

NAZARBAYEV UNIVERSITY

OFFICE OF THE REGISTRAR

REGISTRATION OF STUDENTS FOR COURSES BY SCHOOL ADMIN

MANUAL

## Registration of students for courses by 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 into myRegistrar

Use your NU login and password to access myRegistrar

### Step 3. Accessing the Student Registration Management module

Registration of students takes place in **Student Registration Management** which is one of the modules available for School Admins on myRegistrar (**Image 1**).

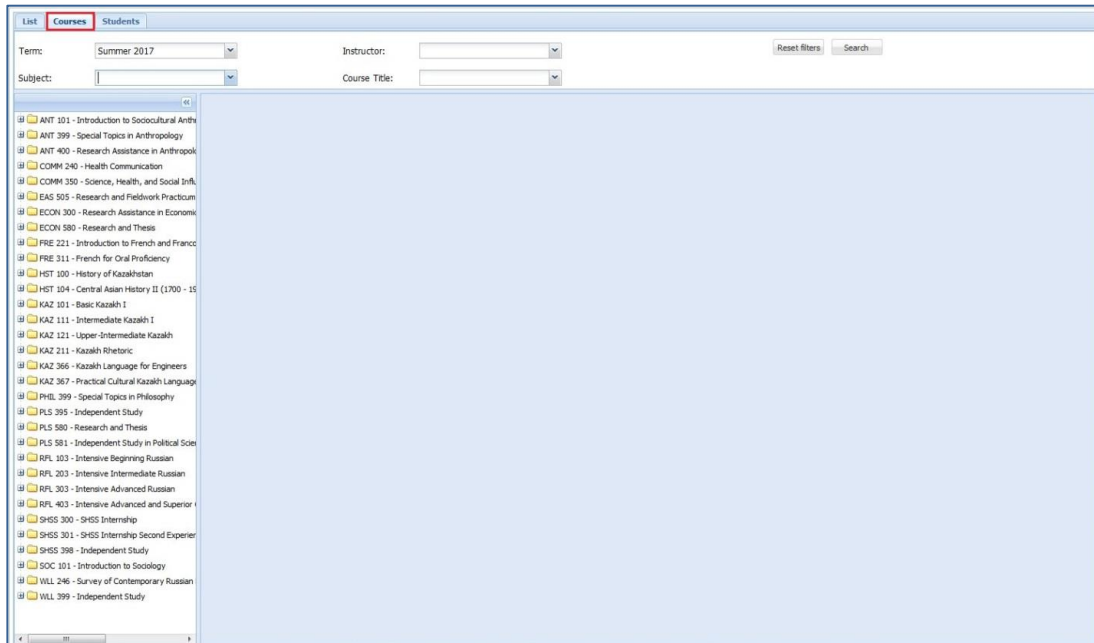
[Image 1] Student Registration Management

The screenshot displays the 'School Administrator' dashboard. On the left, there is a vertical menu of modules: GPA CALCULATOR, CHECK STUDENT TRANSCRIPT, CLASS ROSTER, COURSE CATALOG, FINAL EXAM ROSTER, and STUDENT REGISTRATION MANAGEMENT. The 'STUDENT REGISTRATION MANAGEMENT' module is highlighted with a red arrow. On the right, there is a 'Notifications' section with several messages from May 2017, including one about a power outage and another about summer registration for SST MATH 161. At the bottom right of the notifications, there is a link to 'Unsubscribe from announcements'.

## Step 4. Registration of students

There are three tabs at the top of the module page – **List, Courses, Students**. Registration of students for courses takes place under the Courses tab. By default, the page lists all the courses registered in the current semester. Courses can be searched for by using filters *Term, Subject, Instructor, Course title* placed right underneath the tab name (**Image 2**).

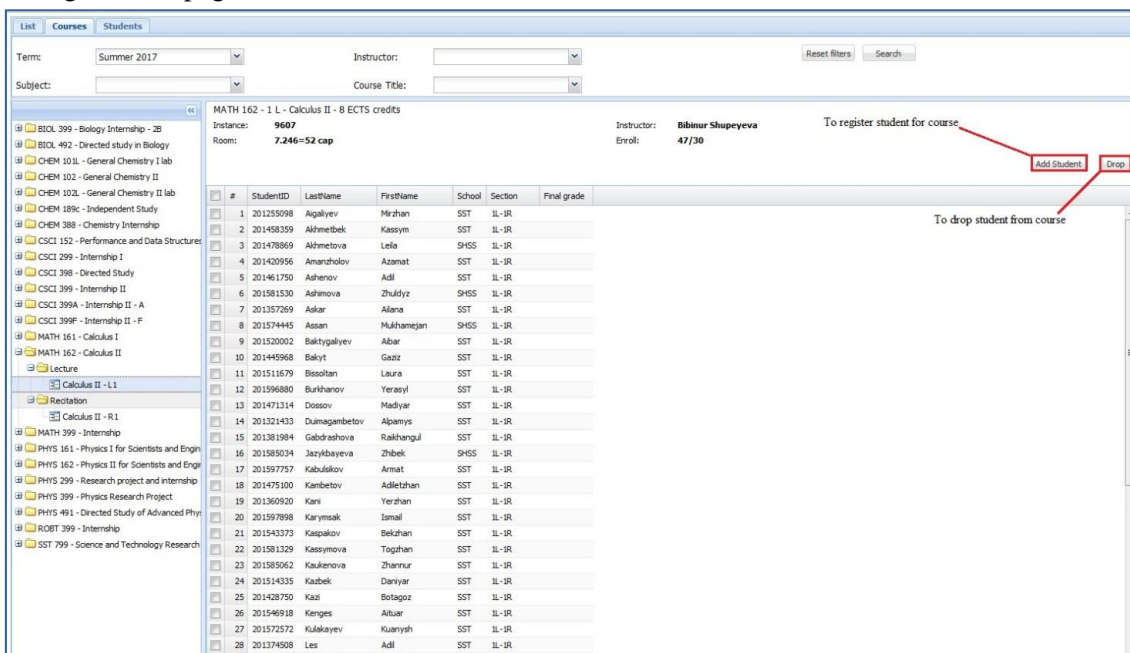
[Image 2] Registration takes place under the Courses tab



On the left, click the course which student(s) should be registered for. Upon the click the page lists course's details (course title, instance, room, etc.) as well as the students who are registered for that course. If there is no student yet registered in the course, the page shows only the course's details.

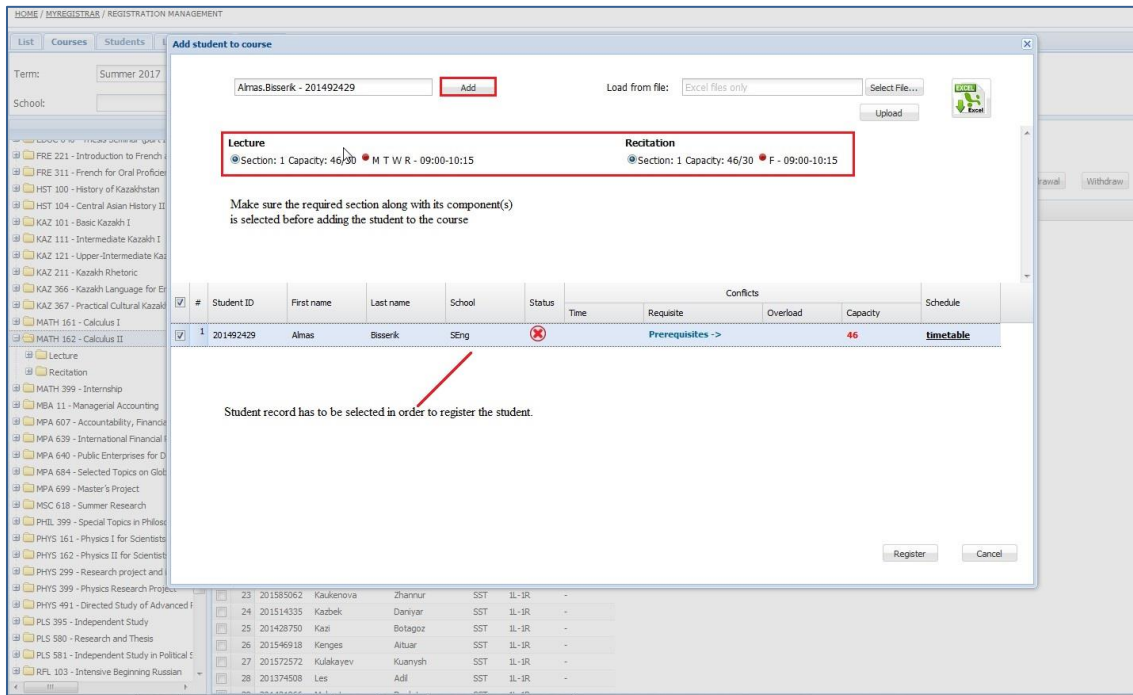
To register students for the course click *Add Student*. To drop students from the course select the appropriate ones and then click *Drop* (**Image 3**).

[Image 3] The page view when the course is selected

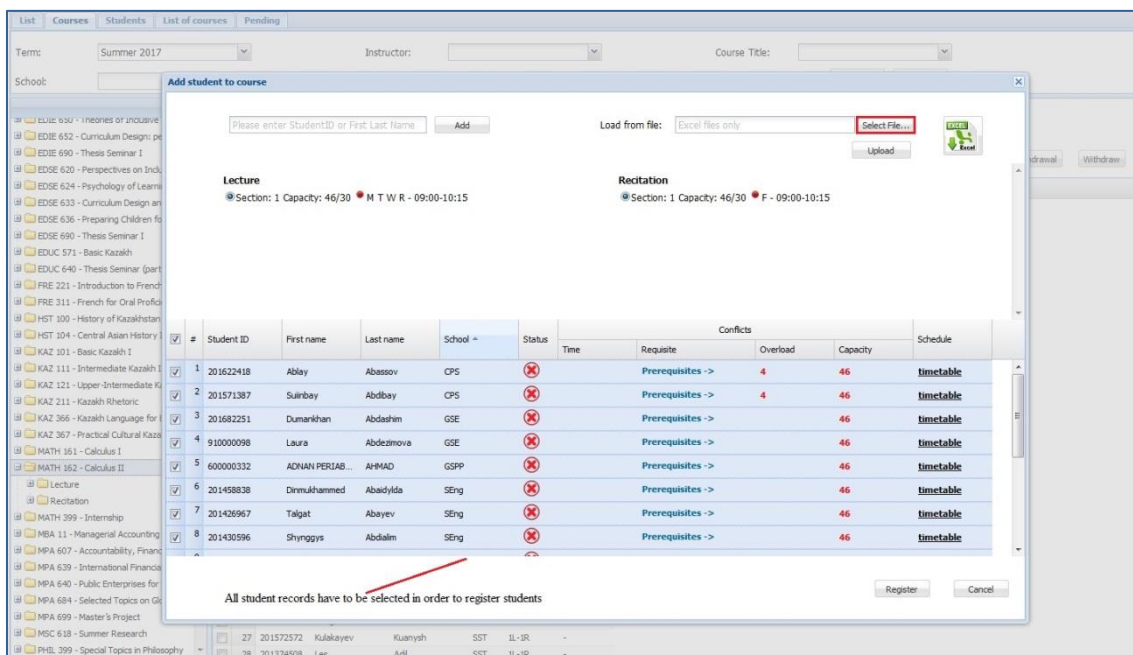


Upon the click of the *Add Student* button an additional window shows up. Here School Admin can add students for courses one by one, or all of them at once by uploading excel file with studentIDs. Select an appropriate section along with its required components (lab, seminar, recitation, etc.), and start typing studentID or student's first name into the text field next to the Add button, and click this button at the top left if you want to register students one by one (**Image 4**), or upload the excel document that contains only studentIDs without column heading and any other columns if you want to register students at once (**Image 5**).

[Image 4] Registration of students one by one



[Image 5] Registration of students at once



**NOTE:** Prior to clicking the Register button at the bottom of the page, check if there is any conflict pertaining to registration, i.e. time, requisite requirements, overload and capacity conflicts.

*Time* – student has time clashes with other course(s) in his personal schedule

*Requisite* – pre-, co-, and/or anti-requisite requirements of the course are not satisfied by the student

*Overload* – student will have course overload if registered in the course

*Capacity* – no seats are available in the course, course capacity is full

In some cases students may still be allowed to register for the course with the abovementioned conflicts depending on the program or specific requirements of that course requested by School.

### Step 5. Confirming and finalizing the registration of students

Once the registration has been checked for any conflicts School Admin confirms and finishes the registration in the additional pop-up window (**Image 6**). Here School Admin can see course details and the number of students to be registered as well as advising status that has to be set to the *Leave the current* option. Select *No* for the Send emails option and press *OK*. At this point students are registered, and School Admin is expected to send them email notification.

[Image 6] Final step of the registration

