How to Submit an Engineering Request Form via the Engineering Scheduler Tool

Engineering Requests Forms can only be used to request undergraduate engineering courses. Requests for non-engineering OR graduate-level courses must be made via the Registration Override Request tool in Carleton Central.

**Step 1:** Navigate to our website: [www.carleton.ca/engineering/uas](http://www.carleton.ca/engineering/uas)

**Step 2:** Select ‘Engineering Scheduler Tool’ under the ‘Scheduling’ section.”

**Step 3:** Review the instructions, deadlines, and updates posted on the welcome page. Then select ‘Continue’.
Step 4: Select the term(s) in which you are requesting the course(s).

<table>
<thead>
<tr>
<th>Summer 2020 [0]</th>
<th>Fall 2020 [0]</th>
<th>Winter 2021 [0]</th>
</tr>
</thead>
<tbody>
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Step 5: From either the ‘Course Code’ or ‘CRN’ tabs, enter all courses you have successfully registered in as well as the course(s) you are requesting so that a complete timetable is submitted.

I. Enter courses by Course Code:

   1) Select ‘Scope’ from the dropdown menu (Engineering for an engineering, science, and math courses or Carleton Wide for other courses)

   2) Select ‘Subject’, ‘Course’, and ‘Section’ from the dropdown menus to add a course to the timetable below

II. Enter courses by CRN:

   1) Type the CRNs of all courses into the textbox, separating each with a comma

Step 6: Once all courses are entered, select the “Submit Request (Engineering Course Only)” tab.

Step 7: Enter your student information:

   i. Enter the first half of your Carleton email address in the first textbox. IMPORTANT: ‘@cmail.carleton.ca’ is automatically included. DO NOT enter this second half of your email address.

   ii. Enter your student number in the second textbox.

   iii. Select ‘Submit Request’.
**Step 8:** Use the radio buttons to indicate which courses in your timetable

a) you are requesting access to

b) you are already registered in

c) you have submitted a prerequisite waiver for special access

d) you have requested override access to using Carleton Central (non-engineering courses only)

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Reason</th>
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<tbody>
<tr>
<td>ECOR 1051 LIA</td>
<td>I wish to register in this course</td>
<td>I am registered in this course already</td>
</tr>
<tr>
<td>ECOR 1051 B</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>ECOR 1052 LIA</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>ECOR 1052 S</td>
<td>#</td>
<td>#</td>
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</table>

**Step 9:** Enter your student info into the appropriate textboxes.

**Step 10:** In the message box, include the reason(s) why you were unable to register in the course(s) on Carleton Central and any other relevant information. When finished, select ‘Submit Request’.

*Characters Remaining: 200*