

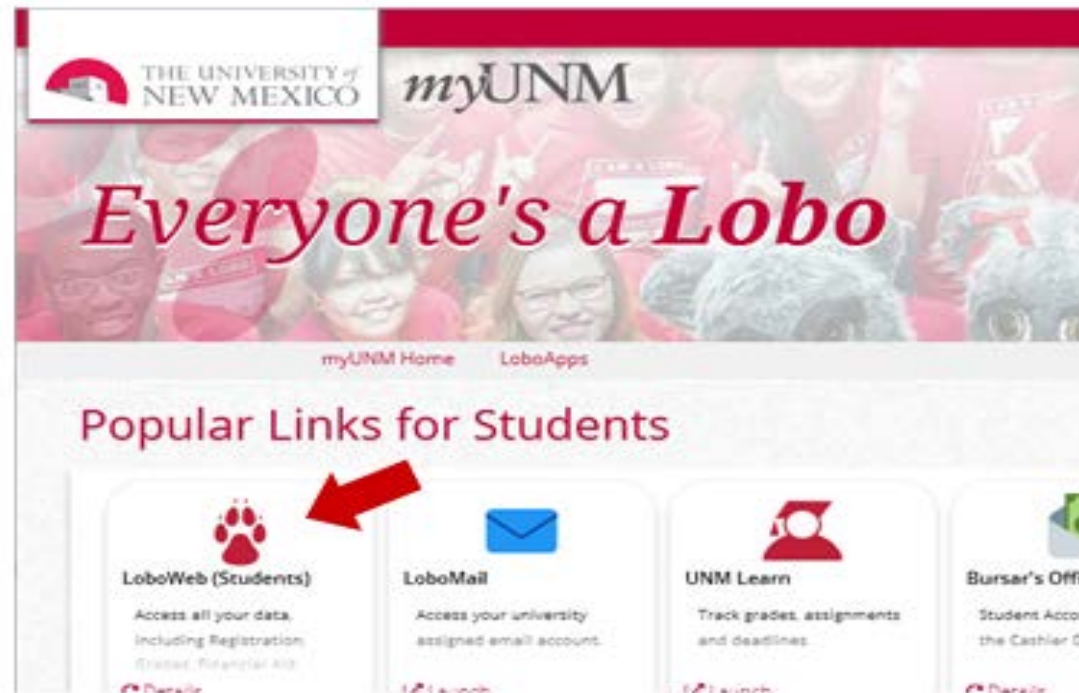
***LOBO Trax***  
***Quick Reference Guide***

## ***What is LOBO Trax?***

- ❖ Audit tool - Used to verify and certify degree requirements
- ❖ Planning tool – Tracks progress towards degree and helps students build a course plan for the next semester

## ***Accessing LOBO Trax***

- ❖ Go to: [my.unm.edu](https://my.unm.edu) and login to LoboWeb



# Accessing LOBO Trax

1. Select **Registration & Records**
2. Select **Submit or View LOBO Trax degree audits**



## Student Menu

### Personal Information

Opt-out of public disclosure of home information ; View and update emergency contacts, address

### Admissions

File an application for admissions, view existing applications, their status, and the status of sup

### Registration & Records

Add / Drop classes, Change Variable Credits & Grading Modes, Search Class Schedule for Classes | Course Catalog, Submit & View LOBO Trax degree audits.

### Make Payments, View Bill, Setup eRefunds, Installment Plans, etc.

Pay by credit card, checking or savings account; View your bill; Set up automatic bill payments, r



## Registration & Records Menu

### Registration

Select Term

Registration (Add / Drop / with Override)

Change Variable Credits & Grading Mode

Search Class Schedule for Classes to Add

Check Your Registration Status

Check Your Registration Appointment Date

View Holds

View Final Grades

### Records

Access LoboAchieve

Submit or View LOBO Trax degree audits

Advisement Transcript - UNM

Printable PDF version

View Unofficial Academic Transcript

Order Official Transcript from Parchment

Check Status of Official Transcript Order

View Test Scores

Confidentiality Change Form

# Accessing LOBO Trax

1. Select **Submit an Audit**

2. Select   
Students

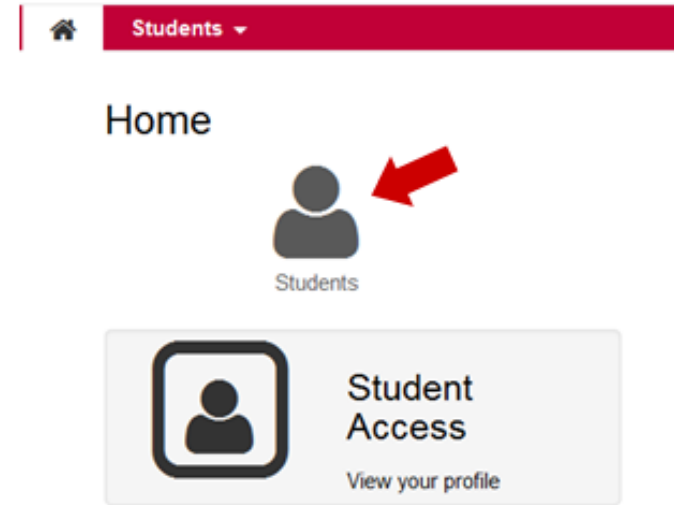
## LOBO Trax Menu

**Submit an Audit** 

Run a LOBO Trax degree audit.

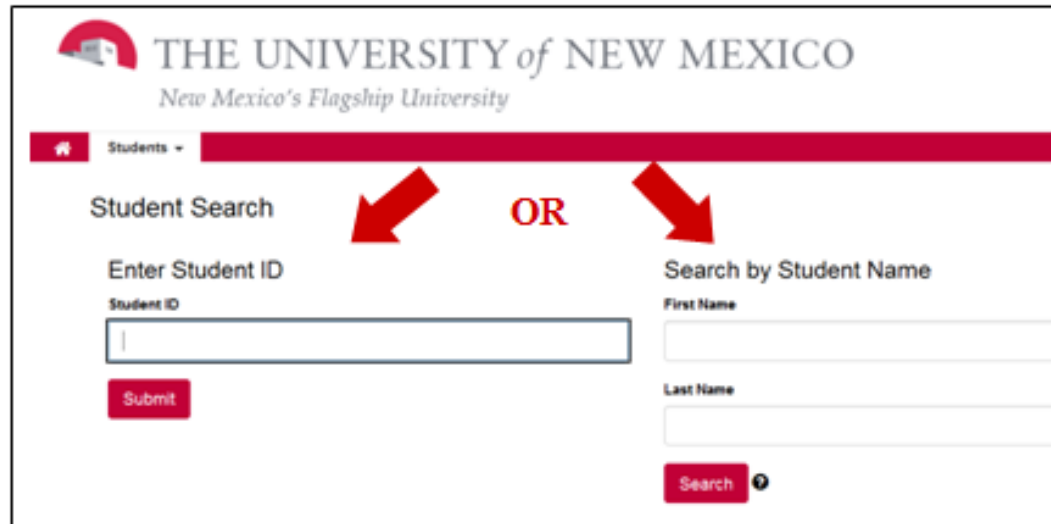
**View Submitted Audits**

Choose from a list of previously submitted LOBO Trax degree audits.



# Accessing LOBO Trax

1. Enter **Student ID** or **Student Name**
2. Click **Run Audit**



THE UNIVERSITY of NEW MEXICO  
New Mexico's Flagship University

Students ▾

Student Search

Enter Student ID

Student ID

Submit

OR

Search by Student Name

First Name

Last Name

Search ⓘ

## Request an Audit

Select A Program



Run Current Program:

School	Degree Program	Title	Catalog Year
	BSCPE-CPE	BS IN COMPUTER ENGINEERING	201610



Run Selected Program:

Choosing a degree program here will interchange your declared degree program.

College: ▾

Degree: ▾

Degree: ▾

Program: ▾

Catalog Year: ▾

Options

Include in Program Courses

What If Course: ▾

Run Type: ▾

Format: ▾

Run Audit Cancel

# Reviewing LOBO Trax Audit

1. Click **View Audit**
2. Click ">" next to **BS in Computer or Electrical Engineering 120 Hours**

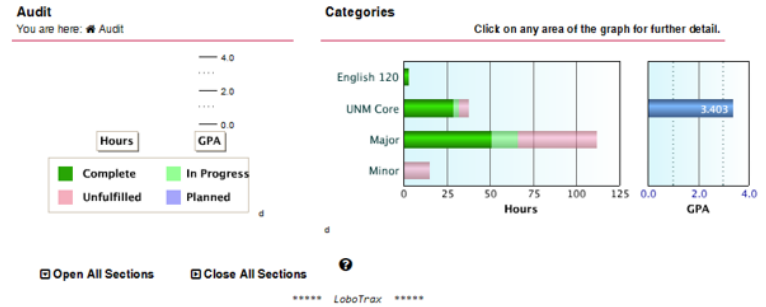
## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)

select all/select n/c


ID	Program	Catalog Year	Created	Format	Type	View	Dele
740163	BSCPE-CPE	201610	10/25/2016 8:09 PM	HTML	IP	View Audit	






- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED**
- > **LOBO Trax Degree Audit Report**  
Tracking Your Progress to Graduation Day
  - >  UNIVERSITY REQUIREMENT - STUDENT HAS BEEN ADMITTED TO A DEGREE GRANTING COLLEGE OR SCHOOL
  - > \*\*\*\*\* NOTES \*\*\*\*\*
  - >  UNIVERSITY REQUIREMENT - A MINIMUM OF 120 HOURS EARNED CREDIT REQUIRED
  - >  UNIVERSITY REQUIREMENT - RESIDENT CREDIT
  - >  UNIVERSITY REQUIREMENT - A MINIMUM CUMULATIVE GRADE POINT AVERAGE OF AT LEAST A 2.00 SATISFIED
  - >  UNIVERSITY REQUIREMENT - MINIMUM COMPETENCE IN ENGLISH COMPOSITION BY PASSING ENGLISH 120 WITH A "C" OR BETTER OR COMPLETING A SUITABLE EQUIVALENT
  - >  UNIVERSITY DIVERSITY REQUIREMENT
  - >  UNIVERSITY REQUIREMENT - UNM CORE CURRICULUM  
\*Courses Used To Fulfill This Requirement, Require A Grade of "C" or Better (PRE-COREQ)
  - >  EE PRE ADMISSION REQUIREMENTS COMPLETED
  - >  EE GENERAL EDUCATION REQUIREMENTS COMPLETED
  - >  16 HRS 200 LEVEL or BELOW WITH A MINIMUM GPA OF 2.00 ON UNM COURSES COMPLETE
  - >  ELECTRICAL ENGINEERING - Upper Division Hours  
52 Upper Division Hrs
  - >  **BS in ELECTRICAL ENGINEERING**  
120 Hours  
Road-Map Plan  
Bachelor of Science: Electrical Engineering.
  - >  MINOR in PHYSICS
  - > \*\*\*\*\* UNM TRANSCRIPT RECORD \*\*\*\*\*
  - > \*\*\*\*\* TRANSFER COURSES & EXAM CREDITS \*\*\*\*\*
- \*\*\*\*\* LEGEND \*\*\*\*\*  
\*\*\*\* = Any course in that dept. X = Academic Renewal Course



# Reviewing LOBO Trax Audit

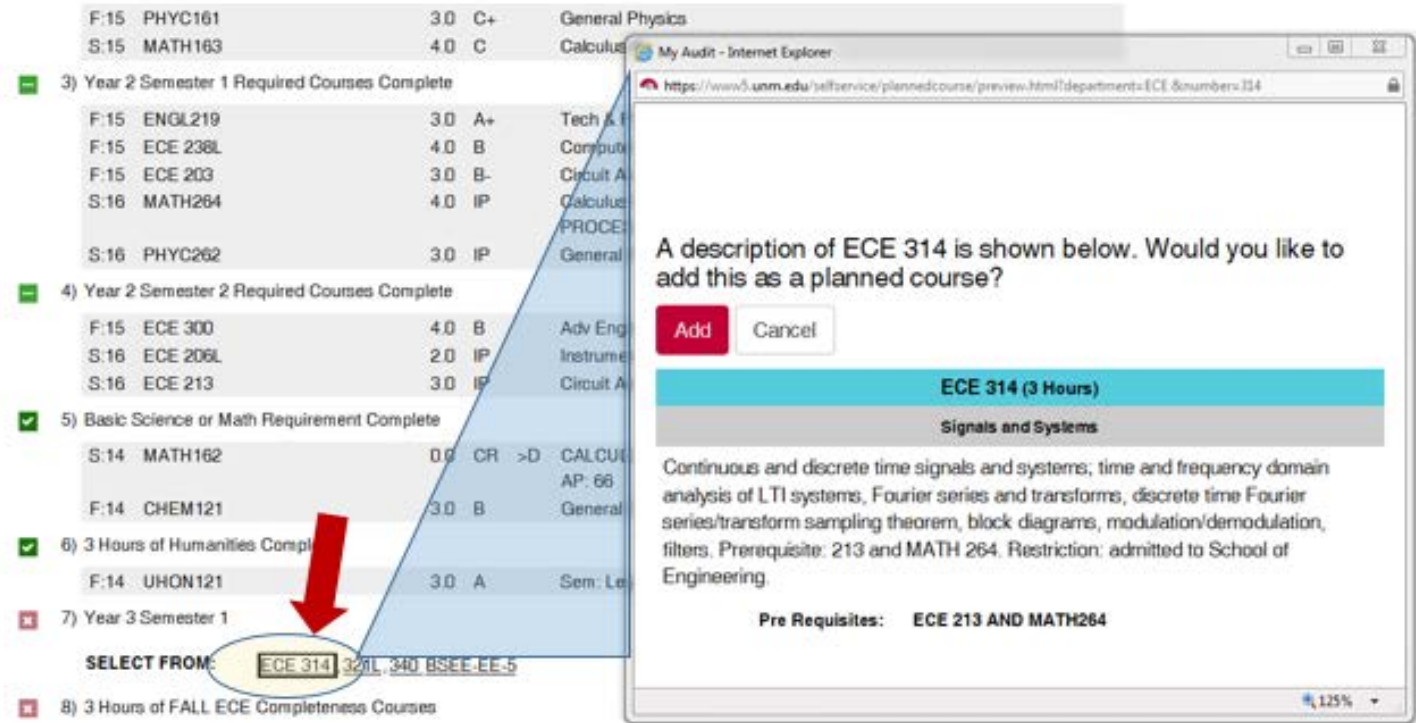
1. Pending requirements are identified by an 
2. Students should build their course plan by choosing “SELECT FROM:” courses if pre/co-requisites have been satisfied

<input checked="" type="checkbox"/>	2) Year 1 Semester 2 Required Courses Complete			
	S:14 ENGL102	3.0	A	Comp II-Analysis & Argument >>MATCHED AS: ENGL120
	S:15 ECON105	3.0	A	Introductory Macroeconomics
	S:16 PHYC161L	1.0	A	General Physics Lab
	S:16 PHYC161	3.0	B	General Physics
	R:15 MATH163	4.0	B-	Calculus II
	3) Year 2 Semester 1			
	S:16 ECE 203	3.0	B	Circuit Analysis I
	S:16 ECE 238L	3.0	B	Computer Logic Design
	F:15 MATH264	3.0	C+	Calculus III
	SELECT FROM:	<u>ENGL219, PHYC262</u>		
<input checked="" type="checkbox"/>	4) Year 2 Semester 2 Required Courses Complete			
	R:16 ECE 206L	2.0	A-	Instrumentation
	R:16 ECE 213	3.0	B-	Circuit Analysis II
<input checked="" type="checkbox"/>	5) Year 2 Semester 2 Advanced Engineering Math Complete			
	S:16 ECE 300	4.0	C	Adv Engineering Mathematics
<input checked="" type="checkbox"/>	6) Basic Science or Math Requirement Complete			
	S:15 CHEM121	3.0	A	General Chemistry I
<input checked="" type="checkbox"/>	7) 3 Hours of Humanities Complete			
	S:14 PHIL101	3.0	A	Intro To Philosophy
	8) Year 3 Semester 1			
	SELECT FROM:	<u>ECE 314, 321L, 340, BSEE-EE-5</u>		
	9) 3 Hours of FALL ECE Complete Courses			
	SELECT FROM:	<u>ECE 371</u>		



# Reviewing LOBO Trax Audit

❖ Course description and pre/co-reqs can be found by clicking on courses in “SELECT FROM:” list.



The screenshot shows a web-based audit tool interface. On the left, a list of courses is displayed under various requirements. A red arrow points to the 'SELECT FROM:' list at the bottom of requirement 7, where 'ECE 314' is highlighted. A blue callout box points from this selection to a pop-up window on the right. The pop-up window, titled 'My Audit - Internet Explorer', shows the URL 'https://www5.unm.edu/selfservice/planned/course/preview.html?departments=ECE&numbers=334'. It asks, 'A description of ECE 314 is shown below. Would you like to add this as a planned course?' with 'Add' and 'Cancel' buttons. Below the question, the course details are shown: 'ECE 314 (3 Hours)' and 'Signals and Systems'. The description reads: 'Continuous and discrete time signals and systems; time and frequency domain analysis of LTI systems, Fourier series and transforms, discrete time Fourier series/transform sampling theorem, block diagrams, modulation/demodulation, filters. Prerequisite: 213 and MATH 264. Restriction: admitted to School of Engineering.' The prerequisites are listed as 'Pre Requisites: ECE 213 AND MATH264'.

Requirement	Course	Grade	Grade	Description
F:15	PHYC161	3.0	C+	General Physics
	MATH163	4.0	C	Calculus
3) Year 2 Semester 1 Required Courses Complete				
F:15	ENGL219	3.0	A+	Tech & I
F:15	ECE 238L	4.0	B	Comput
F:15	ECE 203	3.0	B-	Circuit A
S:16	MATH264	4.0	IP	Calculus
S:16	PHYC262	3.0	IP	General
4) Year 2 Semester 2 Required Courses Complete				
F:15	ECE 300	4.0	B	Adv Eng
S:16	ECE 206L	2.0	IP	Instrume
S:16	ECE 213	3.0	IP	Circuit A
5) Basic Science or Math Requirement Complete				
S:14	MATH162	0.0	CR >D	CALCUL
F:14	CHEM121	3.0	B	General
6) 3 Hours of Humanities Compl				
F:14	UHON121	3.0	A	Sem: Le
7) Year 3 Semester 1				
SELECT FROM: ECE 314, 328L, 340 BSEE-EE-5				
8) 3 Hours of FALL ECE Completeness Courses				

***Thank you for using  
LOBO Trax!***

*Feel free to contact Yvoné Nelson at [nelsony@unm.edu](mailto:nelsony@unm.edu) if you have questions or need further assistance. 😊*