

Enrolment Guide

Enrolment Appointments are used for the Fall and Winter terms; Open Enrolment is used for the Spring/Summer term. You can view your Enrollment Appointment through *Mosaic > Student Centre > Enrolment Dates*. Once this appointment opens, you will be able to add/enrol, drop, and swap your courses until the end of the add/drop period. **Sessional Dates and Enrolment Dates are found here:**

<https://registrar.mcmaster.ca/dates-and-deadlines/>

Enrol in a course

There are two ways you can enrol: using Mosaic or using MyTimetable (an online self-service tool found within Mosaic).

To [enrol via Mosaic](#), follow the below steps:

- Navigate to *Mosaic > Student Centre > Academics > Enrol > Add*
- Search for the classes through *Class Search* and click *Select Class* (make sure you're enrolling in the correct term!)
 - Please add all term courses to your Shopping Cart prior to enrolling, to account for any corequisites in place
 - Select courses/sections designated for your site and stream
- If the class has a lab or tutorial, you will be prompted to choose a section

● Open ■ Closed ▲ Wait List

Note that some courses may be closed or wait listed for various reasons. Usually, closed means a section is full and you should find an open section.

- Once the class is added to your Shopping Cart, review your selections and click *Proceed to Step 2 of 3* then *Finish Enrolling*
- Your enrolment summary will show if your enrolment was successful and if there were any errors

Multi-term courses: courses that run from September to April will have an 'A' and a 'B' portion. To enrol in a multi-term course, enrol in the 'A' portion for the Fall term and you will be automatically enrolled into the 'B' portion.

The screenshot shows the 'Academics' section of the Mosaic system. It includes a 'Class Search' form with fields for Course Subject, Course Number, Course Career, and Class Nbr. Below the form is a table with columns for Class, Message, and Status. The table lists two classes: CHEM 20B3 and CLASSICS 1M03. The CHEM 20B3 class has a message 'Error: Unable to add this class - requisites have not been met. Refer to course Description.' and a status of 'X'. The CLASSICS 1M03 class has a message 'Error: The combined section class 10875 is full. The enrollment limit for the combined section has been reached. Resubmit the request with the wait list options specified or choose another class.' and a status of 'X'. At the bottom of the table are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'.

MyTimetable

MyTimetable is an optional, online self-service tool to find an optimal and conflict-free timetable and direct class enrolment. You can access MyTimetable before your enrolment begins. This allows you to save schedules to your favourites and easily pull them up when it's your time to enrol. You can also add courses to your Shopping Cart and validate it to ensure that you meet the prerequisites for the courses. You can access MyTimetable in Mosaic, by following the below steps:

1. Log into Mosaic and go to the MyTimetable tile on the homepage, **OR**, go to the MyTimetable link in the Student Center in Mosaic
2. Once logged in, you will be able to search, sort, and select your optimal timetable to add to your Shopping Cart. To add courses to your Shopping Cart in MyTimetable, see here: <https://registrar.mcmaster.ca/build-degree/mytimetable/#tab-00>
3. On the day of your enrolment appointment, you will be able to add your optimal timetable from the Shopping Cart and enrol.

Swap a course

How to swap your tutorial and/or lab while remaining in the same core (lecture):

- Use class search to find the class number for your tutorial (under *Academics > Search > Search for classes*)
- Navigate to *Student Centre > Academic > Enrol > Swap*
- Under the *Swap this Class* banner select the course for which you want to switch tutorials
- Enter the class number you found for the tutorial into *Enter Class Nbr* (unique 5-digit course identifier that is specific to each section of a course) under the *With this Class* banner and click enter
- You will then be prompted to choose a core – make sure to choose the core you are already in!
- Choose the new tutorial section you wish to join

Drop / Withdraw from a course

- Navigate to *Mosaic > Student Centre > Academic > Enrol > Drop*
- Check the *Select* box for the classes you wish to drop
- Click *Drop Selected Classes* and then *Finish Dropping*
- The next page will display the outcome of your request to drop courses

Note that dropping courses may impact financial aid. If you are currently entitled to OSAP or university funding, be aware that a course load change may change your eligibility.

Helpful Hints

- Plan out your courses! It's your responsibility to ensure you are meeting all your program requirements. Your [Academic Advisement Report/Academic Requirements](#) (found in Mosaic) can show you your progress on meeting the requirements.
- The Undergraduate Calendar outlines the course requirements for each level of the program. Pay attention to course prerequisites, corequisites, anti-requisites, and restrictions.
- To be considered a full-time student you need to be enrolled into at least 9 units in each term.
- For assistance with enrolment issues and questions. Please email the Program Coordinator, Michelle Buchner, at bscnenrol@mcmaster.ca