SOUTHERN UNIVERSITY COLLEGE 南方大学学院	ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE	Document No:	AARO/F_SR/00/2020
		Revision:	00
	SUBJECT REGISTRATION APPLICATION FORM	Effective Date:	24-July-2020
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IMPORTANT NOTES:

1. Applicant shall provide correct information and complete the form before submitting to AARO. Approval from Faculty's Head of Department is a must. Otherwise the application will not be accepted.
2. Applicant needs to check **STUDENT PORTAL** and follow up the application. Please check the class time carefully.
3. If the information appeared in the timetable is incorrect, please contact AARO immediately to resolve the issue.

PERSONAL DATA PROTECTION ACT

I understand and agree that Southern University College has the permission to use my personal data for the purpose of administering. I have read, understood and agreed to the Personal Data Protection Act of Southern University College.
(Note: You may access and update your personal data by writing to us at reg@sc.edu.my)

PARTICULARS OF STUDENT

Name		Contact No.	
Student ID		Batch No.	
Total Credits Earned to-date		GPA for Last Semester	
Reasons for Application	Please tick (√) in ☐ ☐ Retake failed subject(s) ☐ Take elective subject(s) ☐ Exempted from specific subject(s) and wish to take replacement subject(s) ☐ Others (Reason:_____)		

Add / Drop	Subject	Name of Lecturer	Timetable	Credits
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Student's Signature		Date	

For Dean of Faculty/ Head of Department Use Only

Please tick (√) in ☐: ☐ Approved ☐ Disapproved	Signature:
Comments:	Name: Date:

For Academic Affairs, Admission and Registration Office Use Only

Please tick (√) in ☐: ☐ Acknowledged ☐ Not acknowledged	Signature: Date: