

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>
- 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/>. 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.

Symbol

EQUIVALENT: Indicates the course is accepted as equivalent to a UNM course for **ALL** students.

=

GENERIC: Indicates the course is to be given generic department Credit only please indicate the course **LEVEL** (1, 2, 3 or 4).

T

ALLOWANCE: Indicates the course is accepted as equivalent to a UNM course for **THIS STUDENT ONLY!**

X

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. *****

Student Name: _____

Banner ID: _____

Transfer Institution Name: _____

Location: _____

Transfer Course Code & Number EX: ENG 1101	Course Title EX: Intro to Composition	Year Taken EX: Fall 1998	Course Hours EX: 3	Symbol: “=” or “T” or “X”	UNM Course Name & Number EX: ENGL 101	UNM Credit Hours EX: 3

X

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

PLEASE PRINT AND SIGN THE FORM