## Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

## **Workflow Processes**

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Process No.	3	
Process Name	Registration Deletion Process	START THE DEREGISTRATION PROCESS
Those Responsible for the Process	Student, Student Affairs, Board of Directors	1
Process Organization	Student, Student Affairs, Board of Directors,	
Relationship	Directorate	The Student Makes a Written Request for Deregistration.
Purpose of the Process	Disconnecting students who wish to disenroll from the school.	•
		Student's Deregistration Request is Submitted to the Board of
Limits of the Process	It starts with the student making a written request to cancel	Directors by the Student Affairs Unit
	his/her registration, and ends with the student's	
	registration being deleted and the student being given	<b>▼</b>
	the original high school diploma.	The Student's Request is Approved by the Vocational School Board of Directors.
Process Steps	The student makes a written request to cancel	1
	registration.	<b>V</b>
	Student's registration cancellation request	The Student Gets the Discharge Certificate Approved by the Relevant Units
	is presented to the board.	<b>↓</b>
	The student's request is approved by the college board of	
	directors.	In a Relationship NO Registration Deletion Process
	After the student's disenrollment request is approved by the	? does not happen
	board of directors, the severance document is approved	
	by the necessary authorities.	Yes
	Deregistration process is recorded on the back of the high school	• • • • • • • • • • • • • • • • • • • •
	diploma.	Student's relationship is terminated.
	The original high school diploma is given to the student.	<b>\</b>
	Registration of the student from the student information system	The student is deregistered from the Student Information System
	is deleted.  • If the student is taking out a loan, he/she will be notified that his/her	<u> </u>
	registration with the loan and dormitories institution has been deleted.	Deregistration is processed on the back of the high school diploma.
	registration with the loan and dominiones institution has been deleted.	Delegistration is processed on the back of the high school dipolitia.
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Performance	Percentage of students who disenrolled and duration	The original copy of the high school diploma is given to the student.
Indicators	of deregistration	<b>\</b>
		If the student is taking out a loan, he/she will be notified that his/her registration with the
		Credit and Dormitories Institution has been deleted.
		•
		END OF PROCESS