

\_\_\_\_\_

CRN                      Department Prefix                      Course Number                      Section Number                      Term/Year

**Step One:** To be completed by the **student**.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
UNM ID Number                      Contact Phone Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date                      UNM Email Address

This class is being taken for shared credit

By signing this form, I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.

**Official Use Only**

	AD	UG	NU	GR	NG	Prof
<b>Student Level</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Course Level</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
**#1** OGS Signature                      Date

\_\_\_\_\_  
**#2** Instructor's Signature                      Date

\_\_\_\_\_  
**#3** Student College Advisement Office                      Date

This form is for use during the Term before Class Final or Start of Finals Week whichever comes first.

Transactions after Last Day to Add also require Enrollment Authorization - During the Term Form.

Transactions after the Last Day of the semester also require Enrollment Authorization - After the Term Form.

**All Students:**  
Obtaining the required signatures is the student's responsibility.

**Albuquerque Campus Students:**  
After signatures have been obtained, upload this form [here](#) and select "Upload Form."

**UNM Branch Campus Students:**  
Please submit to the student's local Records and Registration Office.

**Undergraduate Student Taking a Class for Graduate Credit:**

The student needs to be within 10 hours of earning the baccalaureate degree (senior); have an overall cumulative GPA of 3.0; and enroll in no more than 9 hours of Graduate Credit during that term. (6 hours during the summer term).  
*#1, #2, and #3 signatures are required.*

**Undergraduate Student Taking a Graduate Class for Undergraduate Credit:**

Although courses numbered 500 and above are intended for Graduate study, Senior Undergraduate students may receive Undergraduate Credit in such courses.  
*#2 and #3 signatures are required.*

**Non-Degree Undergraduate Student Taking a Class for Graduate Credit:**

*#1, #2 and #3 signatures are required.*