

NAZARBAYEV UNIVERSITY  
OFFICE OF THE REGISTRAR

STUDENT REQUESTS MODULE FOR STUDENTS  
MANUAL

August, 2020

### Step 1. Accessing the Registrar website

Go to registrar.nu.edu.kz. Click myRegistrar (in the upper right corner).

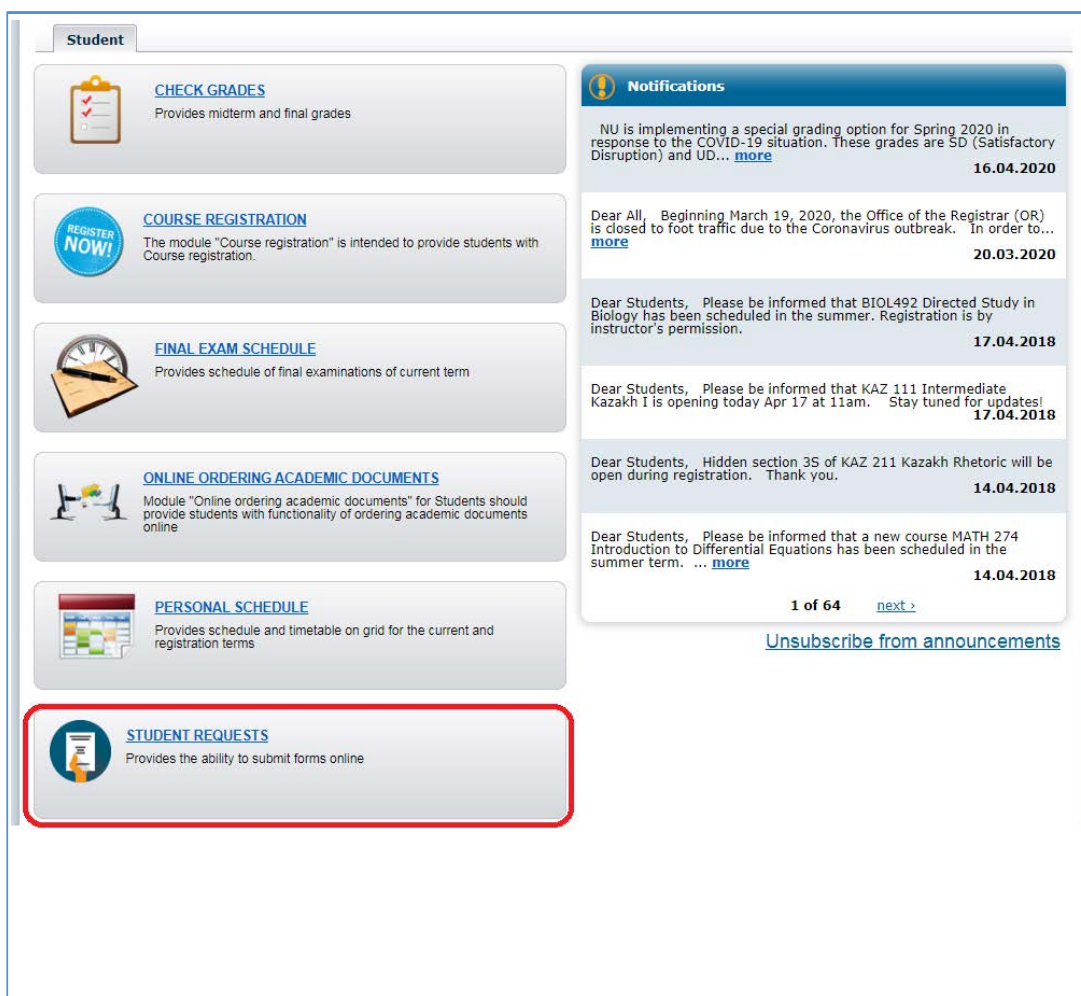
**NOTE:** Do not use the internet browser's "BACK" button to navigate through the myRegistrar system.

### Step 2. Sign in to myRegistrar

Use NU login and password to access myRegistrar.

### Step 3. Student Requests Module

Go to Student Requests module.



The screenshot displays the myRegistrar website interface for a student. On the left side, there is a vertical menu of service tiles. The 'STUDENT REQUESTS' tile at the bottom is highlighted with a red rectangular border. This tile includes an icon of a document with a checkmark and the text 'STUDENT REQUESTS' and 'Provides the ability to submit forms online'. Other tiles include 'CHECK GRADES', 'COURSE REGISTRATION', 'FINAL EXAM SCHEDULE', 'ONLINE ORDERING ACADEMIC DOCUMENTS', and 'PERSONAL SCHEDULE'. On the right side, there is a 'Notifications' section with a blue header and an information icon. It contains several announcements with dates ranging from 2018 to 2020. At the bottom of the notifications, there is a page indicator '1 of 64' with a 'next >' link and a link to 'Unsubscribe from announcements'.

**Step 4. Select the needed request from the list. Requests available in the Student Requests module are as follows:**

Add Course Form	Drop Course Form	Extra Place Form	Requisite Override Form	Priority Override Form
Retake Permission Form	Course Overload Form	Course Underload Form	Audit Course Form	Course Withdrawal Form

- The rest of the requests will be processed as before by forms in accordance with this Instruction.

Kazakh Language Change form  
Second Major Declaration form  
Track Declaration form

Minor Declaration form  
Transfer between Schools and Majors form

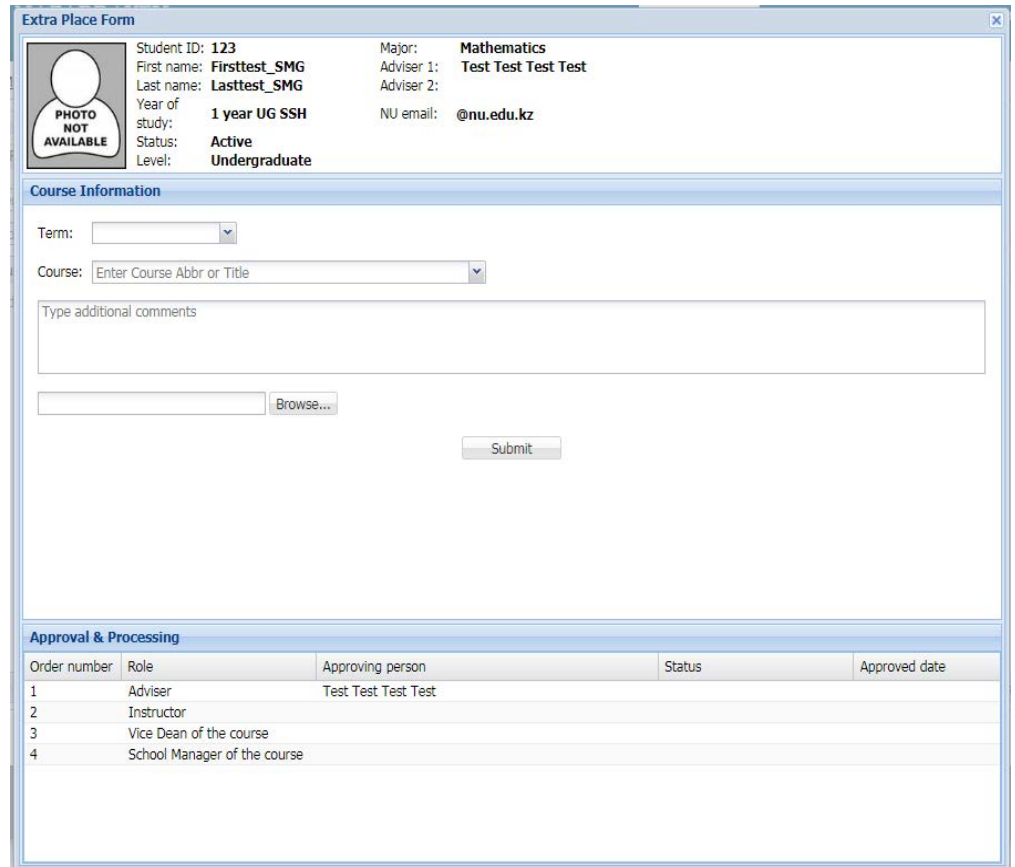
**NOTE:** these forms will be modified into an electronic version in the Student Requests module.  
All forms definition you can find on registrar website.

**Step 5. Once you click on the needed request, a new window will open. This is an electronic version of the forms.**

On the top is the academic information about a student.

In the middle is the course information which **needs to be filled**. The Browse field is required in certain forms.

On the bottom you can see the list of approvers which will **automatically display** the names of approvers when you fill out the form.



Order number	Role	Approving person	Status	Approved date
1	Adviser	Test Test Test Test		
2	Instructor			
3	Vice Dean of the course			
4	School Manager of the course			

After all the fields are filled in, click on the "**Submit**" button.

**NOTE:** you can not send the same request multiple times. Then your request will be denied.

## Step 6. Request Status

On the main page you will see the list of submitted requests. The fields can be sorted by **Request ID, Type, Term, Status, Progress bar** and **Submission date**. Request has the following statuses:

1. In Progress – request requires an approver’s consideration.
2. Rejected – request has been rejected by an approver.
3. Processed – request has been processed by the School or OR admin after all approvals.

Request ...	Request type	Term	Status	Progress ▾	Date submitted	Actions
43	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">Processed</a>	<div style="width: 100%;"></div>	24.07.20 06:03:08	
11	<a href="#">Course Overload Form</a>	Summer 2019	<a href="#">Processed</a>	<div style="width: 100%;"></div>	15.07.20 09:00:44	
160	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	29.07.20 12:08:02	
118	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 23:54:00	
117	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 23:51:46	
115	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 23:15:49	
113	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 23:00:32	
112	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 22:49:56	
111	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 22:47:00	
99	<a href="#">Course Overload Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 14:11:25	
44	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	26.07.20 16:55:25	
5	<a href="#">Add Course Form</a>	Summer 2019	<a href="#">In progress</a>	<div style="width: 75%;"></div>	15.07.20 01:02:29	
133	<a href="#">Retake Permission Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	28.07.20 14:13:39	
130	<a href="#">Drop Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	28.07.20 12:56:30	
129	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	28.07.20 11:44:46	
146	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	28.07.20 13:43:08	<a href="#">Cancel request</a>
98	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 13:33:57	
97	<a href="#">Add Course Form</a>	Summer 2020	<a href="#">In progress</a>	<div style="width: 75%;"></div>	27.07.20 13:31:28	

Page 1 of 1 | Displaying records 1 - 96 of 96 | 100 Items per page

**NOTE:** A newly submitted request that has not yet been approved by the first approver can be canceled. This option is especially helpful in case if you have sent a request to a wrong course or section. However, if the request has been approved by the first approver (Adviser/Instructor), the request cancellation option disappears.

You can check the details of the submitted form by clicking on a request name in the **Request Type** field.



**Step 7. At the click on the request name a pop-up window with relevant information (Student info, Course info, Approvers list with status) will be displayed.**

**Retake Permission Form**

Student ID:	Major:	<b>Political Science and International Relations</b>
First name:	Adviser 1:	<b>Helene Thibault</b>
Last name:	Adviser 2:	
Year of study: <b>2 year UG SSH</b>	NU email:	
Status: <b>Active</b>		
Level: <b>Undergraduate</b>		
School: <b>SSH</b>		

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**Course Information**

**Term:** Summer 2020  
**Course:** MATH 161 | Calculus I  
**Previous grade:** D  
**Obtained in semester:** Summer 2019

**Comments:**  
test

**Attachments:**  
[СНИМОКНУМ.PNG](#)

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**Approval & Processing**

Order number	Role	Approving person	Status	Approved date
1	Adviser	Helene Thibault	Approved	28.07.20 17:08:35
2	Department Chair of the course	Dongming Wei	Approved	29.07.20 00:33:10
3	Vice Dean of the course	Phillip Enns	In progress	
4	Registrar admin	Nargiza Aitpayeva /	Waiting	

**Step 8. To check the notes, if any, click on a status name in the Status field. A pop-up window with request's progress information (Order number, Role, Approving person, Status, Note and Approved date) will be displayed.**

**Workflow (Request ID: 133)**

Order num...	Role	Approving person	Status	Note	Approved date
1	Adviser	Helene Thibault	Approved	test	28.07.20 17:08:35
2	Department Chair of the course	Dongming Wei	Approved	test	29.07.20 00:33:10
3	Vice Dean of the course	Phillip Enns	In progress		
4	Registrar admin	Nargiza Aitpayeva /	Waiting		

Close

You will receive an email notification once your request is processed. You can also check the status of your request in the Student Requests module.