

# HOW TO REGISTER ONLINE?

step-by-step instructions



The screenshot shows the website for the Office of the Registrar at Nazarbayev University. The browser address bar shows 'http://registrar.nu.edu.kz'. The page header includes the university logo and the text 'The Office of the Registrar' and 'MY REGISTRAR'. Below the header is a large image of the university building. A navigation menu includes 'UNDERGRADUATE STUDENTS', 'GRADUATE STUDENTS', 'FACULTY/STAFF', and 'CONTACT US'. The main content area is divided into two columns. The left column contains a 'CALENDAR' for July 2013 and a 'QUICK LINKS' section with items like 'Academic Calendar', 'Online resources by student', 'Final Examinations Schedule', 'Course list - Fall 2012', 'Policies and Procedures', 'Admission Documents', 'New student fee', 'Date calendar', and 'Watch recordings'. The right column features a 'WELCOME' message, a paragraph describing the office's role, and a 'REMEMBER DEADLINES' section with dates for 'Course Withdrawal deadline (with W grades) July 8, 2013' and 'June 24, 2013'. A large hand cursor icon is overlaid on the right side of the page, pointing towards the 'MY REGISTRAR' link.

## 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



#### 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:

The screenshot displays a course selection interface. On the left, a table lists various courses with columns for 'Code', 'Course Title', 'Credit Hours', and 'Note'. The course 'MATH 152 Calculus II' is highlighted in blue. On the right, a detailed view for 'MATH 152 Calculus II' is shown, including sections for 'Course Information', 'General Information', 'Description', 'General Requirements', 'Prerequisites', 'Corequisites', 'Introduction', and 'General Components'. A green button labeled 'Add to Selected Courses' is located in the top right corner of the right-hand panel.

## 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 Lawrance

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.

