MOSAIC HOW TO: ENROLLING IN CLASSES
(Certificate Students Only)

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.

![Select Term Table]

6. Select “Class Search”, and then “Search”.

![Class Search Interface]
7. Select the Course Subject. (i.e. ENGTECH, GENTECH, MANTECH, ENRTECH, CIVTECH, COMPTECH). If you are unsure about which classes to register in, please visit www.mybtechdegree.ca, and find the required courses you are to take. For example:

Course Subject: GEN TECH (General Technology will appear)
Course Number: is exactly (drop down); [ 
Course Career: Independent (default is ‘Undergraduate’)

NOTE: To Select Course Subject, select “Select Subject” and search alphabetically for GEN TECH
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. Certificate students enroll in C100/C200 classes, not C01/C02 classes.

9. Once you ensure you are enrolled in the correct section, select “Next”
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 course shopping cart. If you are satisfied with your selection, “Proceed to Step 2 of 3”.

11. Select “Finish Enrolling”
12. “STEP 3 OF 3” shows any prerequisites or other type of course conflict. After reviewing any conflicts, confirm to complete enrollment.

Congratulations, your enrollment 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 outline the Mosaic enrollment process:

Enrollment on Mosaic: https://www.youtube.com/watch?v=pl-emqjIMuA
Enrollment Planning on Mosaic: https://www.youtube.com/watch?v=IzSZT_nFe4s