Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

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Process No.	4	
Process Name	Registration Freezing Process	START REGISTRATION FREEZING PROCESS
Those Responsible for the Process	Student Affairs, Board of Directors	
Process Organization	Board of Directors, Student, Student affairs	
Relationship		Student Makes a Written Request to Freeze Registration.
Purpose of the Process	Freezing the Registrations of Students Who Want to Interrupt	—
	Their Education for Justified and Valid Reasons for a Period	Observation Description For a risk a break of Affairs 1 bets
		Student's Registration Freezing by the Student Affairs Unit The request is submitted to the Board of Directors
Limits of the Process	It starts when the student submits a petition to the Registrar's Office	The request is submitted to the board of Directors
	to suspend registration, and ends when the suspension of	•
	registration is completed.	The Student's Request is Reviewed by the Vocational School Board of Directors
Process Steps	The student submits his/her request to suspend registration by	<u> </u>
	submitting a petition to the Registrar's Office.	▼
	Student Affairs submits the petition to the Board of Directors	The Result is Announced by the Decision of the Board of Directors
	Presents.	—
	Vocational School Board of Directors is Right	
	And Examines the Petition Within the Scope of Valid Reasons	Is the Registration Freezing
		Result Positive? Denied
	The Result is Announced by the Decision of the	
	Vocational School Board of Directors.	Yes
	If the result is positive, the registration freeze is notified to the	•
	Registrar's Office.	Notified to the Student
	Registration Freezing can be transferred to the Student Information System.	<u> </u>
	It is processed.	▼
	If the Result is Positive or Negative, the Decision is Notified	It is processed in the Student Information System
	to the Student.	•
	Notifies the Credit and Dormitories Institution	
		Notified to the Credit and Dormitories Institution
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Performance	Percentage and number of students who suspended their registration	END OF PROCESS
Indicators		END OF FRODESO
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