

# GRADUATION APPLICATION

**OFFICE USE ONLY:**  
 Eligible Grad: NO YES  
 SZADEGR Date: \_\_\_\_\_  
 Advisor Initials: \_\_\_\_\_

**PRIORITY Deadlines for Graduation Application (IMPORTANT):**

- Spring Semester = Mid April
- Summer Semester = Mid July
- Fall Semester = Mid November

*NOTE: If you are applying for multiple Certificate/Associate degree programs, you are required to submit a separate application for each degree status. LATE or INCOMPLETE applications will be processed with the following semester graduates.*

Date: \_\_\_\_\_ UNM ID#: \_\_\_\_\_ **Expected Graduation Term:**  

Name: \_\_\_\_\_ **Level of Degree:**  Certificate  Associates

UNM Email Address: \_\_\_\_\_@unm.edu **Degree Name:** \_\_\_\_\_

Phone (Cell / Home / Work): \_\_\_\_\_ **Lobotrax Catalog Year:** \_\_\_\_\_ GPA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 PO BOX/Street Address State Zip-Code

**Status Review:**

- Are you planning to participate in the Commencement Graduation Ceremony?  No, I will not participate.  Yes, I will participate.
- Have you met and reviewed your overall Graduation Status with an Advisor?  No  Yes, Advisor \_\_\_\_\_
- Did you recently graduate High School within the last year?  No  Yes, High School \_\_\_\_\_ Month/YR \_\_\_\_\_
- Are you planning to transfer to UNM Main-Albuquerque in the near future?  No, Not at this time.  IF Yes, please fill out the "Branch Transition Request" online at: <https://admissions.unm.edu/forms/index.html>.  
 For more information visit and review website: <https://admissions.unm.edu/future-students/branch-transition.html>

**ANY of the following situations will cause your graduation application to be deemed INCOMPLETE:**

<b>Transfer Credits:</b>	Do you have any additional credits to be transferred from another institution before graduation?	<input type="checkbox"/> No <input type="checkbox"/> Yes, List Institution _____	Did you send for your Transcripts? <u>NO</u> <u>YES</u>
<b>Course Forms:</b>	Do you have any course substitution/exception form(s) for any of your course(s) on pending status with your Advisor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, List Advisor _____	List Course _____
<b>Grade Replacement:</b>	Do you have any grade replacement form(s) for any of your course(s) on pending status with the Registrar Office?	<input type="checkbox"/> No <input type="checkbox"/> Yes, List Course _____	
<b>Incomplete Grade:</b>	Do you have any Incomplete grade(s) - "I" that need review and/or updated with your instructor(s)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, List Course _____	
<b>Student Hold:</b>	Do you have a Hold that needs review and to be resolved?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Type _____	

**Submit your application by email to UNMGadvisement@unm.edu to your Advisor listed below:**

	<b>STUDENT'S LAST NAME:</b>	<b>ADVISOR NAME:</b>	<b>LEAVE PHONE MESSAGE:</b>	<b>PHONE CELL TEXT:</b>	<b>EMAIL ADDRESS:</b>
<b>STUDENT SERVICES</b>	<b>A - D =</b>	<input type="checkbox"/> Shynal Robinson	(505) 863-7746	(505) 862-9198	shynal@unm.edu
	<b>E - K =</b>	<input type="checkbox"/> Michelle Lee	(505) 863-7534	(505) 862-9049	tsinnami@unm.edu
	<b>L - R =</b>	<input type="checkbox"/> Sheryl Luther	(505) 863-7660	(505) 862-9202	slutherw@unm.edu
	<b>S - Z =</b>	<input type="checkbox"/> Grace Lueras	(505) 863-7564	(505) 859-3622	luerasg@unm.edu
	<b>PRE-NURSING/NURSING:</b>	<input type="checkbox"/> Jonathan Lumibao	(505) 863-7669	(505) 906-6306	nathanl@unm.edu
	<b>ACCESSIBILITY RESOURCE CENTER:</b>	<input type="checkbox"/> Mary Lou Mraz	(505) 870-1490	-	mloumraz@unm.edu
<b>TRIO STUDENTS</b>	<b>A - L:</b>	<input type="checkbox"/> Sophia Francisco	(505) 863-7512	-	sfranc02@unm.edu
	<b>M - Z</b>	<input type="checkbox"/> Donovan Chee	(505) 863-7518	-	donchee13@unm.edu

**Student Acknowledgement:**

- I have reviewed my lobotrax degree audit report with my Advisor and have acknowledged that I have completed all of my degree and graduation requirements (must have earned a cumulative grade point average of 2.0 or higher). I further understand I will contact my Advisor for questions and/or concerns I may have regarding my graduation status and/or information.
- I understand that I must successfully complete all current courses with a "C" or better that are required and stated in the University of New Mexico-Gallup Catalog. If I have not met my degree and graduation requirements at the end of term, I understand I will not graduate and must reapply in the following semester that I am enrolled in.
- I understand that if any of the above information changes, it is my responsibility to notify my Advisor and/or the Office of the Registrar in Student Services. I have read and reviewed the information contained in the graduation application and acknowledged that all of the information I have provided is true and correct to my knowledge. By signing this graduation application, I am acknowledging the above items related to my status.

**Student Signature:** \_\_\_\_\_