



Quick Reference
Adding a Second Major through Update Data

- Go to LoboWeb
 - Click "Faculty & Advisor Menu"
 - Click "Update Data for Selected Student"
 - Select term and "Submit"
 - Enter student's UNM ID and click "Submit ID"
 - Click "Update Data for the Selected Student"
 - Click "Submit" when student name is displayed
 - Click "Continue"
 - Click "Change Program" under New Information
 - Click "Continue"
 - Select appropriate 2nd major from the drop down menu
 - Select appropriate "DARS Marker Requirement" for the chosen 2nd major from the drop down menu
- Note: A Marker requirement must be selected***
- Select a catalog term of 2nd major if different from catalog term above
 - Select "Concentration 1" field if applicable
 - Add appropriate comments in the New Comment box
 - Click "Next"
 - Confirm changes and click "Save Updates"