

INSTRUCTIONS for Application of Degree (BSME)

NEED to review your LoboTrax degree audit

Go to LoboWeb, then Records & Registration - Click on "Submit or View LoboTrax degree audits," then "Submit an Audit".

& Complete the Application for Degree

Use the PDF "Fill & Sign" tool to type the information and sign digitally. Otherwise, print pages separately, complete and sign.

DO NOT submit the instructions OR your LoboTrax degree audit

1) Student Information section:

Most self-explanatory. "Catalog Year" will be on top right of your LoboTrax degree audit – 6 digits.

2) Additional Degree Information:

If you have declared a 2nd major or minor indicate if applicable. The 2nd major or minor must show up on the student's LoboTrax Degree audit at the time of submitting this application.

2nd major and/or minor is NOT required in BSME.

If a student has a second major and/or a minor it is the student's responsibility to have it added to their record PRIOR to submitting this application.

3) Plan to complete degree requirements:

Before completing this section, you MUST review your LoboTrax degree audit- the areas with an "X" are the ones that need to be completed. If you have questions please email your academic advisor (JJ Conn or Anna Mae Apodaca). Start with current semester/year (i.e. fall, spring or summer/2023) and list upcoming semesters through your graduating semester.

- For any 451-452 or 461 you MUST include the name of the faculty member.
- If you are noting electives and are NOT sure which one(s) you will take, "ME 300+ elective" is appropriate to note for ME electives or Tech 300+ for technical electives

IMPORTANT: you understand that this plan does NOT guarantee that your plan courses will be offered in the semester in which you plan to register for them.

YOU MUST KEEP THIS PLAN or you may be asked to re-submit your application.

4) Waivers or Modifications:

If applicable, list any "approved" waivers or modification to your degree plan.

5) Signing for degree review:

Please read statement and sign and date. Digital signature is acceptable.

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6) 2ND Page:

For office use ONLY MAKE sure to submit this

SUBMIT application via email to your academic advisor.

academic advisor for students with last name starting with A- L is JJ Conn and for M-Z students is Anna Mae Apodaca.

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