

**Mechanical Engineering Undergraduate Application for Degree**

To prevent any delays in graduation it is strongly recommended that students file an application by the deadlines listed:

April 15<sup>th</sup> > for graduation the following spring semester

November 15<sup>th</sup> > for graduation the following fall semester

July 15<sup>th</sup> > 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 2<sup>nd</sup> 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.**

Semester: Year:		Semester: Year:		Semester: Year:		Semester: Year:	
Course # (i.e. ME451)	Cr. Hrs.	Course # (i.e. ME 318L)	Cr. Hrs.	Course # (i.e. ME 459)	Cr. Hrs.	Course # (i.e. ME 370)	Cr. Hrs.
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 the ME Undergraduate Program Director AND these changes will require a resubmission of this form.**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**ME Department Office use ONLY**

*This plan is:*

*APPROVED as submitted*

*APPROVED WITH the following modifications*

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*DECLINED*

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*Additional Comments:*

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*UG Program Director Signature*

*Date*

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*Advisement Coordinator Signature*

*Date*

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

### **NEED to Print LoboTrax Degree Audit:**

Go to LoboWeb – same menu you go to register- Click on “Submit or View LOBO Trax degree audits”- Then “Submit an Audit”- Scroll down to Options & **change Format to PDF**- Click on “Run Audit” - Wait then “Completed Audit Requests” will show- Click on View Audit then PRINT.

### **1) Student Information section:**

Most self-explanatory. Use PEN to complete and Catalog Year will be on top right of your LOBOTrax degree audit – 6 digits.

### **2) Additional Degree Information:**

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

### **3) Plan to complete degree requirements:**

Before completing this section you **MUST** review your LOBO Trax degree audit- the areas with an “X” are the ones that need to be completed. If you have questions make an appointment with the Advisement Coordinator.

- Start with current semester/year and list upcoming semesters through your graduating semester.
- For any 451-451 or 41 you **MUST** include the name of the faculty member.
- If you are noting electives and are **NOT** sure which one(s) you will take be “ME 300+ elective” is appropriate to note.

**IMPORTANT:** you understand that this plan does **NOT** guarantee that your plan course 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

### **6) 2<sup>ND</sup> Page :**

For office use ONLY

**SUBMIT application with LOBOTrax attached**