

# MOSAIC HOW TO: ENROLLING IN CLASSES

(Certificate Students Only)

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
- News
- Events
- Systems
- Training
- Newsletters for Managers
- Faculty Members
- Students
- Contact

Finance Student Administration HR Business Intelligence Research Administration

**Welcome to Mosaic**

**Sign in at the Mosaic portal**

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

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

Mosaic Alerts

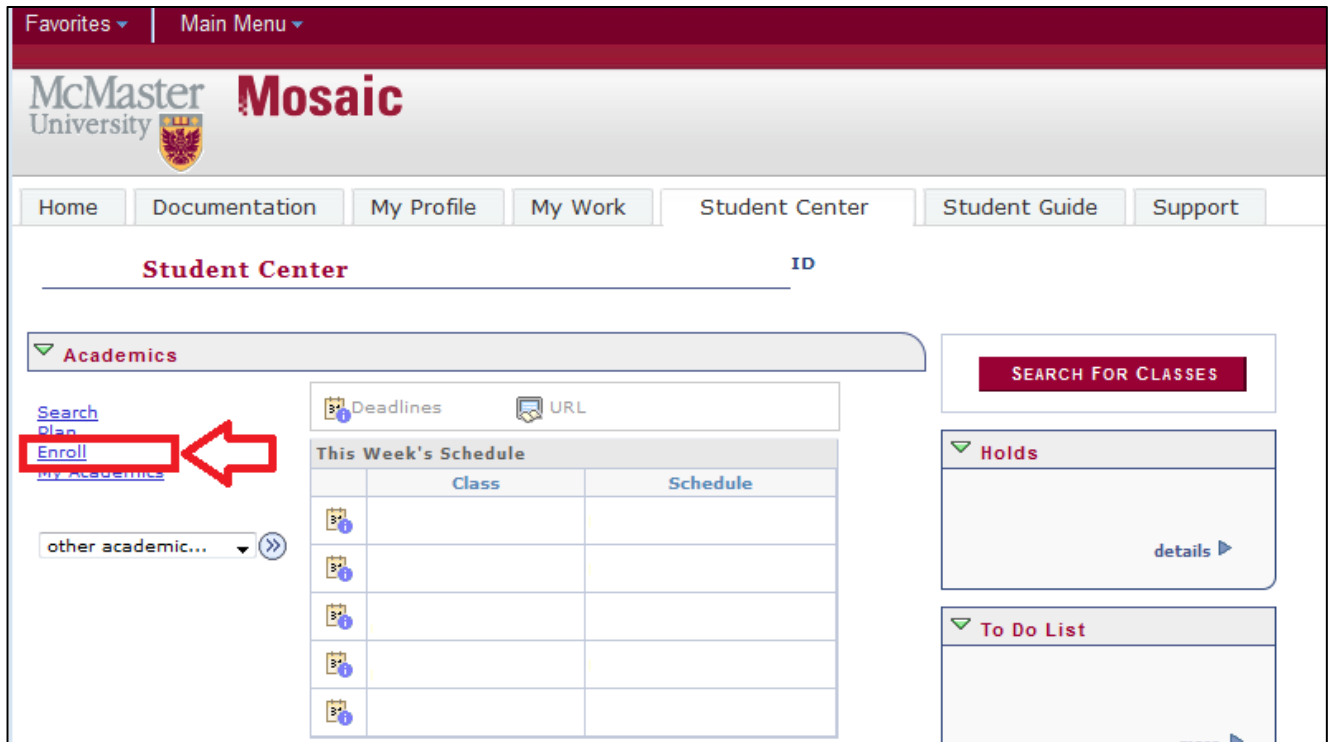
- [System Performance](#)
- Expect gradual performance
- [Alerts](#)

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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.

**Add Classes** 1 2

**Select Term**

Select a term then click Continue.

|                                  | Term        | Career        | Institution         |
|----------------------------------|-------------|---------------|---------------------|
| <input type="radio"/>            | 2015 Fall   | Undergraduate | McMaster University |
| <input checked="" type="radio"/> | 2016 Winter | Undergraduate | McMaster University |

**CONTINUE**

6. Select "Class Search", and then "Search".

2016 Winter | Undergraduate | McMaster University change term

Open  Closed  Wait List

**Add to Cart:** 2016 Winter Shopping Cart

Enter Class Nbr  enter

**Find Classes**

Class Search  
 My Requirements  
 My Planner

search ←

Your enrollment shopping cart is empty.

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](http://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); [ 3MA3  
**Course Career:** Independent (default is 'Undergraduate')

**Search for Classes**  
 McMaster University | 2016 Winter  
 Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

Course Subject:  ENGTECH Engineering Technology

Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only

Class Nbr:  ?

**Additional Search Criteria**

[Return to Add Classes](#)

**NOTE:** To Select Course Subject, select “Select Subject” and search alphabetically for GEN TECH

**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"/> | ENGPYS   | Engineering Physics                 |
| <input type="button" value="select"/> | ENGSOCTY | Engineering & Society               |
| <input type="button" value="select"/> | ENGTECH  | Engineering Technology              |

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.

ENGTECH 3MA3 - Mathematics V

First 1-2 of 2 Last

Section [C01-LEC\(10432\)](#) Status ●

Session Regular [Combined Section](#)

| Days & Times       | Room    | Instructor        | Meeting Dates           |
|--------------------|---------|-------------------|-------------------------|
| Tu 6:30PM - 9:30PM | ETB 238 | Silvie Tanu Halim | 2016/01/05 - 2016/04/08 |

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Section [C100-LEC\(14653\)](#) Status ●

Session Regular [Combined Section](#)

| Days & Times       | Room    | Instructor        | Meeting Dates           |
|--------------------|---------|-------------------|-------------------------|
| Tu 6:30PM - 9:30PM | ETB 238 | Silvie Tanu Halim | 2016/01/05 - 2016/04/08 |

9. Once you ensure you are enrolled in the correct section, select “Next”

2016 Winter | Undergraduate | McMaster University

ENGTECH 3MA3 - Mathematics V

**Class Preferences**

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

**Units** 3.00

Session Regular Academic

Career Undergraduate

**Enrollment Information**

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

| Section | Component | Days & Times       | Room    | Instructor        | Start/End Date          |
|---------|-----------|--------------------|---------|-------------------|-------------------------|
| C100    | Lecture   | Tu 6:30PM - 9:30PM | ETB 238 | Silvie Tanu Halim | 2016/01/05 - 2016/04/08 |

**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 course shopping cart. If 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.**

2016 Winter | 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

**2016 Winter Shopping Cart**

| Delete | Class                                     | Days/Times         | Room    | Instructor    | Units | Status                               |
|--------|---|--------------------|---------|---------------|-------|--------------------------------------|
|        | <a href="#">ENGTECH 3MA3-C100 (14653)</a> | Tu 6:30PM - 9:30PM | ETB 238 | S. Tanu Halim | 3.00  | <span style="color: green;">●</span> |

PROCEED TO STEP 2 OF 3

11. Select “Finish Enrolling”

2016 Winter | Undergraduate | McMaster University

● Open ■ Closed ▲ Wait List

| Class                     | Description             | Days/Times         | Room    | Instructor    | Units | Status                               |
|---------------------------|-------------------------|--------------------|---------|---------------|-------|--------------------------------------|
| ENGTECH 3MA3-C100 (14653) | Mathematics V (Lecture) | Tu 6:30PM - 9:30PM | ETB 238 | S. Tanu Halim | 3.00  | <span style="color: green;">●</span> |

CANCEL
PREVIOUS
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=lzSZT\\_nFe4s](https://www.youtube.com/watch?v=lzSZT_nFe4s)