



BECOME A STUDENT

1. INTAKE (GH 1204) (505) 863-7671

- See intake Advisor in Gurley Hall.
- Complete Admissions Application.
- Choose Degree Program. (Certificate or Associates, if you intend to apply for Financial Aid).
- Pick-up Program Checklist.
- Pick-up Financial Aid Information.

2. ADMISSION (GH 1138/1336) (505) 863-7576

- Complete Application Form.
- Pay \$15 application fee at Cashiers Office.
- Request & submit all Official GED, High School and/or College Transcripts to Admissions Office.
- Once fully admitted a UNM ID number is assigned - keep it with you. This may also be called your Banner Number.

3. FINANCIAL AID (GH 1127) (505) 863-7670

- Request FAFSA PIN (Personal Identification Number) (www.pin.ed.gov) (see Financial Aid to determine if parent will require pin).
- File FAFSA online (www.fafsa.ed.gov).
- Check with Financial Aid Office to determine file is complete (5-10 days after filing FAFSA).

4. PLACEMENT TESTING (GH 2205) (505) 863-7534

- Go to College Learning Center and ask to take Compass Test.
- Get results and bring to an Academic Advisor located in GH 1132.

5. UNM NET ID - <http://my.unm.edu>

- Create UNM Net ID and password at my.unm.edu (24 hour waiting period).
- Additional UNM Net ID information located on the back side.

6A. ACADEMIC ADVISEMENT (GH 1130) (505) 863-7660

- Bring Compass Placement scores or ACT/SAT scores.
- Bring Admissions Letter and/or UNM ID number
- Bring Degree Program Checklist.
- Work with Academic Advisor to plan schedule of classes.

NOTE: Faculty are not responsible for dropping students who do not attend. It is the student's responsibility to check the accuracy of their course schedule.

6B. FACULTY/DEPARTMENT ADVISEMENT

- Plan to meet with Faculty Advisor, Department Chair or Program Coordinator.

7. NEW STUDENT ORIENTATION

- All new students must attend New Student Orientation.
- See Academic Advisor for dates and times.
- Hold needs to be suspended to allow you to enroll in classes.

8. SCHEDULE OF CLASSES – <http://schedule.unm.edu>

- List of course offerings is available at <http://schedule.unm.edu>.
- Click on desired Semester/Year
- Select desired campus (i.e. Gallup)

9. REGISTRATION (GH 1137) (505) 863-7524

- Register online at <http://my.unm.edu> or by phone – (505) 246-2020.
- For phone account, you will need your BANNER PIN number.
- Restricted/Closed courses must register at Registration Counter with appropriate signed cards.

10. LOBO Card (GH 1137) (505) 863-7524

- Lobo Card is the official UNM ID card to gain access to university services.
- Get your Lobo Card by visiting the Registration Office.

11. PAYMENT/REFUNDS

- Check Financial Aid status at <http://my.unm.edu>.
- Check Account balance.
- If balance due, make payments at Cashier's office.
- If refund due from Financial Aid, set up direct deposit (Instructions on the back).

12. ATTEND CLASS

- See Schedule of Classes for dates, times, location and deadlines.

Accessibility services are available for qualified students with a documented disability under the Americans with Disability Act (ADA). Contact Dr. Jeanne Knight for assistance in GH 1133 or call (505) 863-7660 to schedule an appointment prior to start of classes.

TO CREATE A NET ID AND PASSWORD

- You must have been admitted or readmitted to UNM at least one day prior to attempting to create your Net ID.
- Visit <http://my.unm.edu>.
- Click on “**Create A Net ID.**”
- Agree to the “**Computer Use Agreement.**”
- You will be asked to provide: Social Security Number and Date of Birth.
- **EXAMPLE:** Jane Smith will be created as jsmith; however, since jsmith may be a common name, a series of numbers may be applied at the end of the address: jsmith327.
- Create a **PASSWORD** – your password must be between 6-8 characters in length and must begin with an alphabetic character.
- Must contain Numbers, UPPER and lower letters and special characters _ or #.
- Examples of valid passwords: jkz9yt_Q, mrHz#w, a1a2a3, at1234r, or Y2k2000.
- UNM NetIDs passwords are required to change every 180 days (approx. six (6) months).
- You cannot re-use a previously-used password.

TO REGISTER FOR CLASSES USING LOBOWEB

- **Login** to <http://my.unm.edu> using your Net ID and password
- Click on the “**Student Life**” tab
- Click on the “**Go to LoboWeb**”
Please note any announcements that may be presented above.
- Click on “**Registration & Records**”
- Click on “**Registration (Add / Drop Classes)**”
- Must read and “**Accept**” Student Financial Responsibility
- “**Select Term**” from the drop down menu and click “**Submit**”
- If you DO NOT know your desire **CRN** (Course Reference Number,) click on “Class Search” at the bottom of the page.
- If you DO know the **CRN**, enter and submit the CRNs at the bottom of the Registration (Add/Drop Classes) page in the text fields provided.
- Alert message will appear to notify you if you have successfully added a course or if there are any registration errors.

TO ACCESS YOUR CLASS SCHEDULE

- Login to <http://my.unm.edu> using your NET ID and password.
- Click on “**Student Life**” Tab.
- Click on “**Go to LoboWeb.**”
- Click on “**Registration and Records**” button.
- Click on “**View Printable Schedule**” button.
- Select “**Semester and Year.**”
- Click on the “**Submit**” button.
- Your class schedule will appear.

TO SET-UP FOR DIRECT DEPOSIT

- Need your Banking Institution Routing Number and your Personal Banking Account Number .
- **Login** to <http://my.unm.edu> using your NET ID and password.
- Click on the “**Student Life**” Tab.
- Click on the “**Go to LoboWeb.**”
- From the Student & Financial Aid Menu in LoboWeb, click on “**Set up E-Refunds.**”
- Click on “**UNM Account Suite**” button.
- Click on “**Refunds**” tab.
- Click on “**Payment Profile.**”
- Add a Payment Method (only a Checking/Savings account can not be Refunded to a Credit Card.)

TO ACCESS YOUR FINANCIAL AID

- Login to <http://my.unm.edu> using your NET ID and password.
- Click on “**Student Life**” tab.
- Click on “**Go to LoboWeb.**”
- Click on “**Financial Aid**” tab.
- Select aid year from the pull down menu and click on “**SUBMIT.**”

TO ACCESS YOUR UN-OFFICIAL TRANSCRIPT

- **Login** to <http://my.unm.edu> using your NET ID and password.
- Click on “**Student Life**” tab.
- Click on “**Go to LoboWeb.**”
- Click on “**Registration and Records**” button.
- Click on “**View Unofficial Academic Transcript.**”
- Click on the “**Submit**” button.
- Your Unofficial transcript will appear.

If you have a “hold” on your account, you will not be able to view your unofficial transcript through LoboWeb.