

ABSTRACT

In October 2008, Sriwijaya University had 23.242 students from various majors. Until today, registration bussiness process of Sriwijaya University is not documented in a proper way and the acitivies of registration bussiness process are still considered not too effective and efficient. Sriwijaya University has built an academic information system called SIMAK to automate its course registration process. But, SIMAK's planning was not based on existing registration business process because of there is no documentation of course registration bussiness process which should be evaluated further.

As for the steps taken to design a proposed courses registration business process is through an understading of the existing business process and then performing the value added analysis and streamlining to all activites to get a proposed business process. The result of this process improvement is expected to give a better level of process efficiency in both of number of activities and human resources used.

This proposed process business becomes the basis of building a proposed academic information system to automate the proposes registration business process. The proposed academic information system is designed so every party that is related in the proposed business process can use it properly, especially the internal party of Sriwijaya University. As an example, the making of JMT's list in internal party of Sriwijaya University can be automated so there is no recurrence in the making of JMT's list. This proposed academic information system is expected to reduce the number of human resource used in courses registration process at Sriwijaya University. The number of human resources that can be reduced is up to 36 people so the proposed courses registration process can be more efficient than the existing courses registration process.

Keyword : business process improvement, design of information system