

UNM Technical or Program Memo for Transfer Course Allowance

IMPORTANT INFORMATION REGARDING THIS FORM—FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN DELAYED OR DENIED PROCESSING OF YOUR REQUEST:

- THIS FORM IS FOR USE BY AN AUTHORIZED UNM DEPARTMENT ONLY.
 - STUDENTS CONTACT YOUR ACADEMIC ADVISOR REGARDING TECHNICAL CREDITS.
- THIS FORM ALLOWS A DEPARTMENT TO GRANT A STUDENT CREDIT FOR TRANSFER COURSES PREVIOUSLY DENIED CREDIT AT UNM SUCH AS TECHNICAL, VOCATIONAL, REMEDIAL, JOB EXPERIENCE, OR NON-ACADEMIC.
- THIS FORM IS FOR A CURRENT REGISTERED UNM STUDENT AND WILL ONLY APPLY TO THE STUDENT LISTED ON THE FORM.
- **IMPORTANT:** THIS ALLOWANCE IS NON-TRANSFERABLE MEANING IF THE STUDENT CHANGES MAJORS HE/SHE WILL LOSE THESE CREDITS.
- **IMPORTANT:** INCOMPLETE FORMS WILL NOT BE PROCESSED!
- **RESPONSIBILITIES:**
 - **STUDENT/ADVISOR:** FILL OUT THE TOP PORTION OF THE FORM WITH THE STUDENT NAME, THE STUDENT ID NUMBER, THE STUDENT UNM EMAIL ADDRESS, THE TRANSFER INSTITUTION NAME, THE TRANSFER INSTITUTION LOCATION, THE TRANSFER COURSE CODES, AND THE TRANSFER COURSE TITLES.
 - **DEPARTMENT:** FOR EACH NON-TRANSFERRABLE COURSE, PLACE ONE OF THE FOLLOWING UNDER THE “SYMBOL” COLUMN:
 - “=” MEANING THE COURSE IS DIRECTLY EQUIVALENT TO THE UNM COURSE/CREDITS
 - “T” MEANING IT TRANSFERS BUT DOES NOT HAVE A DIRECT EQUIVALENT (PLEASE INDICATE LEVEL lower or upper EX: ENGL 1T or MATH3T)
 - **DEPARTMENT:** PLEASE BE SURE TO INDICATE CREDIT HOURS FOR EACH COURSE. DO NOT LEAVE ANY PORTION OF THE FORM BLANK OR IT WILL NOT BE PROCESSED!
- **DEPARTMENT:** DESIGNEE--PRINT YOUR NAME, UNM EMAIL ADDRESS, AND THE DATE AT THE BOTTOM OF THE FORM. MAKE A PDF COPY OF THE COMPLETED FORM AND ATTACH IT TO AN EMAIL SEND TO tes1@unm.edu FOR PROCESSING. BE SURE TO COPY THE STUDENT ON THE EMAIL!

*******PAPER COPIES WILL NO LONGER BE ACCEPTED! ALL FORMS MUST COME DIRECTLY FROM THE DEPARTMENT TO THE LOBOTRAX TRANSFER TEAM EMAIL AT tes1@unm.edu FOR PROCESSING!*******



CONTACT INFO:

LoboTrax Transfer Team
UNM Registrar's Office
Email: tes1@unm.edu

**UNM TECHNICAL or PROGRAM MEMO FOR TRANSFER COURSE
ALLOWANCE**

This form is for an authorized UNM department to grant a student UNM credit for non-transferable courses.
Credits will apply to current degree program ONLY—they do not transfer to other degrees.

*****Incomplete forms will NOT be processed. *****

Print Student Name: _____ **Banner ID:** _____

STUDENT UNM EMAIL: _____

Transfer Institution Name: _____

Location: _____ **UNM DEPT AUTHORIZING REQUEST:** _____

STUDENT: Transfer Course Code & Number EX: ENG 1101	STUDENT: Course Title EX: Intro to Composition	STUDENT: Year Taken EX: Fall 1998	STUDENT: Course Hours EX: 3	DEPT: Symbol: “=” or “T” or “X”	DEPT: UNM Course Name & Number EX: ENGL 101	DEPT: UNM Credit Hours EX: 3

Authorized by: _____

Print Department Chair/Designee Name	UNM Email Address	DATE
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