

NAZARBAYEV UNIVERSITY
OFFICE OF THE REGISTRAR

COURSE CATALOG FOR SCHOOL
MANUAL
INTERACTION SA-OR

May, 2017

INTERACTION TYPE SA-OR

OR-OFFICE OF THE REGISTRAR ADMIN
SA-SCHOOL ADMIN

Step 1. Accessing the Registrar website

Go to <http://registrar.nu.edu.kz>. Click myRegistrar (in the upper right corner).

NOTE: Do not use the internet browser's "BACK" button to navigate through the myRegistrar system.

Step 2. Signing in myRegistrar

Use NU login and password to access myRegistrar.

Step 3. Adding a course to semester

Go to Course Catalog. SA adds a course to the semester either under Courses or Schedule Builder tab.

- Under Courses tab SA selects a course, and clicks the *Add to semester* button at the bottom right of the page to register the course to a particular semester (see **Image 1**).

[Image 1] Adding course to semester through Courses tab

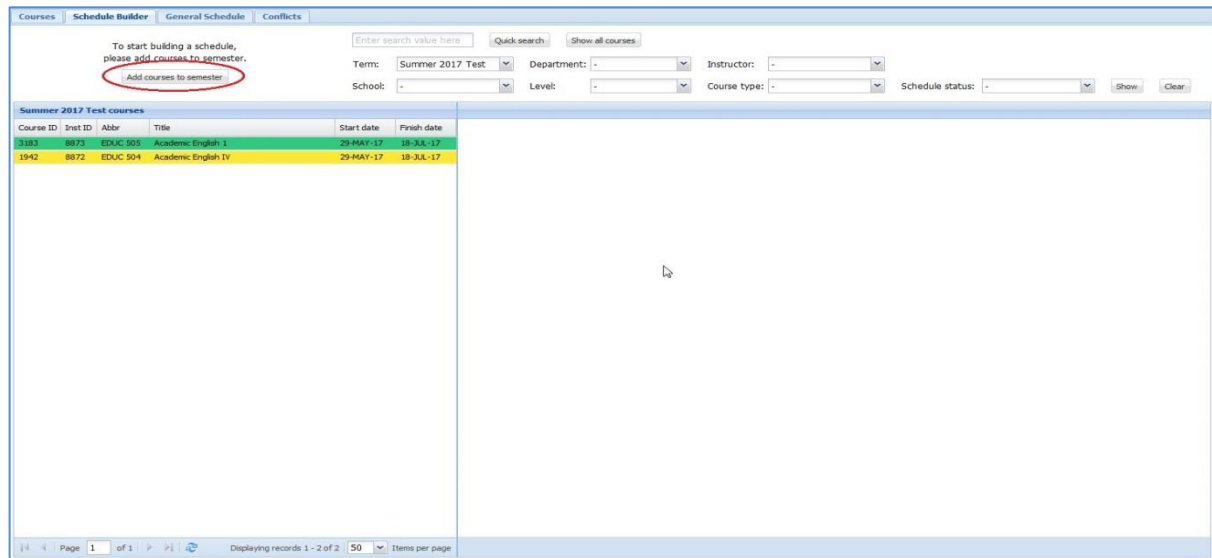
The screenshot displays the 'Courses' tab in the myRegistrar system. A table lists various courses with columns for Course ID, Abbr, Title, Inst ID, Term, School, Department, Cr (US), Cr (ECTS), Level, Status, Full Description, Note, Final exam, Show in CC, and CoRequisite. A dialog box titled 'Indicate the semester' is open, showing a dropdown menu with 'Spring 2017' selected. The 'Add to semester' button is highlighted in red at the bottom right of the page.

Course ID	Abbr	Title	Inst ID	Term	School	Department	Cr (US)	Cr (ECTS)	Level	Status	Full Description	Note	Final exam	Show in CC	CoRequisite
1828	MATH 423	Actuarial Mathematics	9163	Spring 2017	SST	MATH	3.0	6	UG	Active	Life insurance...		Yes	<input checked="" type="checkbox"/>	
2821	CSCI 591	Advanced Artificial Intelligence	9404	Spring 2017	SST	CSCI	3.0	6	GrM	Active	This course co...		No	<input checked="" type="checkbox"/>	
2721	CHEM 451	Applied Homogenous Catalysis	9192	Spring 2017	SST	CHEM	3.0	6	UG	Active	This course fo...		Yes	<input checked="" type="checkbox"/>	
3426	PHYS 271	Applied Methods of Computational Physics wit...	9316	Spring 2017	SST	PHYS	4.0	8	UG	Active	In this course ...		Yes	<input checked="" type="checkbox"/>	
82	MATH 310	Applied Statistical Methods	9156	Spring 2017	SST	MATH	3.0	6	UG	Active	Descriptive st...	Changed 14...	Yes	<input checked="" type="checkbox"/>	
2002	BIOL 341	Biochemistry I	9199	Spring 2017	SST	BIOL	3.0	6	UG	Active	This course ai...		Yes	<input checked="" type="checkbox"/>	
1058	CHEM 341	Biochemistry I	9184	Sp						Active	An introductio...		Yes	<input checked="" type="checkbox"/>	
1059	CHEM 341L	Biochemistry I Lab	9185	Sp						Active	Lab practical t...		No	<input checked="" type="checkbox"/>	CHEM 341
2353	CHEM 442	Biochemistry II with Lab-Metabolic Biochemistry	9191	Sp						Active	This course se...		Yes	<input checked="" type="checkbox"/>	
1823	BIOL 420	Bioethics	9203	Sp						Active	This course be...	This subject...	No	<input checked="" type="checkbox"/>	
1204	BIOL 530	Bioethics Principles and Practices	9240	Sp						Active	This course wil...	ECTS 6 cred...	No	<input checked="" type="checkbox"/>	
1507	BIOL 399	Biology Internship -2B	9202	Sp						Active	Biology Intern...		No	<input checked="" type="checkbox"/>	
145	BIOL 101	Biology for non-Science majors	9194	Sp						Active	Introduction t...	changed fro...	Yes	<input checked="" type="checkbox"/>	
118	MATH 161	Calculus I	9219	Sp						Active	The placemen...		Yes	<input checked="" type="checkbox"/>	
170	MATH 162	Calculus II	9220	Sp						Active	This course co...		Yes	<input checked="" type="checkbox"/>	
81	MATH 263	Calculus III	9153	Spring 2017	SST	MATH	4.0	8	UG	Active	This course co...	CourseCode...	Yes	<input checked="" type="checkbox"/>	
1298	MATH 499	Capstone Project	9170	Spring 2017	SST	MATH	3.0	6	UG	Active	MATH 499 is ...		No	<input checked="" type="checkbox"/>	
1906	CHEM 400	Chemistry Seminar	9187	Spring 2017	SST	CHEM	1.0	2	UG	Active	In this course ...	Pre-req: Ju...	No	<input checked="" type="checkbox"/>	
152	CHEM 090	Chemistry for Non-Science majors	9171	Spring 2017	SST	CHEM	3.0	6	UG	Active	Introduction t...	Course title ...	Yes	<input checked="" type="checkbox"/>	
1177	PHYS 362	Classical Electrodynamics II	9145	Spring 2017	SST	PHYS	3.0	6	UG	Active	n/a		Yes	<input checked="" type="checkbox"/>	
1178	PHYS 222	Classical Mechanics II	9142	Spring 2017	SST	PHYS	3.0	6	UG	Active	This course wi...		Yes	<input checked="" type="checkbox"/>	
488	PHYS 220	Computational Physics	9143	Spring 2017	SST	PHYS	4.0	8	UG	Active	In this course ...		Yes	<input checked="" type="checkbox"/>	MATH 27
1145	CSCI 233	Computer Networks	9124	Spring 2017	SST	CSCI	3.0	6	UG	Active	The course pr...		Yes	<input checked="" type="checkbox"/>	
1148	CSCI 307	Computer Science Seminar	9125	Spring 2017	SST	CSCI	3.0	6	UG	Active	n/a		No	<input checked="" type="checkbox"/>	
1291	MATH 417	Cryptography	9162	Spring 2017	SST	MATH	3.0	6	UG	Active	The course is ...			<input checked="" type="checkbox"/>	
1826	MATH 441	Design of Experiments	9164	Spring 2017	SST	MATH	3.0	6	UG	Active	The course be...		Yes	<input checked="" type="checkbox"/>	
2062	CSCI 398	Directed Study	9130	Spring 2017	SST	CSCI	3.0	6	UG	Active	Under the sup...		No	<input checked="" type="checkbox"/>	
1408	PHYS 491	Directed Study of Advanced Physics Topics	9149	Spring 2017	SST	PHYS	3.0	6	UG	Active	Directed stud...	Pre-req: Ap...	No	<input checked="" type="checkbox"/>	

OR

- Under Schedule Builder tab SA clicks the *Add courses to semester* button at the top left to register courses to a particular semester (see **Image 2**).

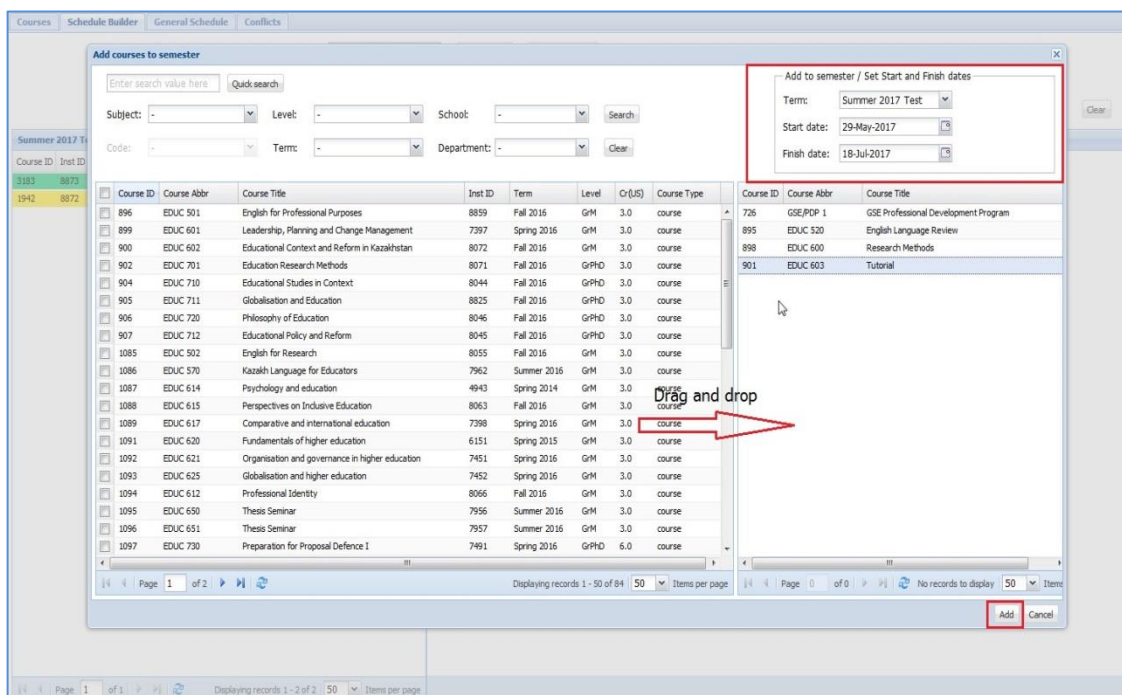
[Image 2] Adding course to semester through Schedule Builder tab



Upon clicking the *Add courses to semester* button an additional section shows up where courses can be registered to the semester by dragging and dropping them from the left to the right half of the section. When completed, press *Add* at the bottom.

NOTE: Before registering courses the term has to be indicated in the upper right corner of the additional section (see **Image 3**). Courses that have been added to the semester and are not yet submitted to OR acquire schedule status as **Recently changed** and get highlighted in orange.

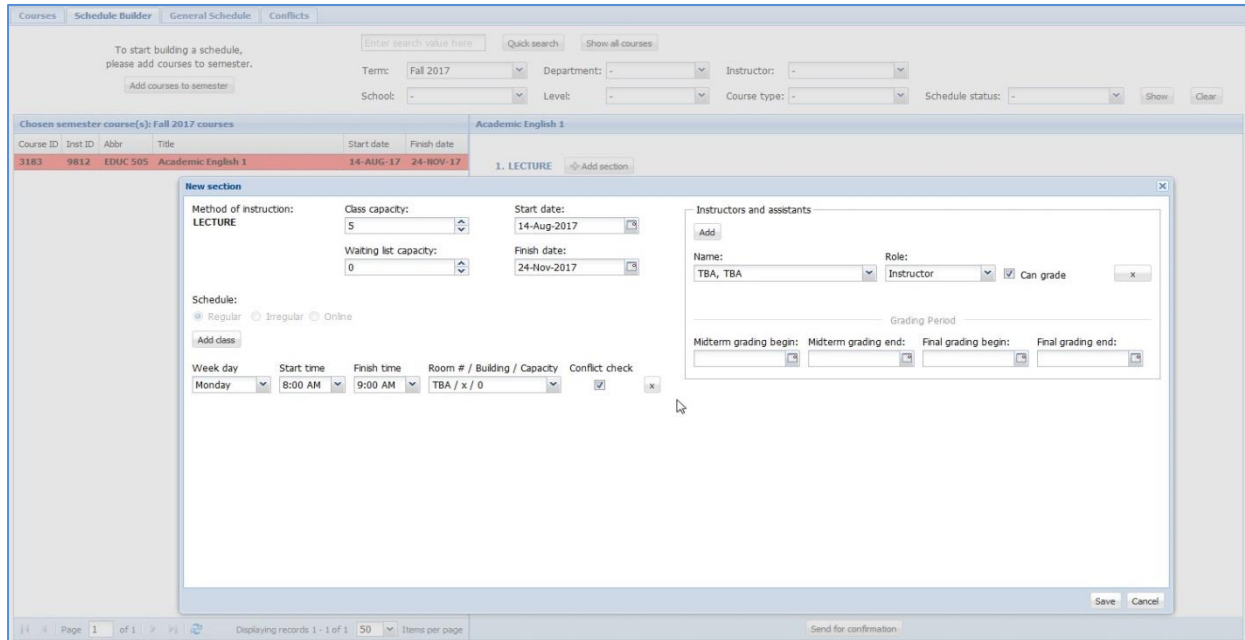
[Image 3] Drag and drop the course for registration



Step 4. Inserting the scheduling data

To schedule a class SA selects the course (highlighted in orange) in the left half of Schedule Builder tab and adds its section (lecture, seminar, etc.) in the right half by indicating class capacity, start and finish dates of the class, instructors and assistants, day, time, room, schedule type in the additional window. Grading period should be indicated according to dates in the academic calendar. Once completed, press Save (see **Image 4**).

[Image 4] Scheduling a class

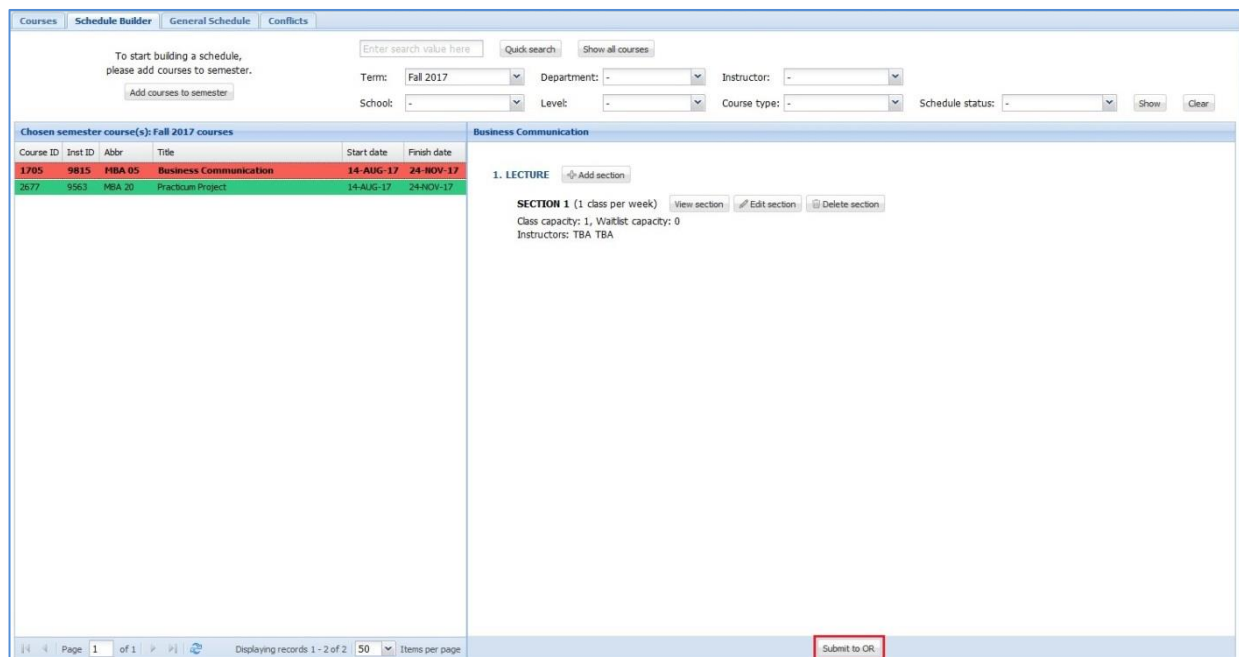


Step 5. Submitting schedule to OR

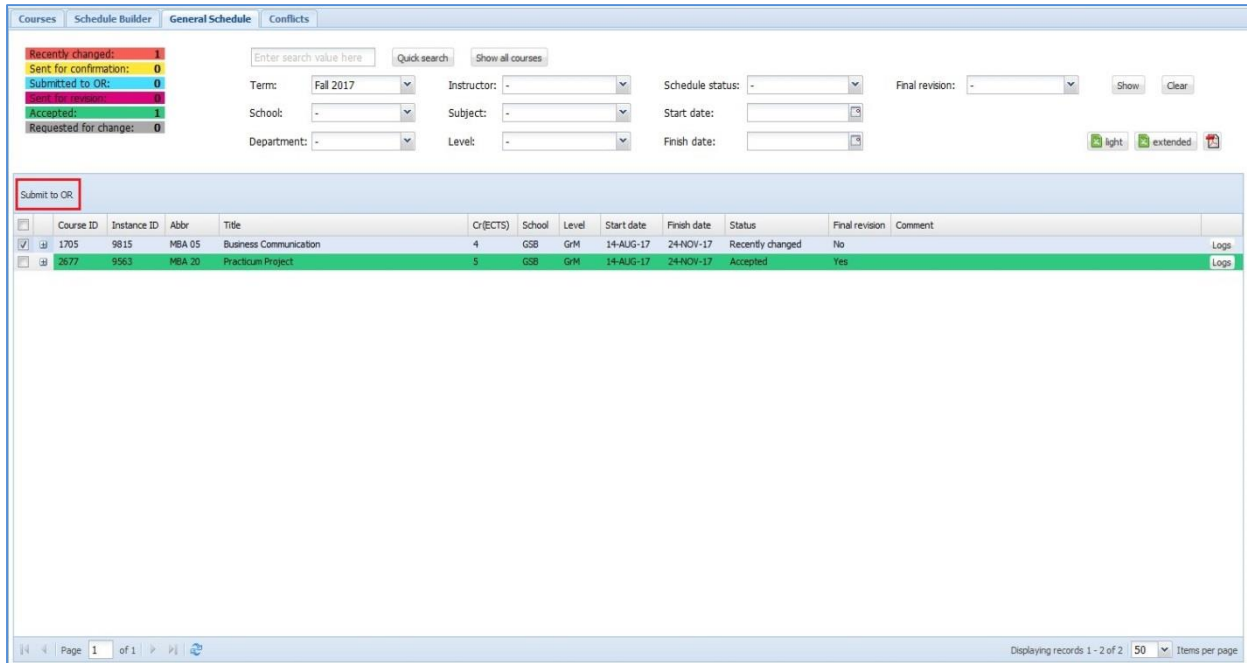
After completing data entry of the schedule, SA submits the schedule to OR by clicking either *Submit to OR* at the bottom of the Schedule Builder page (see **Image 5**) or *Submit to OR* at the top left of course details under General Schedule tab (see **Image 6**).

NOTE: Schedules submitted to OR acquire schedule status as **Submitted to OR** and get highlighted in aqua.

[Image 5] Submitting schedule to OR through Schedule Builder tab



[Image 6] Submitting schedule to OR through General Schedule tab



Step 6. Accepting schedule, or sending it back for revision by OR

OR views and checks the schedule submitted by SA. If there is no need to make any changes in the schedule OR clicks *Accept* at the bottom of Schedule Builder page, or clicks *Accept* at the top left of course details under General Schedule tab. If there is something needs to be changed in the schedule OR sends the schedule for revision to SA by clicking *Send for revision*.

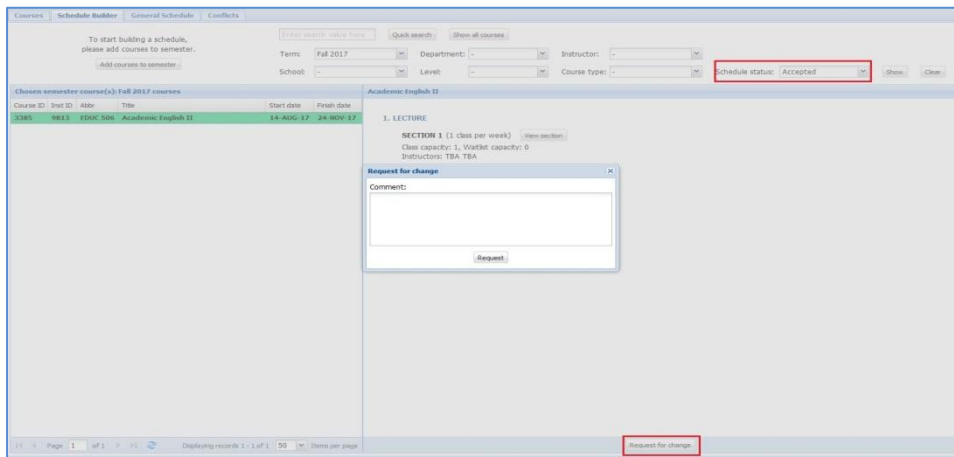
NOTE: OR has access to view, edit and delete sections in the schedule at any time independent of status of the schedule. Schedules accepted by OR acquire schedule status as **Accepted** and get highlighted in green.

Step 7. Sending a request to change the accepted schedule (optional)

SA may request OR to allow them to change the accepted schedules by clicking either *Request for change* under Schedule Builder tab (see **Image 7**) or *Request for change* under General Schedule tab. Brief explanation for change is required in pop-up window (see **Image 8**). As the request gets approved by OR (status change from **Accepted** to **Sent for revision**) SA may start changing the schedule that has been requested, and submit it back to OR upon completion. Further actions proceed from **Step 6**.

NOTE: Schedules that have been requested to change acquire schedule status as **Requested for change** and get highlighted in grey.

[Image 7] Request to change the schedule through Schedule Builder tab



[Image 8] Request to change the schedule through General Schedule tab

