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

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

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

6. Select “Class Search”.

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)
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.

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

11. **Select “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=IzSZT_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