# Undergraduate Advisement Form

**Spring 2020**

**Instructions to Student - Complete the following steps in order.**

**STEP ONE:** Complete the form below using your LoboTrax Degree Audit, UNM Catalog, and info found on http://cbe.unm.edu/.

**STEP TWO:** Take your completed form and your LoboTrax degree audit to your assigned faculty advisor for review/approval.

**STEP THREE:** Submit the form to Sarah E. Dominguez in FEC 1300. You may drop it off for her at the CBE front desk. Sarah will then remove your academic advisement hold and email you and your faculty advisor to answer any questions you left for her on this form in the comments section. Sarah will also update your file folder and make any necessary changes/edits to your LoboTrax 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 in Spring 2020? (circle 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:______________________________

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<thead>
<tr>
<th>Spring 2020</th>
<th>Summer 2020</th>
<th>Fall 2020</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credit Hours</td>
<td>Anticipated Grade</td>
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Total Hours: ____________  Total Hours: ____________  Total Hours: ____________

Questions/Comments/Concerns? Include any LoboTrax issues, if you need to change catalog year, update concentration, etc.
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

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

Student Signature:______________________  Faculty Advisor Signature:______________________  Date:____________

For Program Advisement Coordinator use ONLY

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<thead>
<tr>
<th>Degree Checklist Update:</th>
<th>Exceptions requests sent for Degree Audit</th>
<th>Comments</th>
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<td>SZADEGR Check:</td>
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<td>Hold Removal:</td>
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Last Update: 03.06.2020