Return completed form to: Registrar's Office Millican Hall Room 161 407.823.3100 | registrar@ucf.edu

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PERSONAL INFORMATION

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	Transaction to be traced		
Course(s) Frenx and Number			
Date of Transaction to be Traced (approximations acco	eptable)		
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			

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