ABSTRACT

A long with growth of era and technology, each business process which is integrated in a company or a organization has to followed the growth. Therefore, the core and critical of business process have to leave conventional method that difficult in perform the process, require much cost and time and less optimal of resources utilization. Therefore, will be designed a proposal to improve the existing business process until will be found business process that faster, better, and cheaper than before.

This research is beginning with identification of business process existing of student registration, on this step, we will know the mechanism and procedure of student registration and the weak. After this identification step finished, next step is understanding the process.on this step we will analyze the mechanism and procedure, the information flow, and the activities using systematic re-engineering tools until we found the proposal of business process that will be adopted. From the steps above was known the core problem of business process existing are unstable of internal condition of organization, a long and difficult bureaucracy and the procedure not had standardization yet. Therefore, base from the result of analyze then was designed a proposal business process of student registration based E-registration and design the SOP.

e-registration is registration process which has been integrated using full electronic which all the registration process will pass through system information manajemen with KTM as a medium. All process is integrated on KTM database.

Key Words : Business Process Re-engineering, Systematic Re-engineering, ARIS *toolset* **6.2,** *E-registration* **and SOP.**