1. Go to registrar.nu.edu.kz -> MyRegistrar (in the upper right corner)  
   ! Do not use your browser’s “back”

2. Enter your Login and Password and press “Log in” button.  
   ! If you have any questions concerning your password or login, please contact IT Helpdesk by tel.: 70-62-00
3. Click on

4. Press “Show all courses” button

5. You will see a list of all NUFYP courses. Please note that you have been already preregistered by a school manager for 2 courses: Mathematics and English for Academic Purposes (EAP).
6. In the Fall Semester there is a restriction during course registration process. Each student has to register for 1 course from Natural Sciences (Physics or Chemistry or Biology) and 1 course from Social Sciences (Geography or Humanities and Social Sciences or Business). If the student does not follow the restriction, a school manager will drop from one course and add to any available elective that follows the restriction.

7. Go to your first choice of elective courses and click on it. Then add the course by pressing on “Add to Selected Courses” button. For example: we will register for the Chemistry course.

8. Add second elective by repeating the same actions from step 7. For example: Introduction to Business will be added. The restriction is followed. It will be written in the Note column: 2 courses are REGISTERED and 2 electives SELECTED.
9. After adding two electives please press “Go to Selected Courses”.

10. You will see on the left side two elective courses and on the right part a schedule of your preregistered courses: EAP and Math.
11. Then press on first elective and you will see available timeslots. Each letter means a name of the day (M-Monday, T-Tuesday, W-Wednesday, R-Thursday, and F-Friday). If the circle near the timeslot is green, it means there are available seats. If the circle is orange, it means half of the seats are available. If the circle is red, it means there are no available seats. Press on the seminar timeslot and scroll down.

! Please note that all electives have 1 lecture and 1 seminar. Because the lecture is provided as an online resource and can be studied at any time, it is not represented in the Registrar system.

12. You will see a schedule of elective course with EAP and Math courses. If the box of elective is grey then there are no conflicts. Otherwise, it will be red in the case of conflict and you will need to choose another seminar with appropriate timeslot.
13. When your choice will be finalized and you will be sure that it is the best, please scroll down to the green button “Pre-register” and press it.

!!!Please be aware after pressing button you will not be able to change your class.

14. A message pops up, please click OK.

15. The elective box becomes green, it means you are registered successfully for the elective.

16. Do the same steps with the second elective course. As a result you should have 2 elective courses as green boxes.