How to Submit an
Engineering Override Request (EOR)

The Engineering Override Request (EOR) system is used to request *registration override* access to undergraduate Engineering (AERO, ACSE, CIVE, ECOR, ELEC, ENVE, MAAE, MECH, SREE, and SYSC) courses.

<u>Step 1:</u> 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.

<u>Step 2:</u> Review the instructions, deadlines, and updates posted on the Scheduler Tool V2 welcome page; click 'Close' to close this pop-up
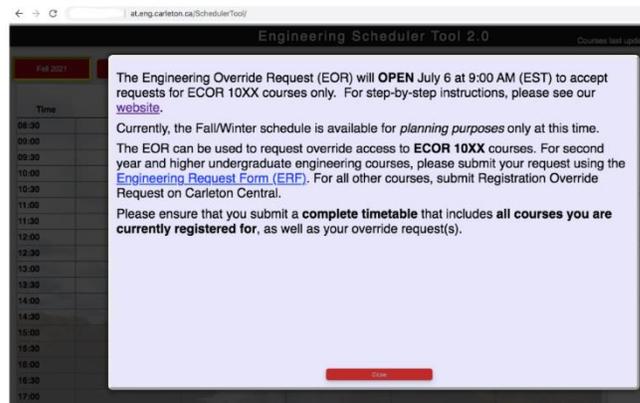
<u>Step 3:</u> At the top of the timetable, select the term(s) in which you are requesting the course(s)
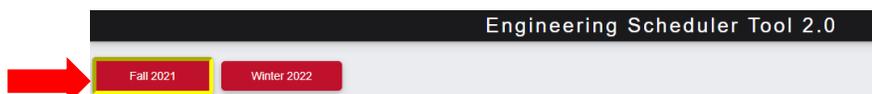
Step 4: Enter all of the courses you have already registered for as well as the course(s) you are requesting, so that a <u>complete timetable</u> is submitted

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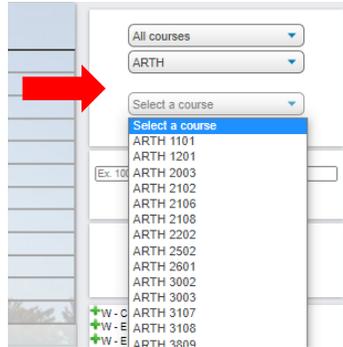
Once you select a course, all sections of that course (lectures and labs/tutorials) will preview in the timetable.

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 (-)
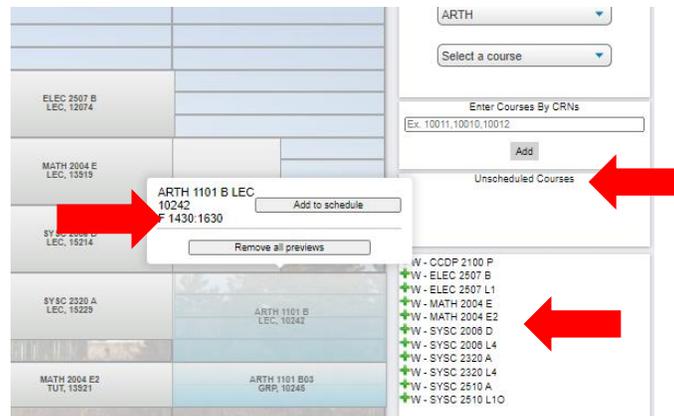
B) Enter course by CRN:

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
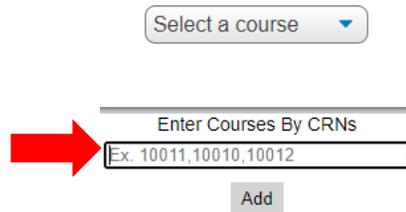
Step 5: After <u>all</u> courses are entered, click 'Submit an override request' from the *Options* tab at the top-right of the page.
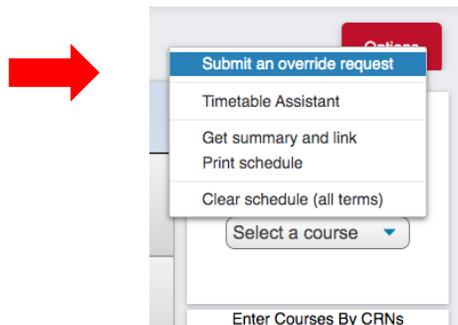
Step 6: Enter your student information in the fields provided

I) Type your name, student ID number, and **the first half of your email address** in the textboxes
II) Click the appropriate circle to indicate year status (click here to review *year status* requirements)
III) Use the dropdown menu to select your degree/program

IMPORTANT! Only enter the **first half** of your Carleton email address in the first textbox; the '*@cmail.carleton.ca*' part of the email address is already included. **DO NOT** enter this second half of the email address into the textbox, or you may not receive the emailed response.

Step 7: For every course section in your timetable, click the circle button under the correct option to indicate:

a) You are requesting override access to this course section (**undergraduate engineering courses only**)
b) You are already registered for this course section
c) You have submitted a prerequisite waiver for the course via EngSpecialRequests@carleton.ca

d) You have submitted an override request for the course via Carleton Central (**non-engineering courses only**)

Requested Courses

Subject	CRN	I wish to register in this course	I am already registered in this course	I submitted a prerequisite waiver to the ASO at 2090 Minto CASE	I submitted the Override Request Form on Carleton Central
ECOR 2050 D	12057	●	○	○	○
ECOR 2050 L04	12061	●	○	○	○
ELEC 3500 B	12097	○	●	○	○
ELEC 3500 B5	12102	○	●	○	○
ELEC 3907 A	12111	○	●	○	○
ELEC 3907 A03	12114	○	●	○	○
ELEC 3909 A	12118	○	●	○	○
SYSC 3501 A	15261	○	●	○	○
ELEC 3909 L4E	12122	○	●	○	○
SYSC 3501 L1E	15263	○	●	○	○

Step 8: In the message box, enter any error messages you received when trying to register for the course(s) in Carleton Central, and any other relevant information.

Step 9: Confirm that all of the information is correct; then click 'Submit Request' to send your request to the Engineering Academic Support Office

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

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: 600

You will receive an automatic email confirming your submission for your records. Please retain this confirmation email until your request has been processed.

EOR decisions will be sent via email, along with registration instructions for approved requests.