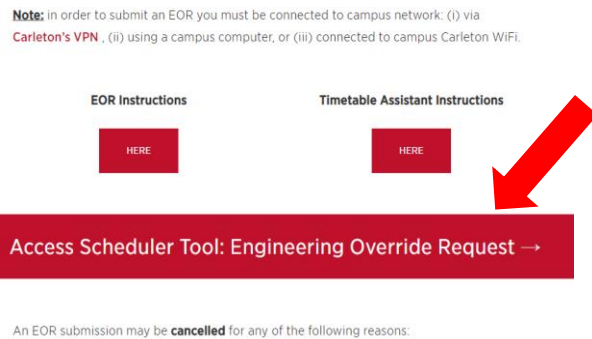


How to Build an Engineering Timetable with the 'Timetable Assistant'

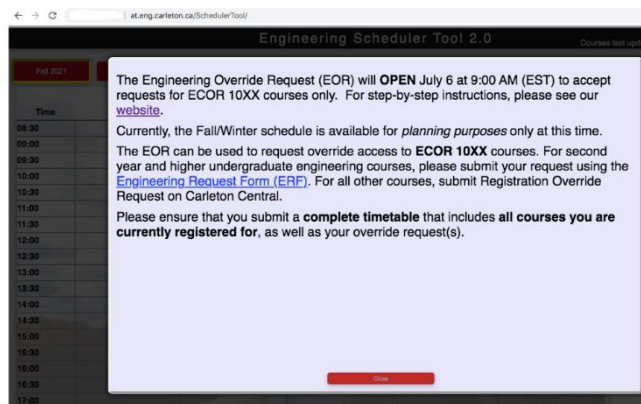
Step 1: Students can access the Scheduler Tool V2 from a campus computer or with VPN connection if using a personal computer.

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

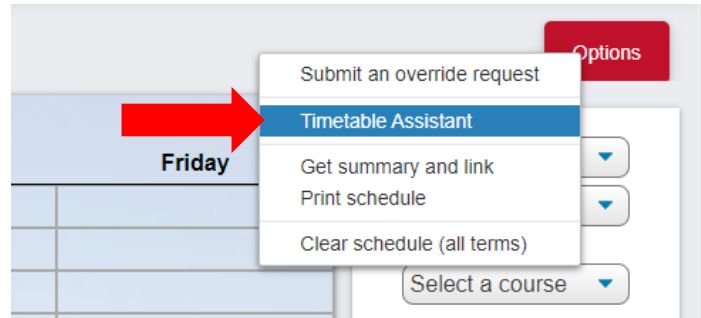
Step 2: From the *Engineering Override and Scheduling Tools* page on the Academic Support Office [website](#), click the 'Access Scheduler Tool: Engineering Override Request' ribbon to access the Scheduler Tool V2



Step 3: Review the instructions, deadlines, and updates posted on the Scheduler Tool V2 welcome page; click 'Close' to close this pop-up

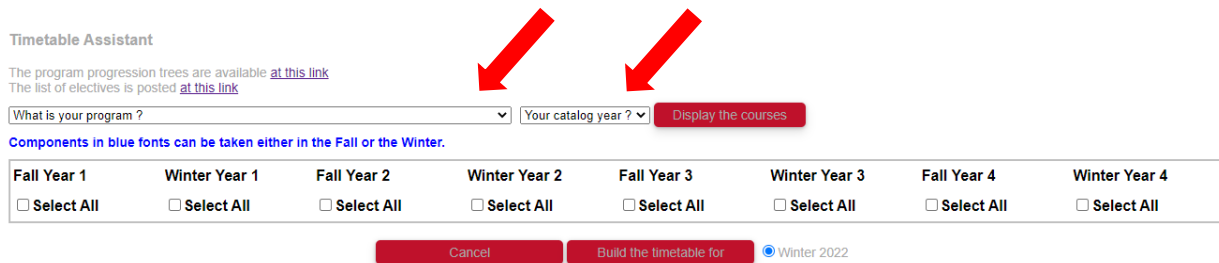


Step 4: From the *Options* tab at the top-right of the page, click 'Timetable Assistant'

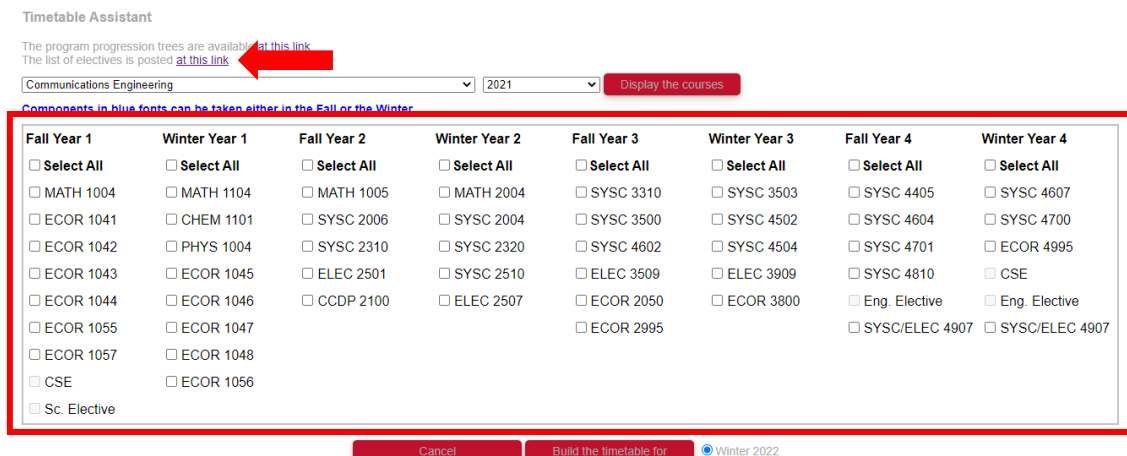


Step 5: Select your program and your catalog year from the dropdown menus; click 'Display the courses' to populate the Timetable Assistant with the courses in your [program tree](#)

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.

Timetable Assistant

The program progression trees are available [at this link](#)
 The list of electives is posted [at this link](#)

Components in blue fonts can be taken either in the Fall or the Winter.

Fall Year 1	Winter Year 1	Fall Year 2	Winter Year 2	Fall Year 3	Winter Year 3	Fall Year 4	Winter Year 4
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="checkbox"/> MATH 1004	<input type="checkbox"/> MATH 1104	<input type="checkbox"/> MATH 1005	<input checked="" type="checkbox"/> MATH 2004	<input type="checkbox"/> SYSC 3310	<input type="checkbox"/> SYSC 3503	<input type="checkbox"/> SYSC 4405	<input type="checkbox"/> SYSC 4607
<input type="checkbox"/> ECOR 1041	<input type="checkbox"/> CHEM 1101	<input checked="" type="checkbox"/> SYSC 2006	<input type="checkbox"/> SYSC 2004	<input type="checkbox"/> SYSC 3500	<input type="checkbox"/> SYSC 4502	<input type="checkbox"/> SYSC 4604	<input type="checkbox"/> SYSC 4700
<input type="checkbox"/> ECOR 1042	<input type="checkbox"/> PHYS 1004	<input type="checkbox"/> SYSC 2310	<input checked="" type="checkbox"/> SYSC 2320	<input type="checkbox"/> SYSC 4602	<input type="checkbox"/> SYSC 4504	<input type="checkbox"/> SYSC 4701	<input type="checkbox"/> ECOR 4995
<input type="checkbox"/> ECOR 1043	<input type="checkbox"/> ECOR 1045	<input type="checkbox"/> ELEC 2501	<input checked="" type="checkbox"/> SYSC 2510	<input type="checkbox"/> ELEC 3509	<input type="checkbox"/> ELEC 3909	<input type="checkbox"/> SYSC 4810	<input type="checkbox"/> CSE
<input type="checkbox"/> ECOR 1044	<input type="checkbox"/> ECOR 1046	<input checked="" type="checkbox"/> CCDP 2100	<input checked="" type="checkbox"/> ELEC 2507	<input type="checkbox"/> ECOR 2050	<input type="checkbox"/> ECOR 3800	<input type="checkbox"/> Eng. Elective	<input type="checkbox"/> Eng. Elective
<input type="checkbox"/> ECOR 1055	<input type="checkbox"/> ECOR 1047			<input type="checkbox"/> ECOR 2995		<input type="checkbox"/> SYSC/ELEC 4907	<input type="checkbox"/> SYSC/ELEC 4907
<input type="checkbox"/> ECOR 1057	<input type="checkbox"/> ECOR 1048						
<input type="checkbox"/> CSE	<input type="checkbox"/> ECOR 1056						
<input type="checkbox"/> Sc. Elective							

Winter 2022

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

Communications Engineering (2021)

Winter
 Option 1
 Option 2
 Option 3
 Option 4
 Option 5
 Option 6
 Option 7

08:30					
09:00					
09:30					
10:00					
10:30	ELEC 2007 A LEC 1007A	CCDP 2100 D SEM 1007A	ELEC 2007 A LEC 1007A		ELEC 2007 A P LAB 1007A
11:00					
11:30					
12:00	ELEC 2008 A LEC 1008A		ELEC 2008 A LEC 1008A		
12:30					
13:00					
13:30		ELEC 2008 D LEC 1008A		ELEC 2008 D LEC 1008A	ELEC 2008 LAB 1008A
14:00					
14:30					
15:00	MATH 2004 D LEC 1004A	ELEC 2008 A LEC 1008A	MATH 2004 D LEC 1004A	ELEC 2008 A LEC 1008A	
15:30					
16:00					
16:30					
17:00					ELEC 2008 L LAB 1008A
17:30					
18:00					
18:30	MATH 2004 D 1 LEC 1004A				
19:00					
19:30					
20:00					
20:30					
21:00					

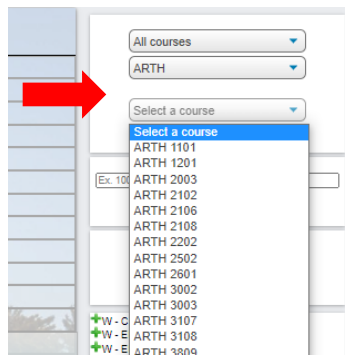
Step 9: You can swap out course sections and add electives to your timetable.

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

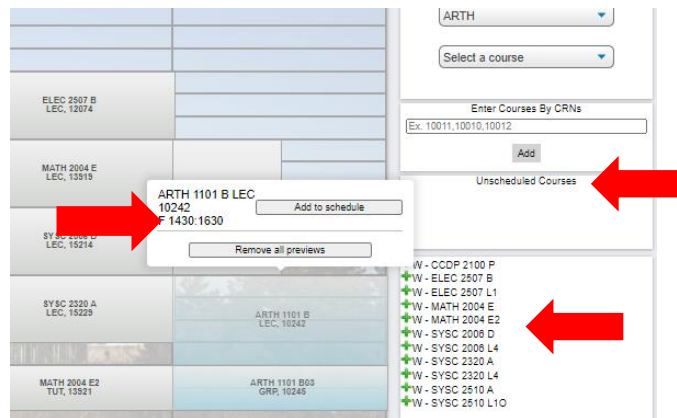


Once you select a course, all sections of that course (lectures and labs/tutorials) will preview in the timetable.

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'

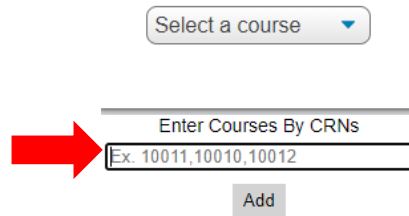
Note: Unscheduled/asynchronous courses will appear only in the *Unscheduled Courses* section of the timetable

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



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

