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|  | ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE | Document No | AARO/F_RC/00/2020 |
| | | Revision: | 00 |
| REPLACEMENT / PERMANENT CHANGE OF CLASS ROOM VENUE / TIME APPLICATION FORM | | Effective Date: | 24 July 2020 |
| | | Page No: | Page 1 of 1 |

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)

SECTION I (To be filled by applicant) (please (√) in the box provided)

Type of Change: Class Replacement Permanent

Subject Name: _____ Subject Code: _____

Lecturer's Name: _____

| | Existing | New |
|--------------|----------|-----|
| Date & Time: | | |
| Venue: | | |

Reason(s): _____

Applicant's Signature: _____ Date: _____

Applicant's Name: _____

SECTION II (Applicant is required to get endorsement from the faculty / school)

Approved Disapproved

Dean / Head's Signature: _____ Date: _____

Dean / Head's Name: _____

Comments: _____

SECTION III (FOR ACADEMIC AFFAIRS, ADMISSION & REGISTRATION OFFICE USE ONLY)

Acknowledged Rejected

Proceed by: _____

Date: _____