**INSTRUCTIONS for Application of Degree (BSME)**

<table>
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<tr>
<th>NEED to review your LoboTrax degree audit</th>
<th>&amp; Complete the Application for Degree</th>
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<tbody>
<tr>
<td>Go to LoboWeb, then Records &amp; Registration - Click on “Submit or View LoboTrax degree audits,” then “Submit an Audit”.</td>
<td>Use the PDF “Fill &amp; Sign” tool to type the information and sign digitally. Otherwise, print pages separately, complete and sign.</td>
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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 staff advisor (JJ Conn or Anna Mae Apodaca). Start with current semester/year 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.

**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.

6) **2nd Page :**
For office use ONLY

**SUBMIT application via email to your staff advisor.**
Staff advisor for students with last name starting with A- L is JJ Conn and for M-Z students is Anna Mae Apodaca.
Undergraduate Application for Degree

To prevent any delays in graduation it is strongly recommended that students file an application by the deadlines listed:
- April 15th: for graduation the following spring semester
- November 15th: for graduation the following fall semester
- July 15th: for graduation the following summer semester

Student information (PLEASE write legibly AND Read the ATTACHED instructions)

Name (First, M.I, Last) ________________________________  UNM ID #: ____________________________  UNM email ____________________________

Street Address ________________________________  City, State & Zip Code ________________________________  Expected Graduation Semester ________________________________

Telephone #: ____________________________  ME Track (Senior Design OR FSAE) ____________________________  Catalog Year Used* ____________________________

Shared Credit Program Participate  Yes_______  No_____ (check one)

* Students have the option of completing degree requirements listed in the catalog in use the year the student entered the Mechanical Engineering Department or the catalog in use the year the student plans to graduate. Catalogs are available online at: http://registrar.unm.edu/UNM%20Catalog/index.html

Additional Degree information:

Second Major**, if applicable ____________________________  Minor**, if applicable ____________________________

** 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. The 2nd major or minor must show up on the student’s LoboTrax Degree audit at the time of submitting this application.

In order to meet the expected graduation date, I plan to complete the following courses. I do understand that this plan does NOT guarantee that my planned courses will be offered in the semester in which I plan to register for them.

NOTE for any ME 451-452 or 463 MUST include name of project & faculty member.

<table>
<thead>
<tr>
<th>Semester: Year:</th>
<th>Course # (i.e. ME451)</th>
<th>Cr. Hrs.</th>
<th>Semester: Year:</th>
<th>Course # (i.e. ME 318L)</th>
<th>Cr. Hrs.</th>
<th>Semester: Year:</th>
<th>Course # (i.e. ME 459)</th>
<th>Cr. Hrs.</th>
<th>Semester: Year:</th>
<th>Course # (i.e. ME 370)</th>
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Total Credits: ____________________________  Total Credits: ____________________________  Total Credits: ____________________________  Total Credits: ____________________________

List curriculum modifications or waivers that have been approved: ________________________________________________

I hereby apply for the Bachelor of Science in Mechanical Engineering. I will be notified via UNM email once the evaluation is complete. Also, I understand that ANY changes to this plan are REQUIRED to be approved by ME Advisement AND these changes will require a resubmission of this form.

______________________________________________  __________________________________________
Student’s signature  Date

Revised spring 2020
This plan is:

I.I APPROVED as submitted
I.I APPROVED WITH the following modifications

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Additional Comments:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

UG Program Director Signature        Date        Sr. Academic Advisor Signature        Date

For Staff Advisor:

Added to SZADEGR: ____________  Student Emailed: ____________
Entered on LoboAchieve: _______  Advisor Initials and Date: ____________
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Most self-explanatory. Catalog Year will be on top right of your LoboTrax degree audit – 6 digits.

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