

# Undergraduate Application to Graduate



Recommended submission period: 3 semesters before graduating

			@unm.edu
Name	Date	UNM ID Number	UNM Email
Program (BS EE or BS CompE)	Other programs (dual degree, 2 <sup>nd</sup> major, minor)		Estimated Graduation Sem/Yr

- Run a [LoboTrax Degree Audit](#). Ensure your program is listed correctly (EE or CompE) and that any additional programs you are pursuing, with the exceptions of dual degrees, are also listed.
  - All program information in my audit is correct.
  - My program is incorrect, it should be \_\_\_EE \_\_\_CompE.
  - My audit is missing the following additional major/minor(s): \_\_\_\_\_
    - Dual degree programs are run separately and independent of each other. As such, dual degree students will also need to apply to graduate with the other program and check their degree audit with them.
- If you notice any missing requirements that you are certain you already completed, list them below and how you've completed them. For example: ENGL 1120 shows as missing but you placed out of it; you passed PHYS 1310 but it still shows as missing; you completed a language course elsewhere but your transfer credits have not yet been added; etc.
 

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- Are you currently a part of or have you recently applied for the following School of Engineering/ECE programs?
  - [Departmental Honors](#)
  - [Shared Credit Program](#)
- For the remaining missing requirements, create a tentative plan on when you will take them in the table below.
  - Use the [UNM Catalog](#) and [ECE website](#) to check for pre-requisites and Fall/Spring only offerings.
  - Assume ECE courses won't be offered in summer terms at UNM.
  - Plan to take ECE 419 and 420 consecutively in your final two semesters, not including summer.
  - You may leave electives as generic for now. For ex: Humanities, ECE 4\*\* elective
  - Denote courses that you're taking for other programs with parentheses. For ex: SPAN 305 (minor)
  - Shared credit students: Denote shared credit courses with parentheses. For ex: ECE 595 (shared)
  - Dept. Honors students: plan to take ECE 493 (1-2hrs) and 494 (1-2hrs) consecutively in your final two semesters.

Semester/Year		Semester/Year		Semester/Year	
Planned Courses	Hrs	Planned Courses	Hrs	Planned Courses	Hrs
Total Hours		Total Hours		Total Hours	

- Submit completed application to [eceadvise@unm.edu](mailto:eceadvise@unm.edu). If you have any questions or are unsure on anything, complete as much of the form as you can and set up a meeting with an academic advisor via LoboAchieve to go over the form together. Once submitted, an academic advisor will review your information, confirm your graduation estimate, and may provide feedback/recommendations. If any changes occur in the future, please meet with an advisor to update your info.

- Academic Advisor:** Input application into LoboAchieve or copy/type in the information into an LA note. Perform the following actions:
- Confirm the degree audit program info is correct. If changes are needed, make the updates in Loboweb and note so in LA.
  - Submit any degree audit exceptions for missing but completed requirements not filling in correctly. Mention any submissions in LA note.
  - For missing transfer credits, follow up with student to verify credits do apply and ensure transfer transcripts are being sent to UNM.
  - Ensure degree plan is viable. If minor changes to plan are necessary or recommended, provide feedback in LA note. For any drastic changes/feedback or if graduation plan is unfeasible, ask student to set up a meeting to discuss the issues.
  - Create Pending Graduation Form and mention in LA note. Include program, graduation term, catalog year, and any majors/minors.