# Graduation Application

**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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>UNM ID#:</th>
<th>Expected Graduation Term:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>UNM Email Address:</th>
<th>UNM ID#:</th>
<th>Level of Degree:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Phone (Cell / Home / Work):</th>
<th>Lobotrax Catalog Year:</th>
<th>GPA:</th>
</tr>
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</table>

**Mailing Address:**

<table>
<thead>
<tr>
<th>PO BOX/Street Address</th>
<th>State</th>
<th>Zip-Code</th>
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### 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/Year

- 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](https://admissions.unm.edu/forms/index.html)

For more information visit and review website: [https://admissions.unm.edu/future-students/branch-transition.html](https://admissions.unm.edu/future-students/branch-transition.html)

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

| Transfer Credits: | Do you have any additional credits to be transferred from another institution before graduation?  
  - No  
  - Yes, List Institution:  
  - Did you send for your Transcripts?  
    - NO  
    - YES |

| Course Forms: | Do you have any course substitution/exception form(s) for any of your course(s) on pending status with your Advisor?  
  - No  
  - Yes, List Course: |

| Grade Replacement: | Do you have any grade replacement form(s) for any of your course(s) on pending status with the Registrar Office?  
  - No  
  - Yes, List Course: |

| Incomplete Grade: | Do you have any Incomplete Grade(s) ‘IP’ that need review and/or updated with your instructor(s)?  
  - No  
  - Yes, List Course: |

| Student Hold: | Do you have a Hold that needs review and to be resolved?  
  - No  
  - Yes, Type: |

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

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

### 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:**

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The University of New Mexico-Gallup, in compliance with all applicable federal and state laws, regarding nondiscrimination and affirmative action, does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, genetic information, or veteran status in employment, educational programs and activities, and admissions, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries or complaints may be addressed to the Office of Equal Opportunity regarding Section 504 compliance: Student Success Specialist, Gurley Hall Room 1127. Telephone: 505-863-7297.

For referrals to main campus see: UNM Gallup Title IX Coordinator, Director of Student Affairs, BSA Annex 176. Telephone: 505-863-7651. For referrals to main campus see: UNM Gallup Title IX Coordinator, Director of Student Affairs, BSA Annex 176. Telephone: 505-863-7651.