How to Submit an Engineering Override Request via the Engineering Scheduler Tool v2

Engineering Override Request can only be used to request access to ECOR 105x and ECOR 104x courses for fall 2021 and Winter 2022 terms. Requests for second year – or higher engineering courses must be made via the Engineering Request Form. Requests for non-engineering OR graduate-level courses must be made via the Registration Override Request tool in Carleton Central.

**Step 1:** Connect to the Carleton VPN using your MC1 credentials – instructions posted: [https://carleton.ca/its/help-centre/remote-access/](https://carleton.ca/its/help-centre/remote-access/).

**Step 2:** Click the ‘Access the Engineering Override Request” ribbon to go to the form.

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

Step 5: 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 from the top dropdown menu (“Eng Courses” for an engineering, science, and math courses or “All Courses” for other courses)

2) Select ‘Subject’ and ‘Course’ from the dropdown menus to add a course to the timetable below
3) Once you select a course, all sections of that course (lectures and labs/tutorials) will preview. To add a section to your schedule, hover over and select “Add to Schedule”. Once you’ve added your preferred lecture and lab/tutorial sections to your schedule, you can remove the other section previews by hovering over preview section and select “Remove all previews”. 

Note: ECOR 1056 and 1057 are unscheduled asynchronous courses and will appear only in the Unscheduled Section of the timetable:

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:

Student Information (all fields are required):

- Your email account: @cmail.carleton.ca
- Your student number
- Your first name
- Your last name
- Year Status: 1st, 2nd, 3rd, 4th, or Other
- Program:

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
   - First name
   - Last name
   - Year status
   - Program

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)
**Step 9:** 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.

Please explain why you are requesting these courses and/or any conflicts you may have. Please state any error message you have received when you attempted to register for the course through Carleton Central.

Characters Remaining: 000

**Step 10:** When finished, select ‘Submit Request’.

To my knowledge, all information being submitted is correct and complete. SUBMIT REQUEST