

## 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 your assigned faculty advisor for review/approval.

**STEP THREE:** Take your faculty advisor approved form to Sarah E. Domínguez, CBE Program Advisement Coordinator, in FEC 209. 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:** \_\_\_\_\_ **Concentration:** \_\_\_\_\_

**Estimated Graduation (Semester/Year):** \_\_\_\_\_ **Minor (optional):** \_\_\_\_\_

**Name of Faculty Advisor:** \_\_\_\_\_

Current Semester			Next Semester	
Semester/Year: _____			Semester/Year: _____	
Course	Credit Hrs	Anticipated Grade	Course	Credit Hrs

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

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Program Advisement Coordinator		
Degree Checklist: _____	<u>Exceptions requests sent for Degree Audit</u>	<u>Comments</u>
Hold Removal: _____		
Comments in LoboAchieve: _____		