

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School of Higher Education**

**Workflow Processes**

<b>Process No.</b>	4
<b>Process Name</b>	Registration Freezing Process
<b>Those Responsible for the Process</b>	Student Affairs, Board of Directors
<b>Process Organization Relationship</b>	Board of Directors, Student, Student affairs
<b>Purpose of the Process</b>	Freezing the Registrations of Students Who Want to Interrupt Their Education for Justified and Valid Reasons for a Period
<b>Limits of the Process</b>	It starts when the student submits a petition to the Registrar's Office to suspend registration, and ends when the suspension of registration is completed.
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• The student submits his/her request to suspend registration by submitting a petition to the Registrar's Office.</li> <li>• Student Affairs submits the petition to the Board of Directors Presents.</li> <li>• Vocational School Board of Directors is Right And Examines the Petition Within the Scope of Valid Reasons</li> <li>• The Result is Announced by the Decision of the Vocational School Board of Directors.</li> <li>• If the result is positive, the registration freeze is notified to the Registrar's Office.</li> <li>• Registration Freezing can be transferred to the Student Information System. It is processed.</li> <li>• If the Result is Positive or Negative, the Decision is Notified to the Student.</li> <li>• Notifies the Credit and Dormitories Institution</li> </ul>
<b>Performance Indicators</b>	Percentage and number of students who suspended their registration

