

# e-Services Web Trace Request

University of Houston-Downtown: Registrar's Office  
One Main Street, Ste N330 Houston, TX 77002  
ph: 713-221-8999  
fax: 713-223-7438  
uhdrecords@uhd.edu



## Important Notes for e-Services Web Trace Requests:

- If you registered online or made any schedule changes or updates via e-services and believe there is a discrepancy with your registration, please complete the requested information below so that we can review your online activity.
- Part of the online registration process is to track the changes or updates you make via e-services. We can trace which services you accessed during your online session.
- This request will be processed in approximately five (5) to seven (7) business days

## Student Information:

UHD ID Number

First Name

Last Name

Middle Name

Other Name(s)

Date of Birth

Telephone

## Date of the e-Services access/submission in question:

CRN	Course Name	Course Number	Semester
CRN	Course Name	Course Number	Semester
CRN	Course Name	Course Number	Semester
CRN	Course Name	Course Number	Semester
CRN	Course Name	Course Number	Semester
CRN	Course Name	Course Number	Semester

Please provide a detailed explanation of the issue you would like for us to research:

Attached copy of Valid Picture Identification Card (*required if faxing or emailing this form*)

I authorize the University of Houston-Downtown to conduct the research indicated on this request.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

For Office Use Only:

Received By \_\_\_\_\_ Date \_\_\_\_\_  
Processed By \_\_\_\_\_ Date \_\_\_\_\_