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 made via the Registration Override Request tool in Carleton Central.

Step 1: Click the ‘Access the Engineering Scheduler Tool’ ribbon to go to the form.

Step 2: Review the instructions, deadlines, and updates posted on the welcome page. Then select ‘Continue’.
**Step 3:** Select the term(s) in which you are requesting the course(s).

**Step 4:** 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 5:** Once all courses are entered, select the “Submit Request (Engineering Course Only)” tab.

**Step 6:** 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 7: 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 8: Enter your student info into the appropriate textboxes.

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. When finished, select ‘Submit Request’.