



**PERSONAL INFORMATION**

Complete the top part of this form. Enrollment Transaction Trace requires a minimum of 5 to 7 business days for processing

UCFID \_\_\_\_\_ Student's Name (First, Last) \_\_\_\_\_

Telephone \_\_\_\_\_ Campus Email Address \_\_\_\_\_ @knights.ucf.edu

**TRANSACTION**

Term of Transaction \_\_\_\_\_ Transaction to be Traced \_\_\_\_\_

Course(s) Prefix and Number \_\_\_\_\_

Date of Transaction to be Traced (approximations acceptable) \_\_\_\_\_

Transaction Type:

- Add/Drop (prior to 11:59 p.m. of the last day of Late Registration and Add/Drop)
- Withdrawal (after 11:59 p.m. of the last day of Late Registration and Add/Drop and prior to 11:59 of the last day of Withdrawal)
- Fee Appeals
- Other \_\_\_\_\_

Additional Information \_\_\_\_\_

**SIGNATURE**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**REGISTRAR'S OFFICE USE ONLY**

|                  |      |
|------------------|------|
| Processed By     | Date |
| Results of Trace |      |