

MOSAIC: HOW TO ENROLL IN CLASSES (For Certificate Students)

1. In the URL, type: <https://www.mosaic.mcmaster.ca>

Master Academics Alumni Discover McMaster Future Students Library Research Current Students

Mosaic

Home
About
People
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Newsletters for Managers
Faculty Members
Students
Contact

Finance Student Administration HR Business Intelligence Research Administration

Welcome to Mosaic

Sign in at the Mosaic portal

Larger Text
Smaller Text

What is Mosaic? Mosaic set to support users of new student administration system

2. Log-in with your MAC ID and MAC ID Password.

McMaster University Mosaic

Welcome

Welcome to the Mosaic portal, your access point for McMaster University's administrative information systems.

MAC ID

Password

Sign In

Mosaic Alerts

System Performance

Expect gradual performance

Alerts

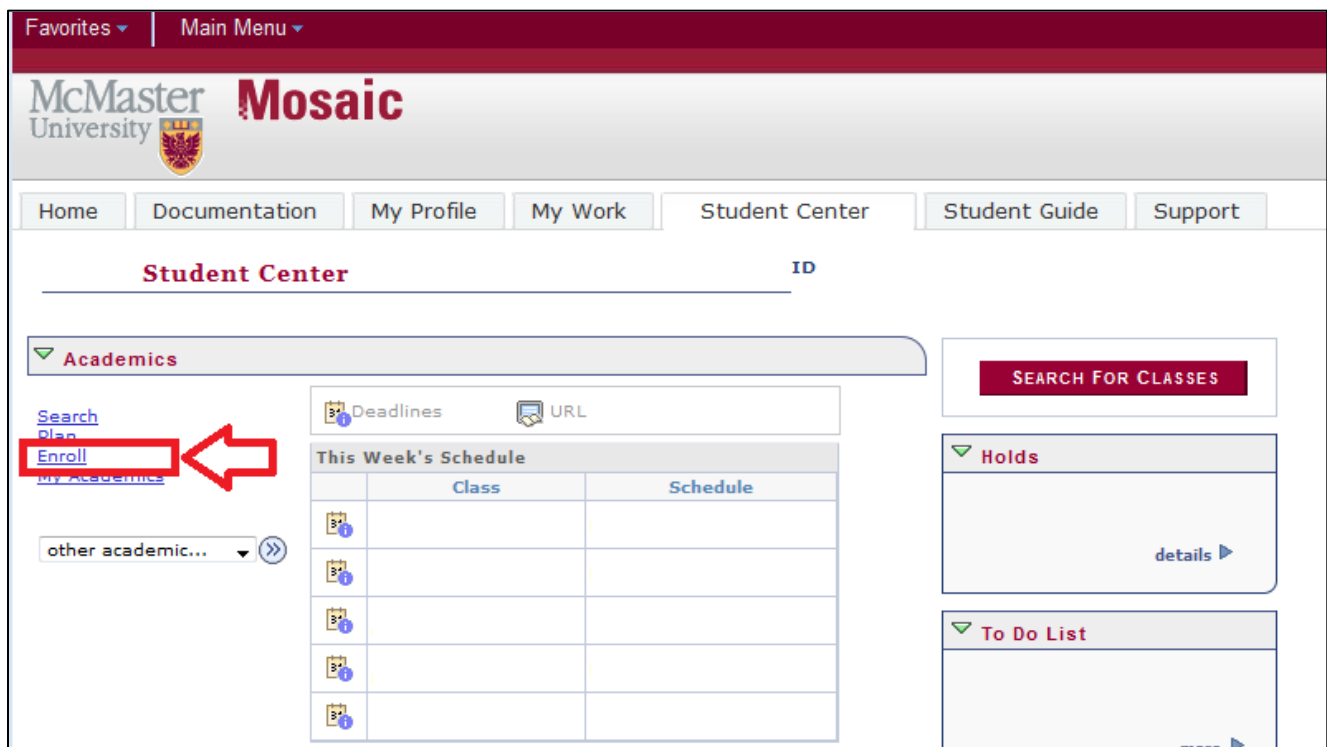
[What's my MAC ID or password?](#)

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3. From the main page select the 'Student Center' tab from the selection row.



4. Under the Academics tab select 'Enroll'.



5. Select appropriate course term.

McMaster University Mosaic

Home Documentation My Profile My Work Student Center Student Guide

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2015 Winter	Undergraduate	McMaster University
<input checked="" type="radio"/>	2015 Spring/Summer	Undergraduate	McMaster University

CONTINUE

6. Select "Class Search".

Home Documentation My Profile My Work Student Center Student Guide

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2015 Spring/Summer | Undergraduate | McMaster University **change term**

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

2015 Spring/Summer Shopping Cart

Your enrollment shopping cart is empty.

7. Select the Course Subject. For Certificate Students select:
Course Subject: ENG TECH Engineering Technology
Course Number: is exactly (drop down); 3MA3 (typed)
Course Career: Undergraduate (default)

Add Classes

Enter Search Criteria

McMaster University | 2015 Spring/Summer

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject: ENGTECH Engineering Technology

Course Number: 3MA3

Course Career:

Show Open Classes Only

Class Nbr:

Additional Search Criteria

[Return to Add Classes](#)

NOTE: To Select Subject

Add Classes

Enter Search Criteria

McMaster University | 2015 Spring/Summer

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select a Subject

<input type="button" value="select"/>	EARTHSC	Earth Sciences
<input type="button" value="select"/>	ECE	Electrical and Computer Engineering
<input type="button" value="select"/>	ECON	Economics
<input type="button" value="select"/>	EDUCATN	Educate
<input type="button" value="select"/>	EHEALTH	Ehealth
<input type="button" value="select"/>	ELECENG	Electrical Engineering
<input type="button" value="select"/>	ELP	Emerging Leaders Program
<input type="button" value="select"/>	ENGINEER	Engineering
<input type="button" value="select"/>	ENGLISH	English
<input type="button" value="select"/>	ENGMGT	Engineering Management
<input type="button" value="select"/>	ENGPHYS	Engineering Physics
<input type="button" value="select"/>	ENGSOCTY	Engineering & Society
<input type="button" value="select"/>	ENGTECH	Engineering Technology
<input type="button" value="select"/>	ENRTECH	Energy Engineering Technologies
<input type="button" value="select"/>	CIVIRSC	Environmental Science

8. Select the class you choose to be enrolled in. Take special note the Meeting Dates and Time to ensure that you will be enrolled in the section you desire.

The following classes match your search criteria Course Subject: **Engineering Technology**, Course Number is exactly '3MA3', Course Career: **Undergraduate**, Show Open Classes Only: **No**

[Return to Add Classes](#) **NEW SEARCH** **MODIFY SEARCH**

Open Closed Wait List

ENGTECH 3MA3 - Mathematics V

First 1-2 of 2 Last

Section [C01-LEC\(10382\)](#) Status **select class**

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
Tu 6:30PM - 9:30PM	ETB 235	Silvie Tanu Halim	2015/05/04 - 2015/08/07

Section [C100-LEC\(10751\)](#) Status **select class**

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
Tu 6:30PM - 9:30PM	ETB 235	Silvie Tanu Halim	2015/05/04 - 2015/08/07

9. Select "Next" once you ensure you are enrolled in the correct section.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2015 Spring/Summer | Undergraduate | McMaster University

ENGTECH 3MA3 - Mathematics V

Class Preferences

ENGTECH 3MA3-C100 Lecture Open **Grading** Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Department Consent Required to enroll in this class
- Prerequisite(s): Registration in Civil Engineering Infrastructure Technology, Computing and Information Technology, Energy Engineering Technologies or Manufacturing Engineering Technology Antirequisite(s): ENGTECH 1MA3
- Course section offered in the evening

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
C100	Lecture	Tu 6:30PM - 9:30PM	ETB 235	Silvie Tanu Halim	2015/05/04 - 2015/08/07

NOTES

Class Notes C100 is for Certificate Students only

10. **Repeat** the search process until all desired courses for a term are added. A notification should appear to confirm the course addition to your MOSAIC shopping cart. Once you are satisfied with your selection, proceed to step 2 of 3.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ **ENGTECH 3MA3 has been added to your Shopping Cart.**

2015 Spring/Summer | Undergraduate | McMaster University change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search
 My Requirements
 My Planner

2015 Spring/Summer Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGTECH 3MA3-C100 (10751)	Tu 6:30PM - 9:30PM	ETB 235	S. Tanu Halim	3.00	●

PROCEED TO STEP 2 OF 3

11. **Select “Finish Enrolling”**

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
term information

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2015 Spring/Summer | Undergraduate | McMaster University

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGTECH 3MA3-C100 (10751)	Mathematics V (Lecture)	Tu 6:30PM - 9:30PM	ETB 235	S. Tanu Halim	3.00	●

CANCEL
PREVIOUS
FINISH ENROLLING

12. Step 3 shows any prerequisites or other type of course conflict. You also have an opportunity to add additional classes at this step as well. After reviewing any conflicts, confirm to complete enrolment.

Congratulations, your enrolment is now complete. Good luck!

FURTHER INSTRUCTION:

Clarification or help for this process can be found on the Mosaic homepage, under 'News and Information'. The following videos also outline the Mosaic enrolment process:

Enrolment on Mosaic: <https://www.youtube.com/watch?v=pl-emqjIMuA>

Enrolment Planning on Mosaic: https://www.youtube.com/watch?v=lzSZT_nFe4s

VIEWING "MY CLASS SCHEDULE"

MOSAIC > Student Center > Enroll > "My Class Schedule" [tab beside enroll] > Select Term > Weekly Calendar View

Note: If you are not seeing your classes, be sure to adjust the start and end time to account for all of your classes. Start Time: 9:00AM End Time: 10:00PM