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.

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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 <u>strongly</u> 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

<u>Student information</u> (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

<u>Additional Degree information</u>:

_____   _____

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.*
<u>NOTE</u> 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 <u>have been approved</u>:

_____   _____   _____

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

This plan is:

    l_l APPROVED as submitted

    l_l 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: _____