

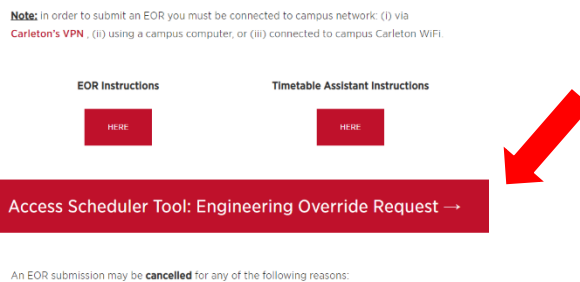
# How to Submit an Engineering Override Request (EOR)

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

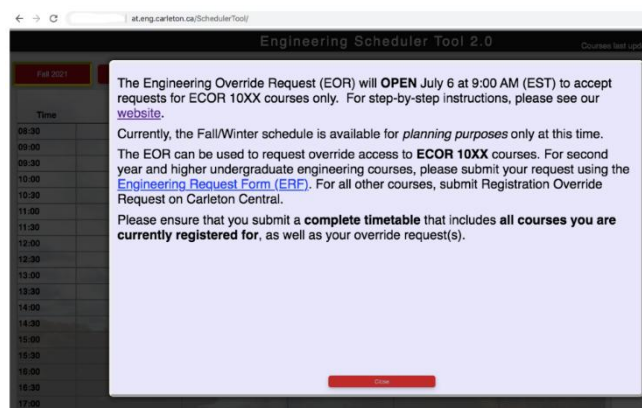
**Note:** Capacity limits are strictly upheld, and we cannot grant overrides for full course sections. In this case, please either try to adjust your timetable to fit open sections of your required courses or continue to monitor Carleton Central as additional space may be added by the Departments when possible.

**Any requests for full course sections will be cancelled.**

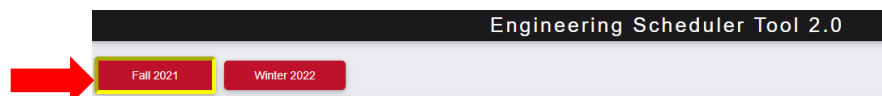
**Step 1:** From the *Engineering Override and Scheduling Tools* page on the [Academic Support Office website](#), click the 'Access Scheduler Tool: Engineering Override Request' ribbon to access the Scheduler Tool.



**Step 2:** Review the instructions, deadlines, and updates posted on the Scheduler Tool V2 welcome page; click 'Close' to close this pop-up



**Step 3:** At the top of the timetable, select the term(s) in which you are requesting the course(s)

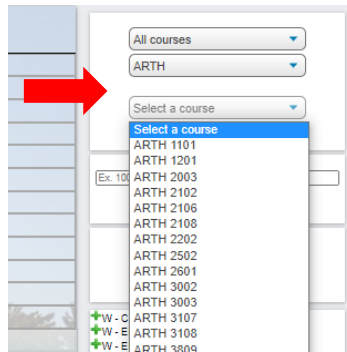


**Step 4:** Enter all of the courses you have already registered for as well as the course(s) you are requesting, so that a complete timetable is submitted

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

**Method 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

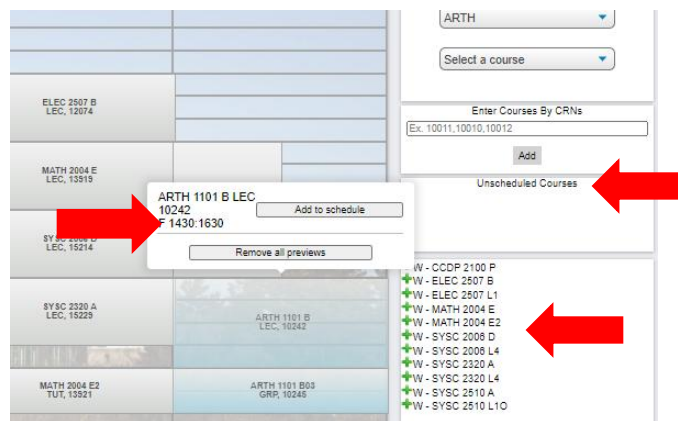


Once you select a course, all sections of that course (lectures and labs/tutorials) will preview in the timetable.

3. To add a section to the timetable, 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'

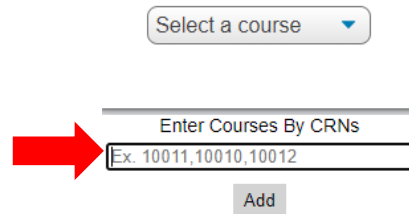
**Note:** Classes added or removed from the timetable will be recorded in the bottom right with a green plus (+) or red minus (-)

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

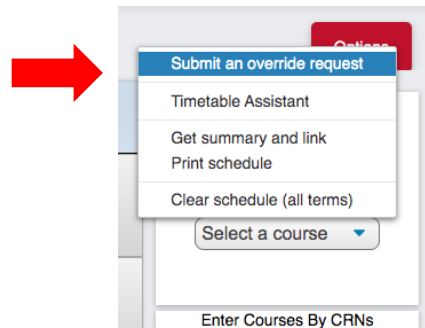


**Method B) Enter course by CRN:**

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 **all** 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.

**Student Information (all fields are required):**

Your email account

Your student number  Your first name  Your last name

Year Status  1st  2nd  3rd  4th  Other

Select Program...

**Step 7:** For every course section in your timetable, select the correct option in the Status dropdown menu to indicate:

- a) I need an override to register for this course (**undergraduate engineering courses with space open only**)
- b) I am already registered for this course
- c) I am monitoring Central for space to open in this full course

d) I submitted an override in Central for this **non-engineering course**

Requested Courses – Note: Requests for Full sections will be cancelled.		
Please select the status of each course section included in your request.		
Subject	CRN	Status
ELEC 2507 P02	21088	Select
ELEC 2507 L02		Select
ELEC 2507 A	21085	I need an override to register for this course I am already registered for this course
ECOR 2050 A1	20794	I am monitoring Central for space to open in this full course
ECOR 2050 A	20793	I submitted an override in Central for this non-engineering course
ELEC 2501 P02	20806	Select
ELEC 2501 L02	20804	Select
ELEC 2501 A	20802	Select
CCDP 2100 C	20734	Select

**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.

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

**Step 9:** Click the radio button to respond to each reminder question at the end of the form:

- a) Does your submission include a full timetable of any/all courses you've already registered for in addition to your requested course(s)?
- b) Are you on-pattern with your [program map](#)?
- c) Are you requesting a course section that shows "Full, no Waitlist" on Carleton Central?

Does your submission include a full timetable of any/all courses you have already registered for in addition to your requested course(s)?  Yes  No

Are you on-pattern with your program map?  Yes  No

Are you requesting a course section that is showing as "Full, No Waitlist" on Carleton Central (reserved seating or otherwise)?  Yes  No

**Step 10:** Confirm that all of the information is correct; then click 'Submit Request' to send your request to the Engineering Academic Support Office.

**Note:** If there are incomplete sections in the form, the yellow pop-up on the bottom right will indicate which section requires correction. If no errors, the pop-up will request that you confirm. Click 'Ok' to submit.



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.