# REGISTRATION RENEWAL PROCEDURES WORKFLOW PROCESS

| Process | Responsible | Legislation/Documents |
|---|---|---|
| **(Start)** In the academic calendar by the Rectorate course registration week is determined. | *Senate Decision | *Academic calendar *Tokat Gaziosmanpasa University Associate Degree and Undergraduate Education and Training Regulation Article: 5 |
| Before the course registration date, department courses, instructors who will teach the courses, and course schedules are completely entered into the automation system. | *Unit Student Affairs | *Tokat Gaziosmanpasa University Associate Degree and Undergraduate Education and Training Regulation Article 10 |
| Students who are charged tuition or fees deposit the required amount to the designated bank. | *Unit Student Affairs *Student | *Tokat Gaziosmanpasa University Associate Degree and Undergraduate Education and Training Regulation Article: 12 |
| The student selects and confirms the courses he/she needs to take for the semester online. | *Student | *Tokat Gaziosmanpasa University Associate Degree and Undergraduate Education and Training Regulation Article: 13 |
| **Is the student's semester course selection correct?** — No → The advisor adds/subtracts the incorrect course from the student. — Yes → | *Consultant *Student | *Tokat Gaziosmanpasa University Associate Degree and Undergraduate Education and Training Regulation Article: 13 |
| The course registration form, which is printed out with the approval of the advisor, is signed by the student and the advisor in 3 copies. | | *Course Registration Form |
| The signed course registration forms are delivered collectively to the student affairs unit at the end of the registration period. | *Advisor | |
| Course registration forms are archived in student files. | *Unit Student Affairs | |