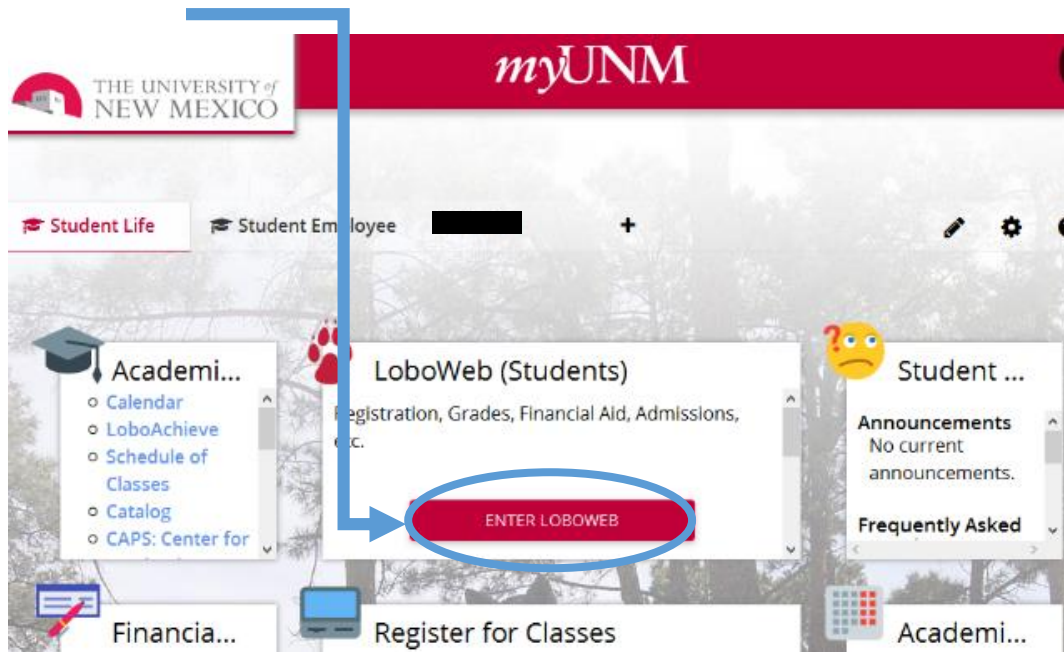


# LOBO Trax Degree Audit Instructions

Step 1: Go to my.unm.edu and sign in with your NetID and password



Step 2: Click on Enter LoboWeb



Step 3:

Click on Registration & Records



## Student Menu

---

### Personal Information

Opt-out of public disclosure of home information ; View and update emergency contacts

### Admissions

File an application for admissions; Review existing applications, their status, and the st

### Registration & Records

Add / Drop classes, Change Variable Credits & Grading Modes, Search Class Schedule fr

### Make Payments, View Bill, Setup eRefunds, Installment Plans, etc.

Pay by credit card, checking or savings account; View your bill; Set up automatic bill pay

---

RELEASE: 8.7

Step 4:

Click on Submit or View LOBO Trax Degree Audits



## Registration & Records Menu

---

### Registration

Select Term

Registration (Add / Drop / with Override)

Change Variable Credits & Grading Mode

Search Class Schedule for Classes to Add

Check Your Registration Status

Check Your Registration Appointment Date

View Holds

View Final Grades

Withdraw from Term Info

### Records

Access LoboAchieve

Submit or View LOBO Trax degree audits

Advisement Transcript - UNM

Printable PDF version

**Step 5:**

For a New audit select Submit an Audit.

## LOBO Trax Menu



**Submit an Audit**

Run a LOBO Trax degree audit.

**View Submitted Audits**


Choose from a list of previously submitted LOBO Trax degree audits.

\*You can also view previously submitted audits\*

**RELEASE: 8.7**

**Step 6:**

You will be asked to sign in with your NetID and password again.

 THE UNIVERSITY of  
NEW MEXICO

**UNM Central Authentication Service**

Enter your Username and Password

Username:

Password:

- Warn me before logging me into other sites.

**LOGIN** **CLEAR**

**For security reasons, quit yo**

Be wary of any program or wel password will generally have L accessing a secure page.

**Need help with your NetID?:**

- [Create a UNM NetID](#)
- [Reset Password](#)
- [Change Password](#)

## Step 7:

### Run Current Program

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type
	BA-JRMC		201380	\$CONC	STGC	D

## Step 7A: Options

In options it defaults to include In Progress Courses.

For What If Courses you can leave it at default or change to include planned courses.

For Format you can leave the default as HTML or choose PDF

### Options

**Include In Progress Courses**

**What If Courses** '' - Default

**Run Type** A-Audit and Evaluati

**Format** Regular (HTML)

## Step 8: Run Audit



Run Audit

Cancel

## Step 9:

Click on View Audit

**\*Note: Audits can be run as HTML (default) or PDF. Audits will only be kept in the system for 48 hours\***

### Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)

ID	Program	Catalog Year	Created	Format	Type	View	Delete
23904	BA-JRMC-STGC	201380	08/13/2015 8:40 AM	HTML	IP	View Audit	

UNM Specific: Asterisk (\*) by Major indicates a retired Degree Program (e.g. ELED\*). Do not use for What If audits.

You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.  
Copyright © 2014 CollegeSource, Inc. All Rights Reserved. Privacy Policy Selfservice Version: 4.2.2 - 01/30/2015 01:42 PM

## Step 10: It will look like this

*BA in Geography*

Prepared On	08/19/2015 04:21 PM	Program Code	BA-GEOG	Catalog Year	201580
Student ID	[REDACTED]	Graduation Date	UNKNOWN	Job ID	2015081916210911

[Audit Results](#) | [Course History](#) | [Applied Exceptions](#) | [Markers](#)

#### Audit

You are here: [Audit](#)

**Hours** **GPA**

Complete In Progress  
Unfulfilled Planned

#### Categories

Click on any area of the graph for further detail.

English 102/120  
UNM Core  
Major

Hours GPA

Open All Sections  Close All Sections \*\*\*\*\* LoboTrax \*\*\*\*\*

**AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED**

- > **A&S PRE-ADMISSION REQUIREMENT**  
THIS REQUIREMENT REQUIRES A 2.0 GPA & 26 HOURS OF "C" OR BETTER COURSE WORK
- > **LOBO Trax Degree Audit Report**  
Tracking Your Progress to Graduation Day

**Step 11: Choose  
Open All Sections for  
an in-depth View of  
previous courses,  
current courses and  
required courses for  
you major/s and  
minor/s**

*BA in Geography*

Prepared On	08/19/2015 04:21 PM	Program Code	BA-GEOG	Catalog Year
Student ID	██████████	Graduation Date	UNKNOWN	Job ID

Audit Results   Course History   Applied Exceptions   Markers

**Audit**  
You are here: # Audit

**Hours**   **GPA**

Complete    In Progress  
 Unfulfilled    Planned

**Categories**   Click on any area of the graph for further detail.

**Hours**   **GPA**

Open All Sections   
  Close All Sections   
 \*\*\*\*\* LoboTrax \*\*\*\*\*



**Step 12: If you have questions or concerns about your audit make an appointment with your advisor.**

# What If LOBO Trax DEGREE Audit Instructions

1: Follow Steps 1-6 then choose Run Selected Program

## Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title
	BA-JRMC	



Run Selected Program:

Choosing a degree program here will not change your declared degree program.

College:

Major:

Degree

Degree:

Program:

Catalog Year

2: You will then choose the college, the major, the degree (BA or BS), the Program and the catalog year.

For an example here is a What If for a BA in Geography

Run Selected Program:

Choosing a degree program here will not change your declared degree program.

**\*Note: UNM Specific:**  
Asterisk (\*) by Major indicates a retired Degree Program (e.g. ELED\*). Do not use for What If audits.\*

	College:	Arts+Scien
	Major:	GEOG
	Degree:	BA
Degree	Program:	BA in Geography - BA-GEOG
	Catalog Year	-

3: After you choose the catalog year, it will look like this

Run Selected Program:

Choosing a degree program here will not change your declared degree program.

Degree Program Arts+Scien > GEOG > BA in Geography - BA-GEOG

Catalog Year Fall 2015

Clear Selections

You can add a 2<sup>nd</sup> major or minor to the audit.



Add: 2nd Major Minor



## 4: Options

### Run Selected Program:

Choosing a degree program here will not change your declared degree program.

<b>Degree Program</b>	Arts+Scien > GEOG > BA in Geography - BA-GEOG
<b>Catalog Year</b>	Fall 2015

**Clear Selections**

Add:

In options it defaults to include In Progress Courses.

For What If Courses you can leave it at default or change to include planned courses.

For Format you can leave the default as HTML or choose PDF.

### Options

**Include In Progress Courses**

**What If Courses** '' - Default

**Run Type** A-Audit and Evaluati

**Format** Regular (HTML)

**Run Audit**

Cancel

## 5: Run Audit and it will look like this

BA in Geography			
Prepared On	08/19/2015 04:21 PM	Program Code	BA-GEOG
Student ID	[REDACTED]	Catalog Year	201580
		Graduation Date	UNKNOWN
		Job ID	2015081916210911

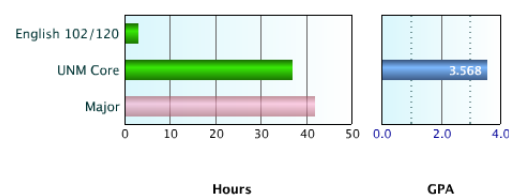
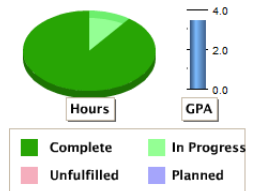
Audit Results | Course History | Applied Exceptions | Markers

### Audit

You are here: Audit

### Categories

Click on any area of the graph for further detail.



Open All Sections

Close All Sections



\*\*\*\*\* LoboTrax \*\*\*\*\*

- > x **AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED**  
**A&S PRE-ADMISSION REQUIREMENT**  
 THIS REQUIREMENT REQUIRES A 2.0 GPA & 26 HOURS OF "C" OR BETTER COURSE WORK
- > **LOBO Trax Degree Audit Report**  
 Tracking Your Progress to Graduation Day

6: Choose Open All Sections for an in-depth View of previous courses, current courses and required courses for the major/s and minor/s selected.

*BA in Geography*

Prepared On	08/19/2015 04:21 PM	Program Code	BA-GEOG	Catalog Year	
Student ID	██████████	Graduation Date	UNKNOWN	Job ID	

Audit Results | Course History | Applied Exceptions | Markers

**Audit**  
You are here: # Audit

**Categories**  
Click on any area of the graph for further detail.

Hours: 40 (Complete), 5 (In Progress), 0 (Unfulfilled), 0 (Planned)

GPA: 3.568

Category	Hours	GPA
English 102/120	5	
UNM Core	35	
Major	40	3.568

Open All Sections     Close All Sections    ?

\*\*\*\*\* LoboTrax \*\*\*\*\*

