



Undergraduate Advisement Form

Instructions to Students

STEP ONE: Complete the form below using your **LoboTrax Degree Audit**, **UNM Catalog**, and info found on the **department website**.

STEP TWO: Arrange a time to meet with your faculty advisor (Zoom, phone, in-person, etc). Be sure to provide your Degree Audit.

STEP THREE: Email this signed form to one of the CBE professional **academic advisors** after your faculty meeting. They will then remove your "Plan of Study" advisement hold, email you and your faculty advisor to answer any questions you left in the comment section of this form, and make any necessary updates to your Degree Audit and/or your academic record.

Name: _____ **UNM ID Number:** _____

UNM Email Address: _____ **Estimated Graduation (Semester/Year):** _____

Concentration: _____ **Minor (optional):** _____

(Bioengineering, Chemical Process Engineering, Environmental Engineering, Materials Processing, Semiconductor Manufacturing, or Undecided)

2nd Major (optional): _____

Did you participate in Undergraduate Research this semester? (check one) YES NO

If you answered yes, please answer the next two questions. If you answered no, skip the next two questions.

Was it paid or voluntary? _____

List the name(s) of UNM faculty and/or name(s) of the lab/company you worked for: _____

Current Semester/Year: _____			Semester/Year: _____		Next Semester/Year: _____	
Course	Credit Hours	Anticipated Grade	Course	Credit Hours	Course	Credit Hours

Total Hours: _____ Total Hours: _____ Total Hours: _____

Questions/Comments/Concerns? Include any LoboTrax Degree Audit issues, if you need to add a minor, update concentration, etc.

- Discussion Checklist:** Graduate School Career Options/Search Campus Resources
 Shared Credit Program Departmental Honors

Student Signature: _____ **Faculty Advisor Signature:** _____ **Date:** _____

For Academic Advisor, Sr. use ONLY		
Added to LoboAchieve: SZADEGR Check: Hold Removal:	<u>Exceptions requests sent for Degree Audit</u>	<u>Comments</u>