

OFFICE OF THE REGISTRAR

MANUAL

WITHDRAWAL FROM UNIVERSITY

Description:

Voluntary withdrawal means that a student cancelled his/her enrollment by own decision and is no longer in any other respect a current student entitled to any of the privileges attached to that status.

Students under 18 years old have to get parent's approval to withdraw from the University.

The Office of the Registrar will release the student's original documents (High School Diploma) along with an official transcript **when the official checkout list is completed**.

For more details, please see the [Regulations](#).

STEP 1. ACCESSING MYREGISTRAR


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

STEP 2. SIGN IN TO MYREGISTRAR

Use your NU username and password to access myRegistrar.

STEP 3. STUDENT REQUESTS MODULE

Click on the Student Requests module.



The screenshot displays the 'Student' section of the MyRegistrar portal. On the left, there is a vertical list of service modules, each with an icon and a brief description. The 'STUDENT REQUESTS' module at the bottom is highlighted with a red border. On the right, there is a 'Notifications' panel with a list of recent announcements, including dates and links for more information.

Student

- CHECK GRADES**
Provides midterm and final grades
- COURSE REGISTRATION**
The module "Course registration" is intended to provide students with Course registration.
- FINAL EXAM SCHEDULE**
Provides schedule of final examinations of current term
- ONLINE ORDERING ACADEMIC DOCUMENTS**
Module "Online ordering academic documents" for Students should provide students with functionality of ordering academic documents online
- PERSONAL SCHEDULE**
Provides schedule and timetable on grid for the current and registration terms
- STUDENT REQUESTS**
Provides the ability to submit forms online

Notifications

- NU is implementing a special grading option for Spring 2020 in response to the COVID-19 situation. These grades are 5D (Satisfactory Disruption) and UD... [more](#) **16.04.2020**
- Dear All, Beginning March 19, 2020, the Office of the Registrar (OR) is closed to foot traffic due to the Coronavirus outbreak. In order to... [more](#) **20.03.2020**
- Dear Students, Please be informed that BIOL492 Directed Study in Biology has been scheduled in the summer. Registration is by instructor's permission. **17.04.2018**
- Dear Students, Please be informed that KAZ 111 Intermediate Kazakh I is opening today Apr 17 at 11am. Stay tuned for updates! **17.04.2018**
- Dear Students, Hidden section 3S of KAZ 211 Kazakh Rhetoric will be open during registration. Thank you. **14.04.2018**
- Dear Students, Please be informed that a new course MATH 274 Introduction to Differential Equations has been scheduled in the summer term. ... [more](#) **14.04.2018**

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[Unsubscribe from announcements](#)

STEP 4. REQUEST

Select the needed request from the list.

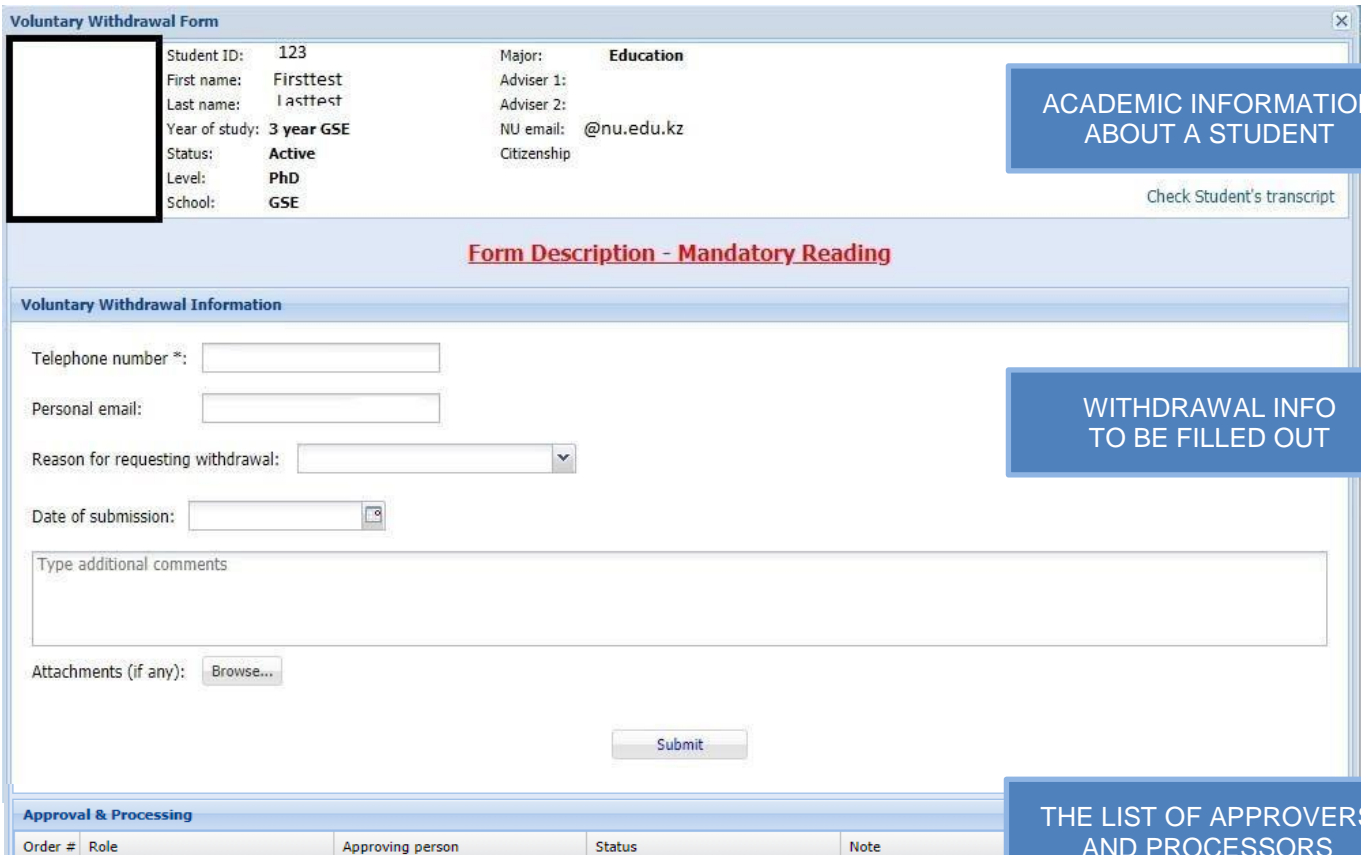
Requests available in the Student Requests module are as follows:

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
Transfer between Schools Form	Transfer between Majors Form	Incomplete Grade Form	Leave of Absence Form	Minor Declaration Form

STEP 5. ELECTRONIC VERSION OF THE FORM

Once you click on the needed request, a new window will open.

This is an electronic version of the form.



Voluntary Withdrawal Form

Student ID: 123 Major: Education
 First name: Firsttest Adviser 1:
 Last name: Lasttest Adviser 2:
 Year of study: 3 year GSE NU email: @nu.edu.kz
 Status: Active Citizenship:
 Level: PhD
 School: GSE

Check Student's transcript

Form Description - Mandatory Reading

Voluntary Withdrawal Information

Telephone number *:

Personal email:

Reason for requesting withdrawal:

Date of submission:

Type additional comments

Attachments (if any):

Approval & Processing

Order #	Role	Approving person	Status	Note

ACADEMIC INFORMATION
ABOUT A STUDENT

WITHDRAWAL INFO
TO BE FILLED OUT

THE LIST OF APPROVERS
AND PROCESSORS

The Browse field (Attachments) is optional.

The list of approvers and processors will appear automatically after you fill out the form.

IMPORTANT:

Students under 18 (eighteen) years old have to get parent's approval to withdraw from the University. Please have your parents write their consent, sign, date. Attach to the application scan of your parent's consent form and your birth certificate.

The Office will release the student's original documents (High School Diploma for UG students) along with an official transcript when the official checkout list is completed.

After all the required fields are filled out and supporting documents attached (supporting documents are mandatory only for students under 18 years old), click on the **"Submit"** button.

STEP 6. Request Status

On the main page, you will see the list of submitted requests under the **My Requests** tab. The fields can be sorted by *Request ID*, *Type*, *Term*, *Request status*, *Progress bar* and *Submission date*.

A request has the following statuses:

- [In Progress](#) – request requires an approver’s consideration.
- [Rejected](#) – request was rejected by an approver.
- [Approved](#) – request was approved by all approvers but hasn't been processed yet by the OR admin.
- [Processed](#) – request has been processed by the School or OR admin after all approvals.

My requests		Received requests				
Request ID	Request type	Term	Request status	Progress	Date submitted	Actions
2726	Voluntary Withdrawal Form	Fall 2020	In progress	<div style="width: 50%;"></div>	26.01.21 17:04:42	Cancel request

Note:

A newly submitted request that has not yet been approved by the first approver can be canceled by the student. However, if the request has been approved by the first approver, the request cancellation option disappears.

STEP 7. FORM REVIEW

At the click on the request name a pop-up window with relevant information (Student info, Form description, and Approvers list with status) will be displayed.

Form Description - Mandatory Reading

Voluntary Withdrawal Information

Telephone number *:

Personal email:

Reason for requesting withdrawal: Health issues/ Mental health

Date of submission:

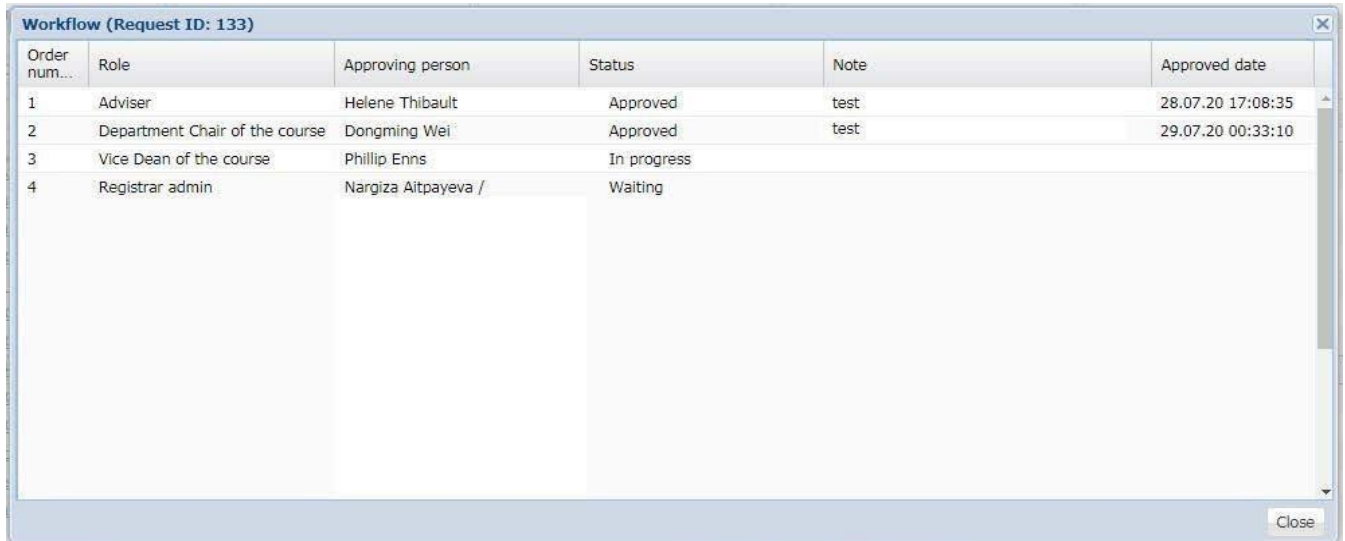
Type additional comments

Attachments (if any):

Approval & Processing					
Order #	Role	Approving person	Status	Note	Approved date
1	Registrar admin (SSU)	Karlygash Karamanova / Dilroba Omarova / Akbope Kulumbetova			
2	Program Director	Aisi Li			
3	Dean	Aida Sagintayeva			
4	Director of the Department of Student Affairs	Askhat Bekzhanov			
5	Associate Registrar	Meruyert Akhmediyeva			
6	Vice Provost for Academic Affairs	Loretta O'Donnell / Damira Manakbay / Aidana Myssayeva			

STEP 8. CHECKING NOTES

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



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		

IMPORTANT While the final Decision of the President on student status is pending, the student is expected to remain registered in classes, attend classes, and receive grades.