

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

**Workflow Processes**

<b>Process No.</b>	3
<b>Process Name</b>	Registration Deletion Process
<b>Those Responsible for the Process</b>	Student, Student Affairs, Board of Directors
<b>Process Organization Relationship</b>	Student, Student Affairs, Board of Directors, Directorate
<b>Purpose of the Process</b>	Disconnecting students who wish to disenroll from the school.
<b>Limits of the Process</b>	It starts with the student making a written request to cancel his/her registration, and ends with the student's registration being deleted and the student being given the original high school diploma.
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• The student makes a written request to cancel registration.</li> <li>• Student's registration cancellation request is presented to the board.</li> <li>• The student's request is approved by the college board of directors.</li> <li>• After the student's disenrollment request is approved by the board of directors, the severance document is approved by the necessary authorities.</li> <li>• Deregistration process is recorded on the back of the high school diploma.</li> <li>• The original high school diploma is given to the student.</li> <li>• Registration of the student from the student information system is deleted.</li> <li>• If the student is taking out a loan, he/she will be notified that his/her registration with the loan and dormitories institution has been deleted.</li> </ul>
<b>Performance Indicators</b>	Percentage of students who disenrolled and duration of deregistration

