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://ne.unm.edu/.

STEP TWO: Take your completed form to your assigned faculty advisor for review/approval. You will need to pull up your LoboTrax Degree Audit during the advisement meeting.

STEP THREE: After your faculty advisor has signed your form, take it to Krista Navarrette, NE Sr. Academic Advisor, in FEC 1300. Krista 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:_____________________________

Catalog Year Used (i.e. Spring 2017):________________________ Research Title or Focus: _______________________

Estimated Graduation (Semester/Year):____________________ Paid or Voluntary:_____________________________

Degree GPA (located on your audit):_______________________ Research Dates:______________________________

Minor (optional):___________________________ Name & Affiliation:____________________________________

*Please use comment area to provide additional research information if needed. If you are not doing research put N/A above.

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Discussed the following: ☐ Research ☐ Grad/Career Interest ☐ Other: ____________________________________________

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

Student Signature:_____________________________________ Date:__________________________

Faculty Advisor Signature:___________________________________ Date:______________________

For Sr. Academic Advisor

Degree Checklist:___________________________________________________________

Exceptions requests sent for Degree Audit:_________________________________________

Comments in LoboAchieve:_____________________________________________________

Last Update: 201910