

# Undergraduate Advisement Form

**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:** Arrange a time to meet with your faculty advisor (ZOOM, phone, etc). Be sure to provide your LoboTrax audit.
- STEP THREE:** Submit this form to Krista Navarrette by email ([krisnava@unm.edu](mailto:krisnava@unm.edu)) after your faculty meeting. Krista 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. Krista will also make any necessary updates 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 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:** \_\_\_\_\_

Semester/Year: _____			Semester/Year: _____		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 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:** \_\_\_\_\_

<b>For Program Advisement Coordinator use ONLY</b>		
Degree Checklist Update: _____	<u>Exceptions requests sent for Degree Audit</u>	<u>Comments</u>
SZADEGR Check: _____		
Hold Removal: _____		