Undergraduate Advisement Form

**Instructions to Student**

**STEP ONE:** Complete the form below using your LoboWeb account, LoboTrax Degree Audit, UNM Catalog and degree requirement forms found at http://cbe.unm.edu/.

**STEP TWO:** Take this completed form and a copy of your degree audit to your faculty advisor for review/approval.

**STEP THREE:** Take your faculty advisor approved UG Advisement Form to Sarah E. Domínguez, CBE Program Advisement Coordinator, in ME 436. Sarah will then update your file folder, make any necessary edits to your degree audit as requested on this form and will remove your SOE Term Advisement hold.

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Name:_____________________________________

Phone Number:_____________________________

UNM ID Number:____________________________________

UNM Email Address:_____________________________

Catalog Year Used:__________________________

Concentration:______________________________________

Note: This is listed in the upper right-hand corner of your degree audit. If you list a different catalog year here from that one, I will change your catalog year.

Example: 201580

Estimated Graduation (Semester/Year):____________________

Minor (optional):____________________________________

Name of Faculty Advisor:____________________________________

2nd Major (optional):____________________________________

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**Current Semester**

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<tr>
<th>Course</th>
<th>Credit Hrs</th>
<th>Anticipated Grade</th>
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**Next Semester**

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<tr>
<th>Course</th>
<th>Credit Hrs</th>
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Questions/Comments/Concerns? Include any LoboTrax issues that need to be addressed.

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Student Signature:____________________________________ Date:__________________________

Faculty Advisor Signature:____________________________________ Date:__________________________

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**For Program Advisement Coordinator**

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<tr>
<th>Degree Checklist:</th>
<th>Exceptions requests sent for Degree Audit</th>
<th>Comments</th>
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Last Update: 03.21.17