NAZARBAYEV UNIVERSITY

THE OFFICE OF THE REGISTRAR

HOW TO REGISTER ONLINE?
step-by-step instructions

Any questions: **registrar@nu.edu.kz**

IMPORTANT NOTE	• Meet with your adviser before you register to ensure that you select the appropriate courses. • You will not be allowed to register for classes that you have not completed pre-requisites and co-requisites for.

Step 1
Go to registrar.nu.edu.kz -> MyRegistrar
(in the upper right corner)

! Do not use your browser's "back" button to navigate through the MyRegistrar system.

Step 2
Enter your Login and Password

If you have any questions concerning your password or login,
please contact IT Helpdesk by tel.: 70-62-00 or find them in Block 5, room 5403.

Step 3
Click on

REGISTER NOW!

COURSE REGISTRATION

The module "Course registration" is intended to provide students with Course registration

Step 4
Peruse the head of the appeared interface:

- **Registration status** – shows if the registration is open or not.
- **Kazakh language level** – your registration for Kazakh language courses should be based on this level.
- **Registration hold** – shows either your registration is held by adviser.

- **Advising status** – your current advising status.
  - *Not Registered* – you didn't register for any course yet.
  - *Changed no request sent* – approval request has not been submitted yet.
  - *Pending* – your request is considering by adviser.
  - *Approved* – your request has been approved by adviser.
  - *Rejected* – your request has been denied
    (hold is removed automatically).
- **Enrolled credits** – number of currently enrolled credits.

Step 5

Find the required course using filters and click on it so that the course description will appear on the right side.
To add this course click on "Add to Selected Courses" button:

Step 6

To view all selected courses and start the registration click on
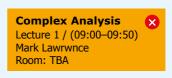
Go to Selected Courses

Step 7

To start the registration:

- Choose the course from the "Selected course" list
- Select the appropriate section
- Click on "Pre-Register" button

Step 8

If you need to drop the course, click on "X" in the right corner:

Complex Analysis ❌
Lecture 1 / (09:00–09:50)
Mark Lawrwnce
Room: TBA

Step 9

When your schedule is fully completed send the approval request to your adviser by clicking on "Send to Adviser" button.
IMPORTANT! Once you send it, your registration will be hold automatically and any changes will not be available.
To remove the hold and make any changes, you need to contact your adviser and ask him/her to remove the hold from your registration.