

NAZARBAYEV UNIVERSITY  
OFFICE OF THE REGISTRAR

COURSE CATALOG FOR SCHOOL  
MANUAL  
INTERACTION SA-SM-OR

May, 2017

## INTERACTION TYPE SA-SM-OR

OR-OFFICE OF THE REGISTRAR ADMIN  
SA-SCHOOL ADMIN  
SM-SCHOOL MODERATOR

### 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 your 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

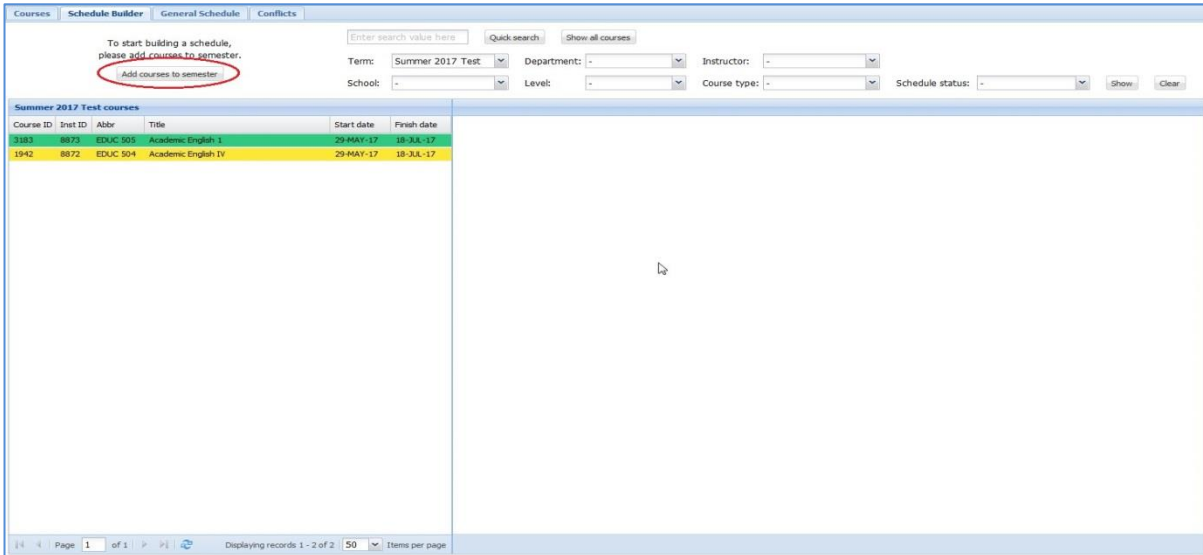
The screenshot displays the 'Courses' tab in the myRegistrar system. At the top, there are search filters for Subject, Level, School, Course Catalog, and Course type. Below these is a table of courses with columns for Course ID, Abbr, Title, Inst ID, Term, School, Department, Cr (US), Cr (ECTS), Level, Status, Full Description, Note, Final exam, Show in CC, and CoRequisite. A dialog box titled 'Indicate the semester' is open over the table, with the 'Add to semester:' field set to 'Spring 2017'. The dialog also has 'Add' and 'Cancel' buttons. At the bottom right of the page, the 'Add to semester' button is highlighted with a red box.

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	Spl						Active	An introductio...		Yes	<input checked="" type="checkbox"/>	
1059	CHEM 341L	Biochemistry I Lab	9185	Spl						Active	Lab practical L...		No	<input checked="" type="checkbox"/>	CHEM 34...
2353	CHEM 442	Biochemistry II with Lab-Metabolic Biochemistry	9191	Spl						Active	This course se...		Yes	<input checked="" type="checkbox"/>	
1823	BIOL 420	Bioethics	9203	Spl						Active	This course be...	This subject...	No	<input checked="" type="checkbox"/>	
1204	BIOL 530	Bioethics Principles and Practices	9240	Spl						Active	This course wil...	ECTS 6 cred...	No	<input checked="" type="checkbox"/>	
1507	BIOL 399	Biology Internship - 2B	9202	Spl						Active	Biology Intern...		No	<input checked="" type="checkbox"/>	
145	BIOL 301	Biology for non-Science majors	9194	Spl						Active	Introduction t...	changed fro...	Yes	<input checked="" type="checkbox"/>	
118	MATH 161	Calculus I	9219	Spl						Active	The placemen...		Yes	<input checked="" type="checkbox"/>	
170	MATH 162	Calculus II	9220	Spl						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 270	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 ...		Yes	<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**).

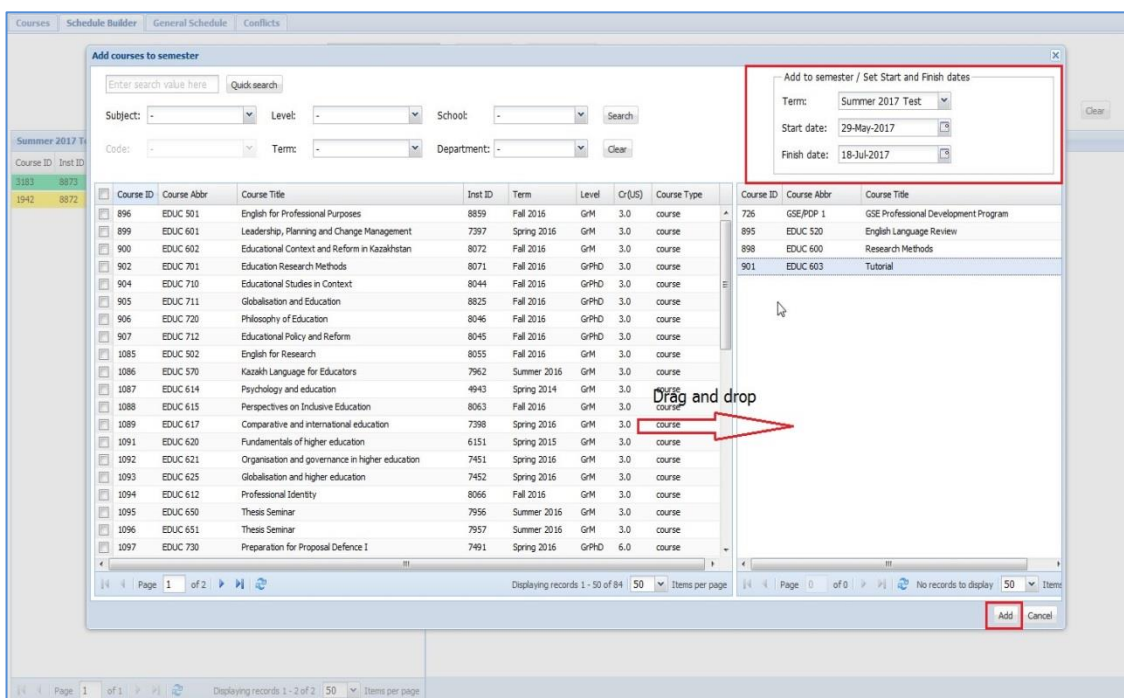
[Image 2] Adding course to semester through Schedule Builder tab



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, 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

The screenshot displays the 'Schedule Builder' interface. At the top, there are tabs for 'Courses', 'Schedule Builder', 'General Schedule', and 'Conflicts'. Below the tabs, there is a search bar and several dropdown menus for 'Term' (Fall 2017), 'Department', 'Instructor', 'School', 'Level', 'Course type', and 'Schedule status'. A table lists 'Chosen semester course(s): Fall 2017 courses' with columns for Course ID, Inst ID, Abbr, Title, Start date, and Finish date. The course 'Academic English 1' is highlighted in orange. A 'New section' dialog box is open, showing fields for 'Method of instruction' (LECTURE), 'Class capacity' (5), 'Waiting list capacity' (0), 'Start date' (14-Aug-2017), and 'Finish date' (24-Nov-2017). It also includes a 'Schedule' section with radio buttons for 'Regular', 'Irregular', and 'Online'. The 'Instructors and assistants' section has an 'Add' button and a form for 'Name' (TBA, TBA) and 'Role' (Instructor). The 'Grading Period' section has fields for 'Midterm grading begin', 'Midterm grading end', 'Final grading begin', and 'Final grading end'. At the bottom of the dialog, there is a table for 'Week day', 'Start time', 'Finish time', 'Room # / Building / Capacity', and 'Conflict check'. The 'Save' and 'Cancel' buttons are at the bottom right of the dialog.

#### Step 5. Sending schedule to SM for review and confirmation

SA sends the schedule for confirmation to School Moderator (SM) by clicking either *Send for confirmation* at the bottom of the right half of Schedule Builder tab or *Send for confirmation* at the top left of course details under General Schedule tab.

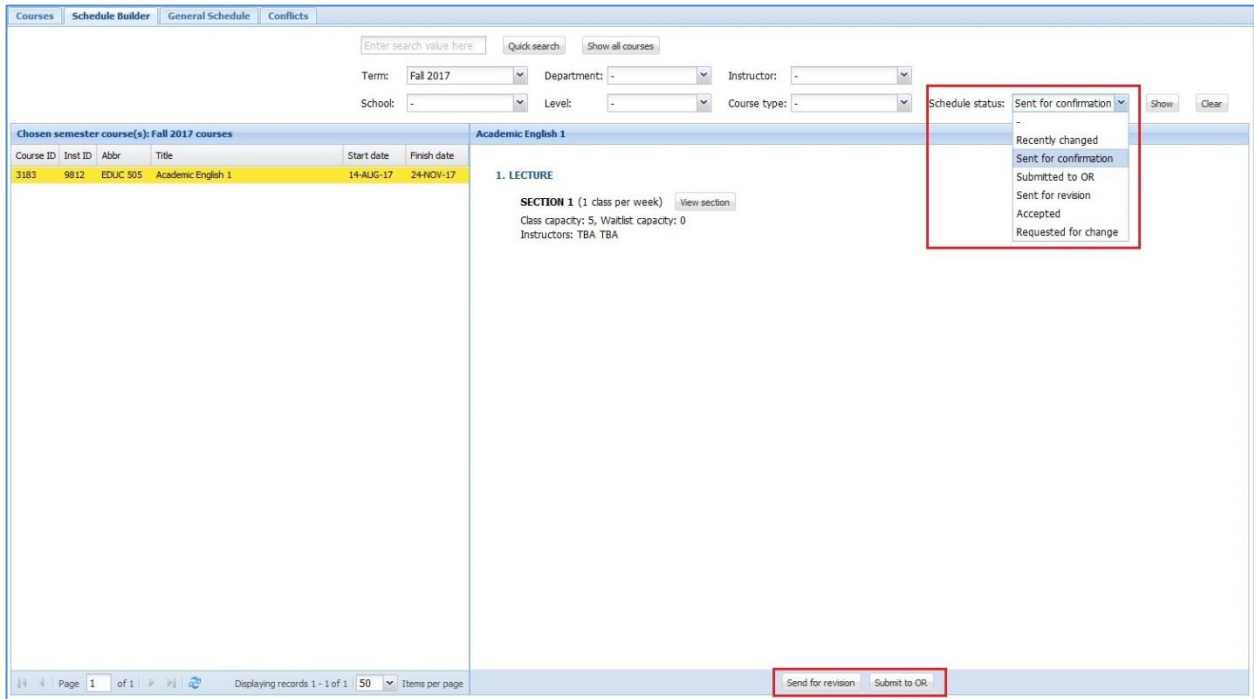
**NOTE:** SA can view, edit and delete the section and/or add another section before sending the schedule for confirmation. All the schedules sent to SM for confirmation acquire schedule status as **Sent for confirmation** and get highlighted in yellow. SA can observe status of the schedule in Schedule Builder and General Schedule tabs.

#### Step 6. Submitting schedule to OR, or sending it back for revision

SM views and checks the schedules for correctness sent by SA either under Schedule Builder or General Schedule tabs.

- Under Schedule Builder tab SM selects Term being scheduled and sets Schedule status to **Sent for confirmation** in the filter. If there is no need to make any changes in the schedule and SM confirms it, he clicks *Submit to OR* at the bottom of the page to submit the schedule to OR for approval, otherwise he clicks *Send for revision* to enable SA to make necessary adjustments (see **Image 5**).

[Image 5] SM checks schedule through Schedule Builder tab

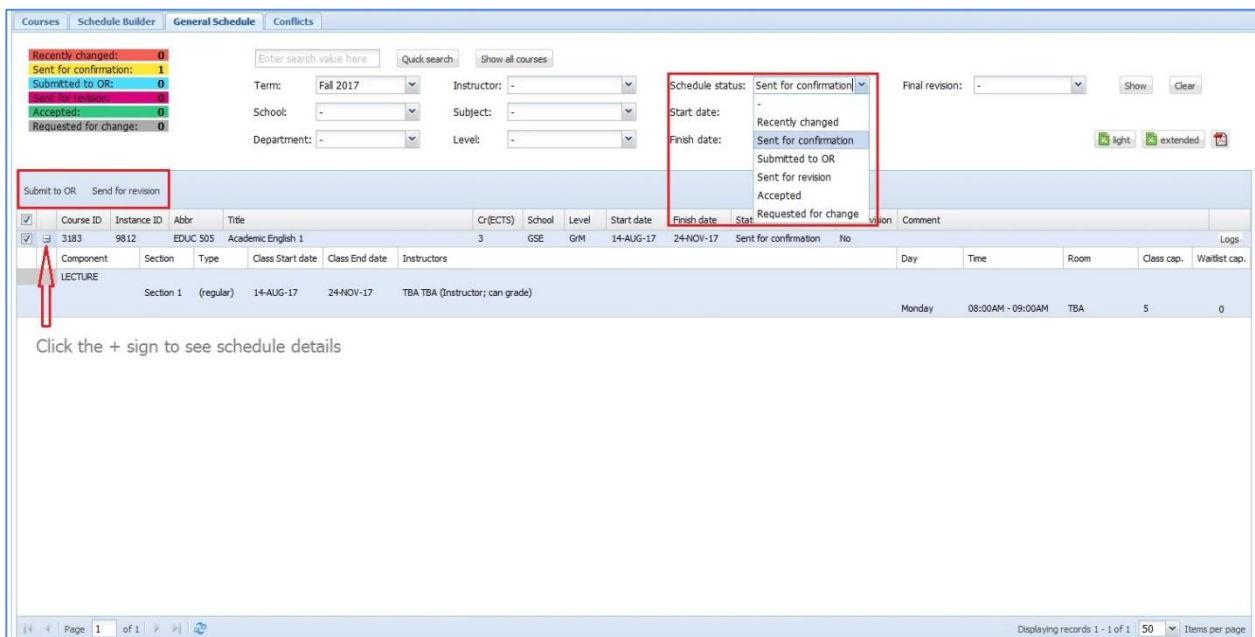


OR

- Under General Schedule tab SM selects Term being scheduled and sets Schedule status to **Sent for confirmation** in the filter. SM can view the schedule by unfolding course details upon clicking the plus sign next to Course ID. Schedules may also be downloaded either in pdf or xls file. If there is no need to make any changes in the schedule and SM confirms it, he clicks *Submit to OR* at the top left of course details to submit the schedule to OR for approval, otherwise he clicks *Send for revision* to enable SA to make necessary adjustments (see **Image 6**).

**NOTE:** Schedules sent for revision acquire schedule status as **Sent for revision** and get highlighted in pink; schedules submitted to OR acquire schedule status as **Submitted to OR** and get highlighted in aqua.

[Image 6] SM checks schedule through General Schedule tab



## Step 7. Accepting schedule, or sending it back for revision by OR

OR views and checks the schedule submitted by SM. 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 OR sends the schedule for revision to SA by clicking *Send for revision*.

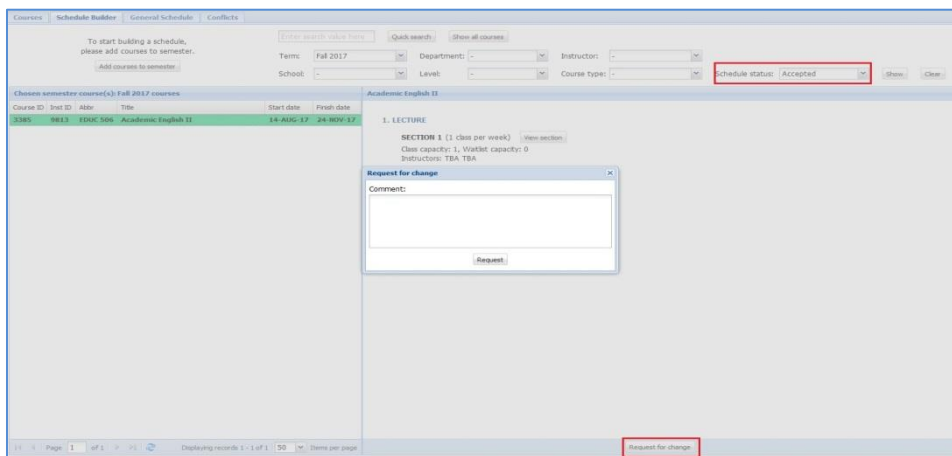
**NOTE:** OR has access to view, edit and delete sections in the schedule at any time independent of status of the schedule. Schedules accepted by OR acquire schedule status as **Accepted** and get highlighted in green.

## Step 8. Sending a request to change the accepted schedule (optional)

SA or SM 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 send it for confirmation to SM again. 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

