

NAZARBAYEV UNIVERSITY

OFFICE OF THE REGISTRAR

STUDENT REQUESTS MODULE

MANUAL FOR
**CHANGE OF
GRADE FORM**

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 (same as for Moodle).

Step 3. Student Requests Module

Click on the Student Requests module.



Faculty

CLASS MANAGEMENT
Provides Class roster, submission of Midterm and Final grades during grade submission periods

FINAL EXAM ROSTER
Provides roster of your examination groups

STUDENT REQUESTS
Provides the ability to submit forms online

TIMETABLE
This module displays current instructors' timetable

Notifications

With implementation of the special SD/UD grading option for Fall 2020 under COVID-19 pandemic, grades for Fall 2020 will be available in official transcript... [more](#) **21.12.2020**

NU is implementing a special grading option for Fall 2020 in response to the COVID-19 situation. These grades are SD (Satisfactory Disruption) and UD (... [more](#) **18.11.2020**

Dear new coming students, Welcome to the University! This is to let you know that you can request enrollment verification letters (spravkas) ... [more](#) **12.08.2020**

NU is implementing a special grading option for Spring 2020 in response to the COVID-19 situation. These grades are SD (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**

1 of 65 [next >](#)

Step 4. Select the Change of Grade form

[User manual for Approver](#)

Change of Grade Form

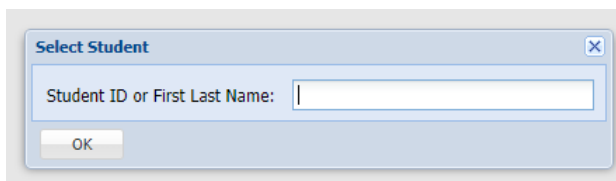
Enter Request ID here Enter Student ID or name here Choose Academic level In progress Choose Request status

Choose Request type Choose Term Submitted date From: To: 12/24/2020

My requests **Received requests**

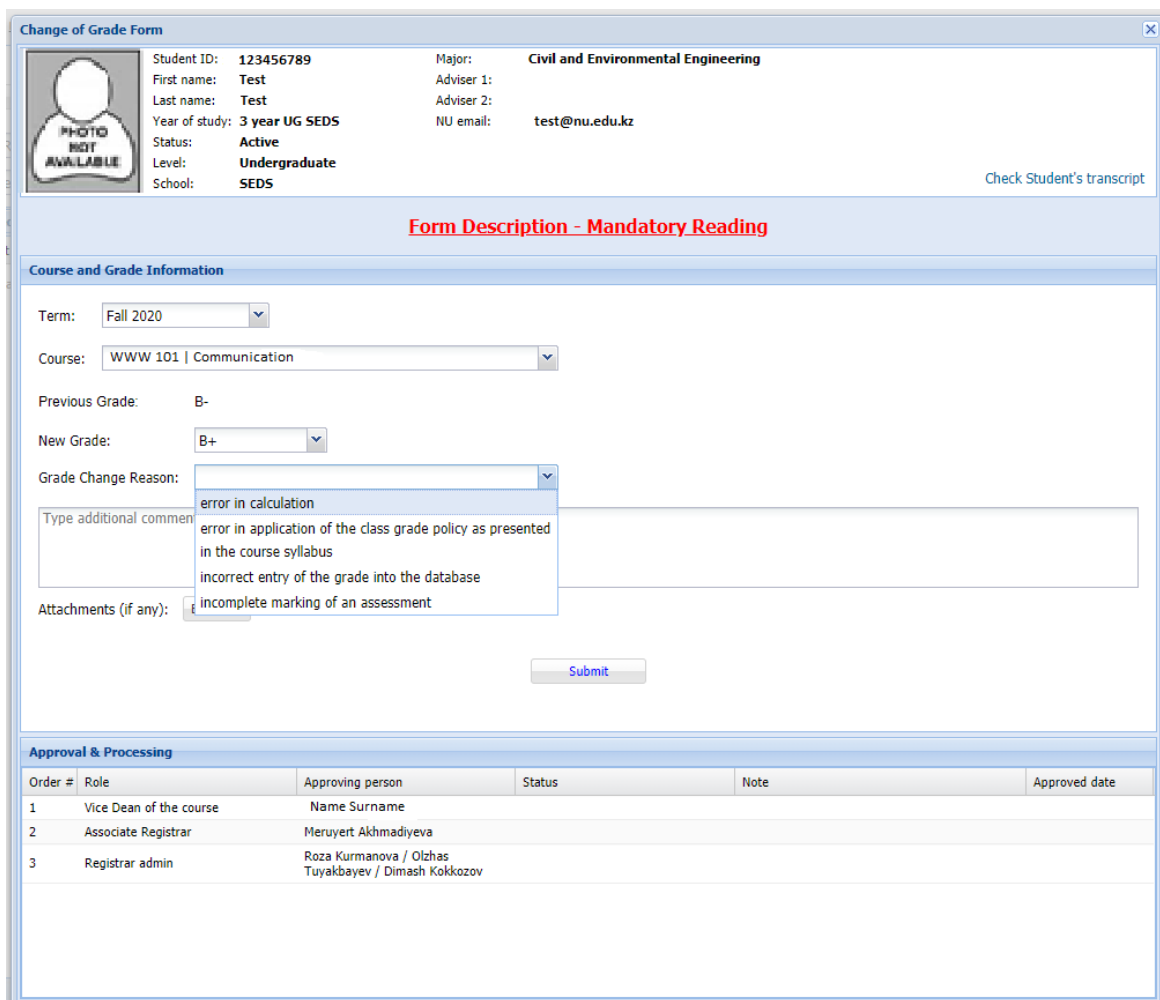
Request ID	Request type	Student ID	Student name	Level	Term	Your status	Request status	Progress	Date submitted	Actions
No data to display										

Step 5. Once you click on the request, please enter Student ID or first name and last name of the student whose grade should be changed.



Step 6. A new window will open. This is an electronic version of the Change of Grade form. On top is an information about the student. In the middle is course and grade information, which **needs to be filled out**:

- 1) Select semester/term.
- 2) Select the course.
- 3) The previous grade is automatic. Select the new grade.
- 4) Select the Grade change reason – 1 out of 4.



Change of Grade Form

Student ID: 123456789 Major: Civil and Environmental Engineering
 First name: Test Adviser 1:
 Last name: Test Adviser 2:
 Year of study: 3 year UG SEDS NU email: test@nu.edu.kz
 Status: Active
 Level: Undergraduate
 School: SEDS

[Check Student's transcript](#)

Form Description - Mandatory Reading

Course and Grade Information

Term:

Course:

Previous Grade: B-

New Grade:

Grade Change Reason:

Type additional comment:

Attachments (if any):

Approval & Processing

Order #	Role	Approving person	Status	Note	Approved date
1	Vice Dean of the course	Name Surname			
2	Associate Registrar	Meruyert Akhmediyeva			
3	Registrar admin	Roza Kurmanova / Olzhas Tuyakbayev / Dimash Kokkozov			

The browse field is an optional. On the bottom, you can see the list of **approvers and processors** with their names after you fill out the course information part. After all the required fields are filled out, click on the **"Submit"** button.

Step 7. Request Status

On the main page, you will see the list of submitted requests under the **My Requests** tab. The request has the following statuses:

1. **In Progress** – request requires an approver’s consideration.
2. **Rejected** – an approver has rejected request.
3. **Approved** – request has been approved by all approvers, but not processed.
4. **Processed** – request has been processed by the OR admin after all approvals.

My requests		Received requests							
Request ID	Request type	Student ID	Student name	Level	Term	Request status	Progress	Date submitted	Actions
4486	Change of Grade Form	201376866	Zhanat Baidullayeva	GrM	Fall 2020	Approved	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>	23.12.20 15:24:05	
4094	Change of Grade Form	201734915	Aruzhan Zhunusbekova	UG	Fall 2020	Processed	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>	14.12.20 21:07:24	

Step 8. 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.