# Advisement | Intro to UNM

## Why Intro to UNM?

To learn how to navigate this complex University system. There are many moving parts. The better you understand the policies, dates and deadlines, program requirements, pre- and co-reqs, the better off you will be. We know knowledge is power, so we are going to share with you the knowledge we've gained over the years as advisors.

## Learning Outcomes

Learn about advisement: Student roles and advisor roles. This is a partnership.
Identify academic resources: policies, forms, dates/deadlines and reference materials.
Recognize pre-admission requirements for your declared major.
Utilize the LoboTrax degree audit: Transcript and checklist in one! Everything you need to graduate is right here!
Build a schedule for next semester based on the next steps towards your major by using the resources above.

## Advisement

School of Engineering requires advisement EVERY semester. Here in ECE we designed workshops to help you think beyond each semesters schedule, plan ahead and expand your horizons to get more out of your undergraduate degree.

- First semester ALL students, incoming or transfer, attend *Intro to UNM workshop*
- Second semester ALL students attend *Degree Planning Workshop*
  - Designed to help you customize your semester by semester degree plan so you are on track with your educational and career goals. Build in things like Study Abroad, a Minor or 4+1.
- Third semester (varies, based on completion of pre-admit requirements) students attend *Department Orientation*
  - Here you are introduced to faculty, learn more about track options and various departmental opportunities. There is also food!
- After admission into the ECE Department, you are assigned a *faculty advisor*
  - Faculty are experts in the area you are studying. They can help guide your interests, find research opportunities, select your track courses and much more.
- *Apply to Graduate* hold is just what it sounds like. When it's time (usually a year in advance), we place a hold so that we can review all remaining requirements so you are on track with your graduation goals. We don't want any last-minute surprises!
- *Plan of Study* hold this is a generic hold and just means you need to meet one-on-one with either your academic advisor (pre-majors) or your faculty advisor (admitted majors).

## Quiz

What is the website used to schedule appointments and view walk-in hours? LOBOACHIEVE.UNM.EDU
You can also view previous notes, upcoming appointments, schedule with other advisors on campus, and view holds.

## UNM Course Catalog: catalog.unm.edu

The online Catalog is the University's primary, comprehensive single source of departmental, college and university-wide information related to academic programs.
**Search:** Colleges, Departments, and review ECE Department's undergraduate policies and requirements.
**Course Search**: Find course descriptions and pre-and co-requisites.

## Registrar: registrar.unm.edu

- Semester dates and deadlines: last day to add/drop, refund deadlines (print this out and keep it posted).
- Student forms: drop with permission, grade replacement, academic renewal, level restrictions, etc.
- Are you wondering when you can register for next semester? UNM Registrar determines those registration appointment dates based on credit hours earned. Breakdown can be found on their website and in MyUNM.

## Pro Tips: SOE

**3 attempts rule:** MUST complete a major specific course within 3 attempts. W, WF, WP, F, D, C- all count as an attempt. Transfer courses count as attempts, too.

**Academic Standing:** MUST maintain a GPA of 2.3 or above.  2.3-2.5 Warning; GPA<2.3 Probation.

You risk dismissal and/or suspension for violating the above rules.

**Things to consider when dropping a course: How does a W impact you?**

- helpful to save your GPA from a low grade
- does not count towards scholarship hours (may need to add late starting or 2H course to make up hours)
- if past the refund deadline, your tuition won't drop (you've already paid for the W and its credit hours)
- counts as an attempt for SOE 3x rule

## ECE Department information: ece.unm.edu

The website is rich with information. You can find scholarships, internships, faculty, research, happenings, undergraduate resources, curriculum maps, workshop materials, program applications, graduate information and more!

- Click Undergrad tab, Programs, find your major, and click EE Curriculum Sheet or CPE Curriculum Sheet.
- The advisement tab has many other resources: How to schedule in Loboachieve, How to run an audit, advising, etc.

## MyUNM aka LoboWeb: my.unm.edu

Everything you need to access your personal UNM records within registration, financial aid and bursars accounts.

- **Registration (add/drop):** you will always add/drop your own course, unless it's past the deadline and the Registrar has to do it for you. You will need to complete the appropriate form based on the request and deadline date.
- **Check your Registration Appointment date:** This gives you the date and time you are able to register for future semesters.
- **View Holds:** Lets you view holds on your account, the originating office and why. Some holds are academic, but some are for payments past due, or admissions because your transcripts never arrived.
- **LoboTrax degree audit:** Transcript and check list in one. This is how we graduate you. All courses you need to complete, GPA and University requirements are laid out in the audit. As you finish requirements the audit keeps track and marks things off as done. Once the whole audit is "COMPLETE" you should be graduating!
- **Pre-admission requirements (first item on the audit): MATH 162, MATH 163, ENGL 110 (or equiv), 18 hours of technical electives (including MATH 162, 163) with a 2.5 GPA, plus a 2.2 cumulative GPA.**  All courses must be earned with a minimum grade of C. There is no longer a paper application; completion of the above requirements will automatically admit you to the program.

## Building a Schedule

This is where you put your skills to the test! We covered all the material needed to help guide you in building a schedule. You know where to find the requirements: **Catalog.unm.edu, LoboTrax degree audit and ECE curriculum sheets.**

Start with your MATH course; what are you in now and what is the next MATH course in the sequence? Then move to PHYC (if you have the pre-reqs; check the catalog if you are not sure). Then look at ECE courses; what does the curriculum recommend? Do you have the pre-reqs? Then move to ENGL. What are you in now? What is the next course in the sequence? This should give you 3-4 classes; you should only need 1 or 2 more at this point, depending on your required credit hour load for the semester. Pick something from the core, fine arts, humanities, PENP or something else that interests you and you have the pre-reqs for.

Ex: My current fall schedule:
(3) MATH 121
(3) ENGL 110
(3) ECON 105
(1) ECE 101
(3) MUS 139
(2) PENP

My projected spring schedule:
(5) MATH 153
No PHYC yet, I don't have the pre-reqs
(3) ENGL 120
(3) ECE 131
(3) RELG 107
(1) PENP

**Email your degree plan, or list of planned courses to Val vlepore1@unm.edu or Eli elimed@unm.edu for review and accuracy. We will look it over and email you back letting you know your schedule looks good, or we will provide you suggested changes.**