# Filling Out a Non-Degree Form

Revision Date: 02/26/2020  
Revised By: Matt McClung  
Responsible Department: Student Employment Office

## Step # | Action/Field Name | Comments/Options
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1 | Make sure that the student’s name, UNM ID number and telephone/email are entered at the top |  
2 | Make sure one of the boxes is checked | *If none of the options apply to the student’s situation, they must check the “Other” box. They must submit a description of their situation to Elizabeth Amador, Matt McClung, or Naomi Stulburg. Liz, Matt, or Naomi will use that to decide if this student is approved to work as a non-degree student employee.
3 | Make sure a semester is circled, the year is filled in, and the program is circled. |  
4 | Make sure the Department Chair’s signature is there, printed name, telephone, email and date signed is all fill in. | *Verify signature is the Department Chair or authorized individual in the UNM Directory or in the program directory in which the student is interested in.