



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 your completed form to Dr. Busch for review/approval.

STEP THREE: Take your Undergraduate Advisement Form (approved by Dr. Busch) 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 and will remove your academic advisement hold.

Name: _____ UNM ID Number: _____

Phone Number: _____ UNM Email Address: _____

Catalog Year Used: _____ Minor (optional): _____

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.

2nd Major (optional): _____

Estimated Graduation (Semester/Year): _____

Table with 5 columns: Current Semester (Course, Credit Hrs, Anticipated Grade), Next Semester (Course, Credit Hrs). Includes a header row and multiple data rows.

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

Horizontal lines for writing questions, comments, or concerns.

Student Signature: _____ Date: _____

Dr. Busch Signature: _____ Date: _____

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