How to Add, Swap, and Drop Courses

Enrollment appointments are used for the Fall and Winter terms. You can view your Enrollment Appointment slot through Mosaic > Student Centre > Enrollment Dates. Once this appointment opens, you will be able to add, drop, and swap your courses until the end of the add/drop period.

## Add a course

- Navigate to Mosaic > Student Centre > Academic > Enroll > add
- Search for the classes through Class Search or by Class Number and click Select Class (make sure you’re enrolling in the right term!)
- If the class has a lab or tutorial, you will be prompted to choose a section
  
  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 enrollment summary will show if your enrollment was successful and if there were any errors

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### Multi-term courses

Courses that run from September to April will have an ‘A’ and a ‘B’ half. To enroll in a multi-term course, enroll in the ‘A’ course and you will be automatically enrolled into the ‘B’ course.

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## Swap a course

- **How to swap your tutorial while remaining in the same core:**
- Use class search to find the class number for your tutorial (under Academics > Search > search for classes)
- Navigate to Student Centre > Academic > Enroll > 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 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
• Navigate to Mosaic > Student Centre > Academic > Enroll > 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.

MyTimetable is an online self-service tool to find an optimal and conflict-free timetable and direct class enrolment. You will be able to:

• Pin classes
  • When you find a course section that you want to keep, pin it and the results will eliminate any timetable that don’t include your pinned course. When the system sorts, it will hold a pinned class constant.

• Block off time
  • You can click and drag to block out times in the schedule based on your commitments. This will re-order the results so the ones that work best with your constraints are at the top.

• Refine results with preferences
  • You can use the sort preferences option to bring favourable results to the front.

Plan out your courses! It’s your responsibility to ensure you are meeting all your program requirements. Your Academic Advisement report (found on 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, anti-requisites, and restrictions.

To be considered a full-time student you need to be taking at least 9 units in each term.

The Registrar’s Office is available to help you with enrolling. Contact them by email at getreg@mcmaster.ca or by phone at 905-525-460.