Transferring Your Courses to UNM

STEP 1:

- THIS FORM IS FOR CURRENT REGISTERED UNM STUDENTS ONLY. PROSPECTIVE STUDENTS SHOULD SPEAK TO A UNM RECRUITER: [http://admissions.unm.edu/meet-our-recruiters/index.php](http://admissions.unm.edu/meet-our-recruiters/index.php)
- BE SURE TO ORDER YOUR OFFICIAL TRANSCRIPT AND HAVE IT MAILED TO:
  - UNIVERSITY OF NEW MEXICO
    - STUDENT SUPPORT & SERVICE CENTER
    - MSC11 6305
    - 1155 UNIVERSITY BLVD SE
    - ALBUQUERQUE NM 87106-4320
    - USA

STEP 2:

- YOU MUST WAIT FOR THE TRANSFER COURSES TO BE PROCESSED BY THE OFFICE OF ADMISSIONS. *Please allow time for processing which can vary depending on staffing and workload.*
- ONCE YOUR COURSES ARE PROCESSED AND APPEAR ON YOUR LOBOTRAX AUDIT, YOU WILL THEN NEED TO TAKE THIS FORM (ONE FORM PER DEPARTMENT) TO THE APPROPRIATE UNM DEPARTMENT(S).
- MAKE SURE YOU HAVE ATTACHED THE NECESSARY DOCUMENTATION FOR THE EQUIVALENCY. IF YOU ARE UNSURE OF WHAT TO PROVIDE, CHECK WITH THE DEPARTMENT.

STEP 3:

- SUBMIT THE COMPLETED FORM (INCOMPLETE FORMS WILL NOT BE PROCESSED):
  - IN PERSON AT:
    - UNM ONE STOP
    - STUDENT SERVICE CENTER BLDG 85
    - MESA VISTA HALL
    - ROOM 1030
    - UNIVERSITY OF NEW MEXICO ALBUQUERQUE CAMPUS
  - OR
    - MAIL IT TO:
      - UNIVERSITY OF NEW MEXICO
      - STUDENT SUPPORT & SERVICES CENTER
      - MSC11 6325
      - 1155 UNIVERSITY BLVD SE
      - ALBUQUERQUE NM 87106

STEP 4:

- THE FORMS ARE THEN FORWARDED TO THE LOBOTRAX TEAM WHERE THE EQUIVALENCIES ARE PROCESSED AND BECOME A PART OF YOUR ACADEMIC RECORD. PLEASE RUN A NEW LOBOTrax AUDIT TO VIEW THE CHANGES. FOR INSTRUCTIONS ON RUNNING / READING YOUR LOBOTrax AUDIT, PLEASE VISIT OUR WEBSITE: [http://www.unm.edu/admissions/lobotrax/](http://www.unm.edu/admissions/lobotrax/). QUESTIONS REGARDING DEGREE APPLICABILITY OF THESE COURSES SHOULD BE DIRECTED TO YOUR DEGREE GRANTING COLLEGE ADVISOR. QUESTIONS ABOUT THIS FORM CAN BE SENT TO: tes1@unm.edu.
Departmental/College/School Determination of Course Action

Please use symbol to indicate course action.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tbody>
<tr>
<td>=</td>
<td>EQUIVALENT: Indicates the course is accepted as equivalent to a UNM course for ALL students.</td>
</tr>
<tr>
<td>T</td>
<td>GENERIC: Indicates the course is to be given generic department Credit only. Please indicate the course LEVEL (1, 2, 3 or 4).</td>
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<tr>
<td>X</td>
<td>ALLOWANCE: Indicates the course is accepted as equivalent to a UNM course for THIS STUDENT ONLY!</td>
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</tbody>
</table>

IMPORTANT: Allowances can only be course to course. We cannot do many courses to one course or vice versa. Please use ONE FORM per department. Equivalencies can only be granted by the ORIGINATING department (IE: English dept cannot grant a Spanish Equiv).

*****Incomplete forms will NOT be processed. *****

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Banner ID:</th>
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<tbody>
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<table>
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<tr>
<th>Transfer Institution Name:</th>
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<table>
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<tr>
<th>Location:</th>
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<table>
<thead>
<tr>
<th>Transfer Course Code &amp; Number</th>
<th>Course Title</th>
<th>Year Taken</th>
<th>Course Hours</th>
<th>Symbol: “=” or “T” or “X”</th>
<th>UNM Course Name &amp; Number</th>
<th>UNM Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EX: ENG 1101</td>
<td>Intro to Composition</td>
<td>Fall 1998</td>
<td>3</td>
<td>=</td>
<td>ENGL 101</td>
<td>3</td>
</tr>
</tbody>
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*PLEASE PRINT AND SIGN THE FORM*

X
Dept Chair or Designate Signature
Dept/School/College & Date

June 11, 2013