

Enrollment FAQ

COMMON QUESTIONS:

Q. How do I determine what courses I need in order to graduate?

A. Look at your Advisement Report – this details all the credits for each year, and which ones still remain for you. It can be found on Mosaic under Student Centre – My Academics – View My Advisement Report. The Associate Dean’s office or Associate Chair Undergrad can help you if you are having trouble interpreting it.

Q. There are no spots available in the tutorial/lab that works for my schedule?

A. Check with the Undergrad Admin Assistant to see if a seat can be opened in the section you need.

Q. I can’t find a course that I need when building my timetable?

A. Make sure you’ve picked the correct semester and input the course code correctly.

Q. How do I register for multi-term courses (e.g. capstone, lab courses)?

A. Once you’ve registered for first semester (the part ‘A’ of each course) then you will be permitted to register for second semester. For the labs courses you are put in the same section as in first semester, for continuity of lab groups. In exceptional circumstances we may consider adjusting this, please speak with the Associate Chair Undergrad.

Q. What is ‘Reserve Capacity’?

A. As students from multiple programs take our courses (e.g. management, society, iBiomed), we sometimes reserve certain sections for those students given timetable limitations. If this is the error message you are receiving, check with the Undergrad Admin Assistant to see if a seat can be freed up for you.

Q. All of the tutorials / labs are full!

A. This sometimes happen as spots are phased in opening (to maintain balance among the sections). Please contact either the Undergrad Admin Assistant or Associate Chair Undergrad to let them know.

Q. What happens if I can’t register for a required course?

A. If you haven’t yet taken or registered for the pre-requisite, Mosaic won’t let you register. If you’re taking the pre-req in first semester and this is a second semester, once you complete fall registration it should be resolved.

Q. The elective I want to take is full – can you fix this for me?

A. Check with the Undergrad Admin Assistant. Under some circumstances, instructors are willing to increase capacity. Sometimes there are limitations, such as room capacity, lab restrictions, etc., in which case you can only monitor to see if anyone drops so you can enroll.

Q. The elective I want to take conflicts with another elective.

A. We try to keep electives from the same stream from conflicting with each other, but given the number of electives there is, unfortunately, no way to prevent all conflicts. You will have to select another elective that fits your schedule.

Q. Mosaic has crashed! What can we do?

A. Unfortunately this is out of our control (and does happen). Continue to monitor and access it once it's back up and running.

CURRICULUM CUSTOMIZATION:

Q. I'm thinking of customizing my curriculum to switch around some of the recommended courses?

A. Please refer to the curriculum map to determine what the 'standard' courses for your level are. IF AT ALL POSSIBLE PLEASE FOLLOW IT. Switching courses around can lead to challenges with pre-requisites and course load later. Obviously, there are good reasons for a custom curriculum map, but "I'm really excited to take a certain course" isn't one of them.

Q. I failed a course (or multiple). What do I do?

A. Reach out to the Associate Chair Undergrad. We will figure out when you can take it (or an equivalent), how this affects pre-requisites, and balance out your workload moving forward to set you up for the best success.

Q. I'm missing a pre-requisite for a course I want to take?

A. This happens sometimes. Course waivers are granted by the instructor of the course – reach out to them to find out if they are willing to grant you permission to have this waived. Recognize that you will still be responsible for the background material from the pre-requisite that is used in the course. The instructor can email the Undergrad Admin Assistant their permission.

Q. The course I need a waiver for is taught by a sessional (and hasn't been announced yet)?

A. Speak with the Associate Chair Undergrad about your situation, they are able to grant permissions as well.

Q. How do I get permission to have a conflict?

A. We strongly discourage course conflicts, and may be able to work with you to find a timetable that eliminates this. Please speak to the Associate Chair Undergrad about this. If you do need to have a conflict, it must be approved by both instructors.

Q. What about waivers for non mechanical courses?

A. We aren't able to provide permissions for these – you need to speak to either the instructor of the course or the admin of the program (e.g. management) about how best to proceed.

Q. When can I overload?

A. Overloads should only be done for compelling reasons – and by strong students who can handle the additional work. Please discuss this with the Associate Chair Undergrad – there are often workarounds (including taking courses in spring/summer or adding a semester) that better support you if you've had difficulties in the past. The Associate Chair Undergrad approves the overload requests.

Q. I want to take a lighter schedule. What do you suggest?

A. We can work with you to extend your program to accommodate a lighter schedule. Please reach out to the Associate Chair Undergrad to discuss your situation and goals. Please be aware that for OSAP there are minimum course load requirements, so if this applies to you keep that in mind.

OTHER QUESTIONS:

Q. How do I transfer to Mechanical Engineering?

A. Requests to transfer between programs are handled by the Associate Dean's office, and come to us through them. Transfer requests do take a bit of time to process, and so we recommend you apply to transfer well in advance of your registration date, so you will know which courses to register for when your time opens.

Q. Why did I get the enrollment time that I did?

A. We in mechanical do not control your enrollment times. Upper year students are given earlier times generally, so if you are unable to register for an elective you want in level III because it was filled before you got there, you will have a better shot of getting into it in level IV.