How to Build an Engineering Timetable with the ‘Timetable Assistant’

Step 1: Students can access the Scheduler Tool V2 from a campus computer or with VPN connection if using a personal computer.

To connect to the Carleton VPN using your MC1 credentials, please follow the instructions posted at https://carleton.ca/its/help-centre/remote-access/.

Step 2: From the Engineering Override and Scheduling Tools page on the Academic Support Office website, click the ‘Access Scheduler Tool: Engineering Override Request’ ribbon to access the Scheduler Tool V2.

Step 3: Review the instructions, deadlines, and updates posted on the Scheduler Tool V2 welcome page; click ‘Close’ to close this pop-up.
Step 4: From the Options tab at the top-right of the page, click ‘Timetable Assistant’

Step 5: Select your program and your catalog year from the dropdown menus; click ‘Display the courses’ to populate the Timetable Assistant with the courses in your program tree

Note: To ensure you’re using the correct program tree, please confirm your catalog year by running an academic audit in Carleton Central; the catalog year is noted at the top of the audit.

Step 6: Click the checkboxes to select the courses you want to add for one term (Fall or Winter or Summer) to your timetable; if you want to add an elective in that term, click the link to open the electives website in a new window to refer to later in Step 9
**Step 7:** Click the circle next to the term in which you want to take the courses, then click ‘Build Timetable for’

**Note:** You can only build a timetable for one term at a time.

**Step 8:** Click the circle next to each Option to preview the timetable; click ‘View selected option’ to add the timetable to the Scheduler Tool V2
**Step 9:** You can swap out course sections and add electives to your timetable.

If you need to add an elective, refer to the list of elective options on our [website](#) or, for engineering electives, review the elective criteria detailed in the Notes at the bottom right of your [program tree](#).

Add the course to your timetable using method A or method B below:

**A) Enter course by Course Code:**

1. Select from the top dropdown menu (‘Eng Courses’ for an engineering, science, or math course or ‘All Courses’ for courses from other departments)
2. Select ‘Subject’ and ‘Course’ from the dropdown menus to add a course to the timetable

Once you select a course, all sections of that course (lectures and labs/tutorials) will preview in the timetable.

3. To add a section to your schedule, hover your cursor over the section and click ‘Add to schedule’
4. To remove the other section previews, hover your cursor over any preview section and click ‘Remove all previews’

**Note:** Unscheduled/asynchronous courses will appear only in the *Unscheduled Courses* section of the timetable

**Note:** Classes added or removed from the schedule will be recorded in the bottom right with a green plus (+) or red minus (-)
B) **Enter course by CRN:**

1. Type the CRNs (course registration numbers) of all course sections (lecture and lab/tutorial/discussion group) into the textbox, separating each with a comma
2. Click ‘Add’ to add the sections to the timetable

![Select a course dropdown]

![Enter Courses By CRNs]

**Step 10:** From the *Options* tab, click ‘Get summary and link’ or ‘Print schedule’ to save a copy of your timetable

![Options menu]

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