

STUDENT TIP SHEET

1. You should meet with an Advisor at least once a semester; we can help you with course planning and understanding the degree requirements. It is BEST to see the Advisor for the degree you are seeking. You can schedule an appointment by calling 505-277-4621 or you can search by Advisor name on loboachieve.unm.edu, view their calendar and schedule yourself.
2. Please keep in mind that our walk-ins, Tuesday PM's and all day Friday, do not permit advisement hold removal and the time allotted with your degree specific Advisor is limited to 15 minutes. We work on a first come first serve basis for walk-ins.
3. Register for classes as soon as you are allowed. Your registration date is revealed through your *my.unm.edu* account/*LoboWeb/Registration & Records Tab/Registration Appointment Date*. You can avoid any unnecessary fees or the chance for being denied a class this way. It also allows plenty of time to modify your schedule if needed and to meet with your Advisor to make sure that your courses will directly fulfill graduation requirements. Be sure to check your audit regularly and see your Advisor if you have questions.
4. Never wait until the day of a deadline to resolve something. Often times multiple signatures are required and those persons may be unavailable leaving you in a poor situation. Also, some paperwork and items require a 24-48 hour turnaround time.
5. Advisors do not have permission or access to make any/all changes. Some items are specific to departments, registrars, bursars or faculty i.e.: prerequisite waivers, registration errors, fees, tuition, scholarships.
6. Read forms thoroughly and seek assistance if you are not sure what is being asked of you. There are many forms out there and they can be difficult to understand. Please also understand that those forms come from the Registrar's office; we at the Advisement Center do our best to interpret them.