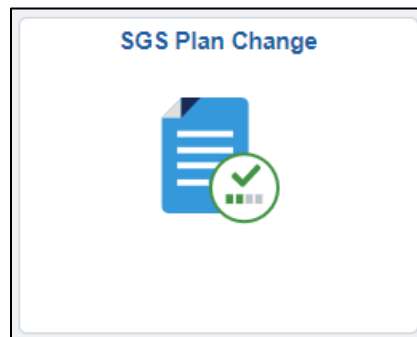
Submit a Plan Change Request

1. Sign into Mosaic.

2. Click the Mosaic Home menu at the top of the screen and click the School of Grad Studies eForm Homepage option.
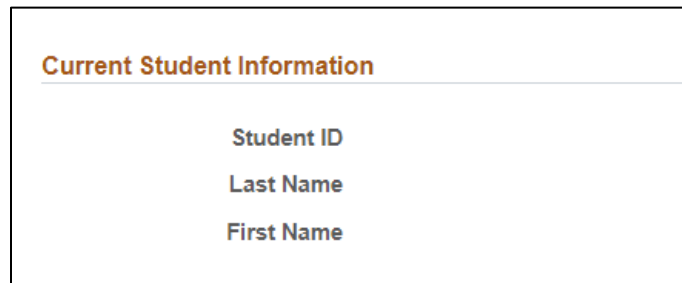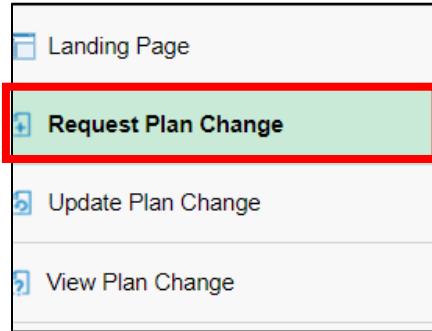

3. Click the SGS Plan Change tile

4. From the SGS Plan Change landing page, click on Request Plan Change from the left navigation bar.

Student Plan Change Request

Landing Page

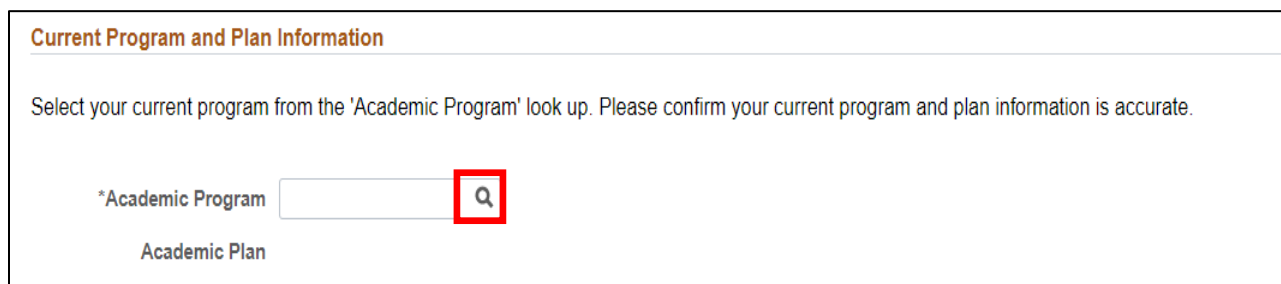**Request Plan Change**

Update Plan Change

View Plan Change

5. There are instructions throughout the form to guide you through the request process.

6. In the Current Student Information section, your Student ID and preferred name (as it appears in Mosaic) will pre-populate on the form.

Current Student Information

Student ID

Last Name

First Name

7. In the Current Program and Plan Information section, use the look up icon in the Academic Program field to select your current program.

   *Note: only the program you are active in will appear for selection.

Current Program and Plan Information

Select your current program from the 'Academic Program' look up. Please confirm your current program and plan information is accurate.

*Academic Program

Academic Plan

8. The following fields are to be completed prior to submitting the form:

   - In the Plan Change request Details section, you will be able to select the term in which the plan change will be effective using the look up icon in the Term field. **Terms that have passed will not be available for selection.**

   - In the New Academic Plan field, use the look up icon to select which plan you wish to change to. **Please consult with your Program Office if you have questions regarding which plan code you should be selecting.**

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Plan Change Request Details

1. Select the term that plan change will be effective for using the 'Term' look up. Please select only a current or future term. **Note: You will only be able to select a term within the current academic year. Terms that have passed will not be accepted.**

2. Select your new academic plan using the 'Academic Plan' look up.

*Term [ ] 🔍

*New Academic Plan [ ] 🔍

9. Once all required fields, identified with an asterisk (*) have been completed, you can submit the form using the **submit** button at the bottom of the page.
   - If you wish to leave the form and continue working on it later, you can click the **save** button at the button of the page.
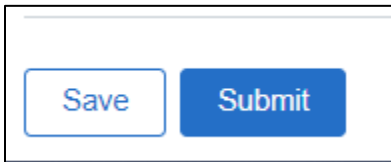
Save   Submit

10. When you have submitted your form, you will receive an email notification that it has been submitted and routed to your graduate administrator for review and approval.

10. When your request has been approved and processed, you will receive an email notification.
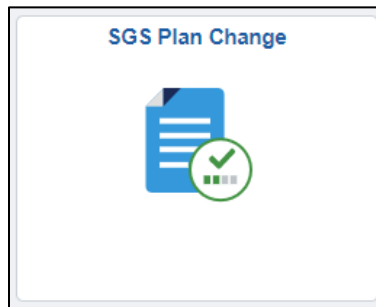
Update a Plan Change Request

Updating a form can be done if a form is partially completed and saved. Updating a form can also be used if a form has been returned to you requesting more information.

1. Sign into Mosaic.

2. Click the Mosaic Home menu at the top of the screen and click the School of Grad Studies eForm Homepage option.
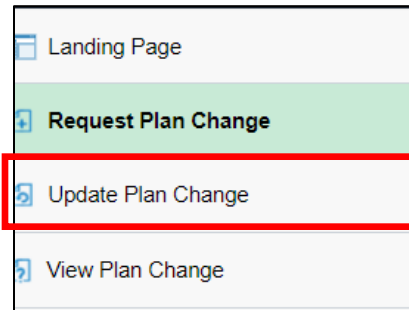
McMaster University
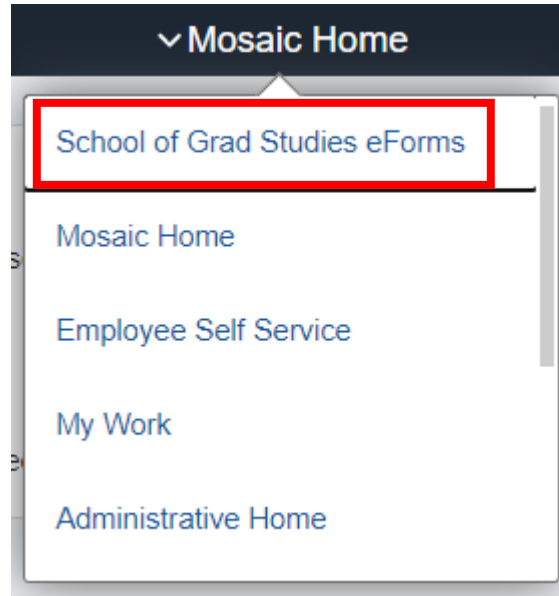
3. Click the **SGS Plan Change** tile

4. From the SGS Plan Change landing page, click on **Update Plan Change** from the left navigation bar.

5. Enter the Form ID on the search page of the form you wish to update. To see all forms you have in progress/submitted, leave all fields blank and click the **search** button at the bottom of the page.

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6. Click any link on the result to open the form.

Note: under the Form Status column, a status of saved means the form was initiated but not submitted. If the form has a status of recycled, the approver has sent back the form to you.

7. Review and complete the form as necessary.

Note: If the form was in recycled status and was sent back for corrections/ additional information, review the comments section at the bottom of the form details regarding your request.
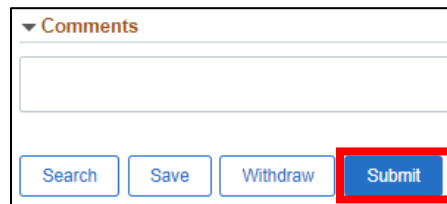
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8. Once the form is complete, click the **submit** button at the bottom of the page.
    - The form can also be saved again by clicking the save button, or it can be withdrawn by clicking the withdraw button.

    Note: when clicking withdraw, it will delete the form and all progress will be lost.
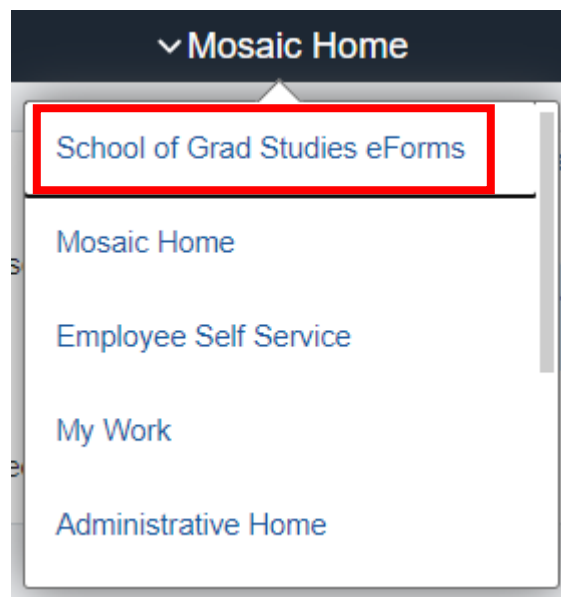

View a Plan Change Request

Viewing a form can be used to see the status of any forms in progress or submitted. The form will not be editable when using the view form function.

1. Sign into Mosaic.

2. Click the Mosaic Home menu at the top of the screen and click the School of Grad Studies eForm Homepage option.
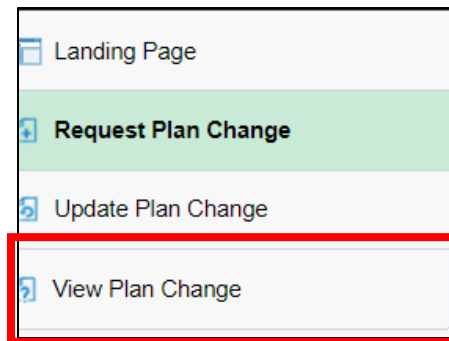
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Student Plan Change Request

3. Click the SGS Plan Change tile
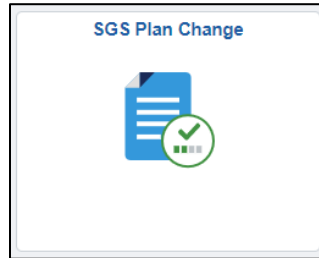
4. From the SGS Plan Change landing page, click on **View Plan Change** from the left navigation bar.

5. Enter the Form ID on the search page of the form you wish to update. To see all forms you have in progress/submitted, leave all fields blank and click the **search** button at the bottom of the page.

6. Click any link on the result to open the form.

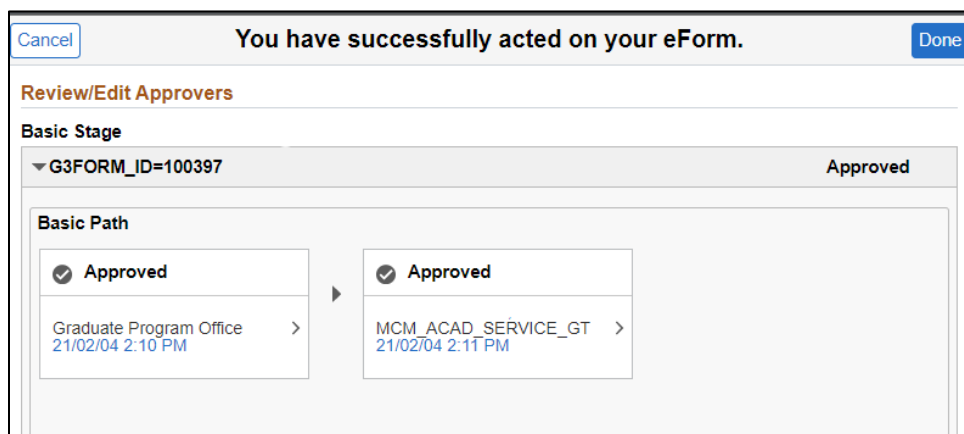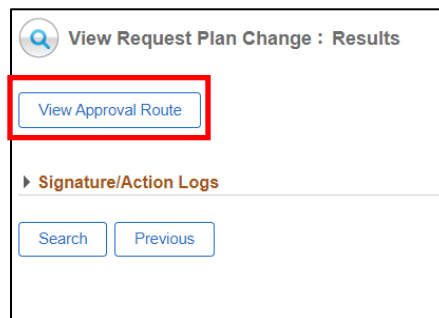   **Note: under the Form Status column, a status of saved means the form was initiated but not submitted. If the form has a status of recycled, the approver has sent back the form to you.**

Form ID	Form Type	Form Status	Student ID	Term	Academic Program	New Academic Plan	Academic Plan	Display Name
1	MCM_SGS_PL	Pending	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)

7. To see the approval status, click the **Next** button at the bottom of the page.

    ▶ Comments

    Search   **Next**
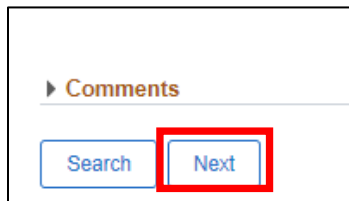
8. Click the **View Approval Route** button to view the form status. A list of approvers and status on the approval chain will appear.

    View Request Plan Change : Results

    View Approval Route

    ▶ Signature/Action Logs

    Search   Previous

    Cancel   You have successfully acted on your eForm.   Done

    Review/Edit Approvers

    Basic Stage

    ▼ G3FORM_ID=100397   Approved

    Basic Path

    ✓ Approved

    Graduate Program Office
    21/02/04 2:10 PM   ▶

    ✓ Approved

    MCM_ACAD_SERVICE_GT
    21/02/04 2:11 PM

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Student Plan Change Request

9. To view additional form details, expand the **Signature/Action Logs** section.

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	2021/02/04 2:07:58PM	Initiated			Submit	
2	2021/02/04 2:10:10PM	GTAdmin: Graduate Program Office			Approve	2 minutes
3	2021/02/04 2:10:10PM	Graduate Program Office			Approve	< 1 minute
4	2021/02/04 2:11:32PM	MCM_ACAD_SERVICE_GT			Authorize	1 minute
5	2021/02/04 2:11:36PM	System	System			< 1 minute