



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.

Name: _____ UNM ID Number: _____

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

Example: 201580

Estimated Graduation (Semester/Year): _____ Minor (optional): _____

Name of Faculty Advisor: _____ 2nd Major (optional): _____

Table with 5 columns: Current Semester (Course, Credit Hrs, Anticipated Grade), Next Semester (Course, Credit Hrs). Includes Semester/Year fields.

Questions/Comments/Concerns? Include any LoboTrax issues that need to be addressed.

Five horizontal lines for writing questions or comments.

Student Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Table for Program Advisement Coordinator with columns: Degree Checklist, Exceptions requests sent for Degree Audit, Comments.