



How to Schedule/Cancel an Appointment in Student Hub

Part I: Scheduling a Meeting with your Success Team

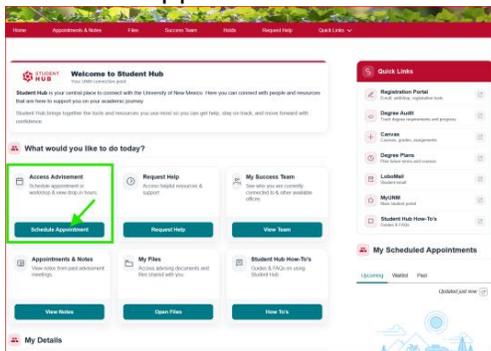
Part II: Scheduling a Meeting with Another Office

Part III: How to Cancel an Appointment

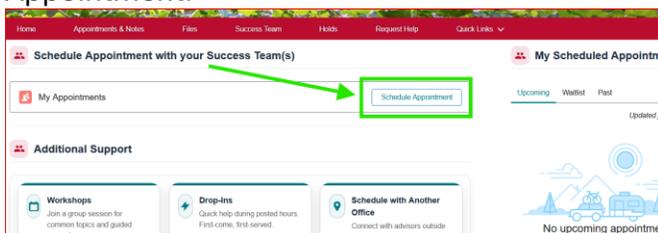
Part I: Schedule a Meeting with your Success Team

Your Success Team are people in offices/units that you are directly linked to through the UNM system. This can include your declared major, minor, second major, resource center, etc. If you work with an office but do not see them listed here, we have instructions on how to schedule a meeting with them in the next section of this document titled Schedule with Another Office.

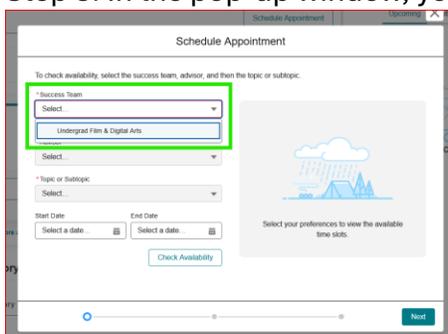
Step 1: From your home dashboard, on the button marked Access Advisement click Schedule Appointment:



Step 2: In the section, Schedule Appointment with your Success Team, click Schedule Appointment.



Step 3: In the pop-up window, you will select which Success Team you want to meet with:



Step 4: Select the advisor, if there is more than one you can either select a specific person or select “Show me all available time slots”:

The screenshot shows the 'Schedule Appointment' form. The 'Success Team' is set to 'Undergrad Film & Digital Arts'. The 'Advisor' dropdown is open, showing a 'Select...' option at the top, followed by a button 'Show me all available time slots', and a list of names: Zunyi Miller, Beth Elkin, Bailey Hunt, Brandon Chavarria-Salazar, and Erick Beltran Chavarria.

Step 5: Select the Topic or Subtopic that best relates to what you want to talk about.

The screenshot shows the 'Schedule Appointment' form. The 'Success Team' is 'Undergrad Film & Digital Arts' and the 'Advisor' is 'Show me all available time slots'. The 'Topic or Subtopic' dropdown is open, showing a 'Select...' option and a list of topics: Undergrad Film & Digital Arts, Undergrad Interdisciplinary Arts, Undergrad Art Studio/Art Education/Art History, Undergrad Music & Music Education, Undergrad Theatre & Dance, and Undergrad Arts Leadership & Business Minor.

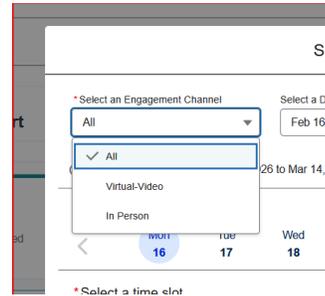
Step 6: We do not recommend that you select specific date ranges as it limits options. Leave the dates blank to see first available. Click “Next” and then seek out the ideal days and times for your schedule.

The screenshot shows the 'Schedule Appointment' form. The 'Success Team' is 'Undergrad Film & Digital Arts', the 'Advisor' is 'Show me all available time slots', and the 'Topic or Subtopic' is 'Undergrad Film & Digital Arts'. The 'Start Date' and 'End Date' fields are empty. A 'Check Availability' button is visible. On the right, a box indicates '266 Time Slots Available' starting on 02/16/2026, with 'Engagement Channels' for 'Virtual-Video' and 'In Person'. At the bottom right, a 'Next' button is highlighted with a green arrow.

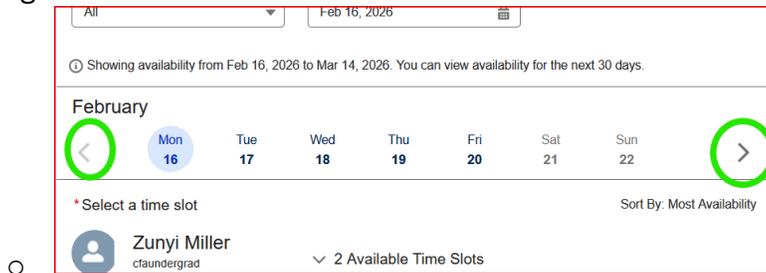
Step 7: Select Time Slot

Options to use in your search include:

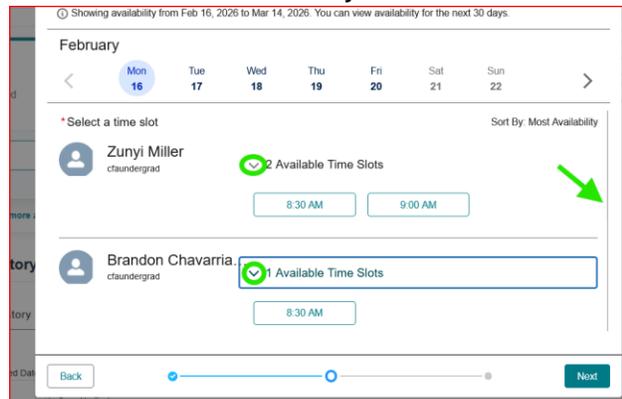
- Select an Engagement Channel
 - All – will show you all appointments (recommended)
 - Virtual-Video – will only show you video appointments
 - In Person – will only show you in person appointments



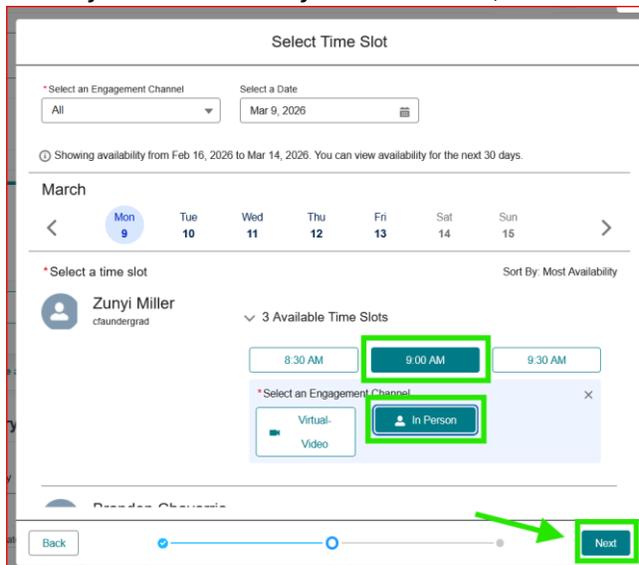
- Navigation arrows – use to see additional dates



- Look at earliest options as they appear first on your page. You can use navigation arrows to show further in the day as well as scroll down.



Once you have made your selection, click Next.



Step 8: Confirm Appointment

Verify all the details match with what you wanted, put a detailed reason on why you wanted to meet and click Confirm.

The screenshot shows a 'Confirm Appointment' window. At the top, it says 'Confirm Appointment'. Below that, under 'Appointment Details', it lists: 'Undergrad Film & Digital Arts', 'Monday, March 9, 2026 at 09:00 AM', 'Advisor: Zunyi Miller', 'Engagement Channel: In Person', 'Start Time: 09:00 AM MDT', 'End Time: 09:30 AM MDT', and 'Location: Center for the Arts, Room 1100'. There is a text box for 'Reason for Appointment' containing the text: 'I want to discuss my graduation timeline and classes for next semester. Also if there are any campus resources to help.' At the bottom, there are 'Back' and 'Confirm' buttons. The 'Confirm' button is highlighted with a green box.

On your Home Page, you should see a confirmation of your appointment appear on the lower right-hand side of the screen with details. If you do not see it, please hit refresh.

The screenshot shows the Student Hub home page. The 'My Scheduled Appointments' section is highlighted with a green box. It shows an appointment with 'Zunyi Miller' for 'Undergrad Film & Digital Arts (Albuquerque Campus)' on 'Monday, March 09, 2026 at 09:00 AM MDT' in 'In Person' mode at 'Center for the Arts, Room 1100'. Other sections include 'Quick Links', 'What would you like to do today?' with buttons for 'Schedule Appointment', 'Request Help', and 'View Team', and 'My Details'.

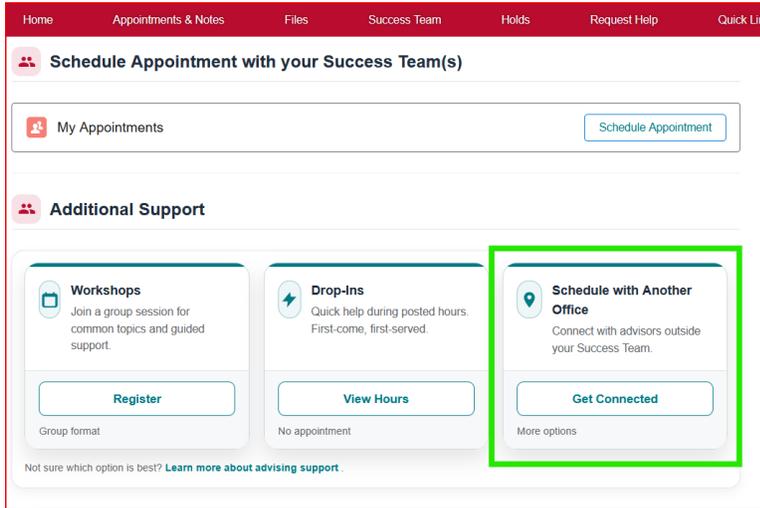
Part II: Schedule a Meeting with Another Office

If you work with an office but are not currently connected to them in Student Hub, use these instructions on how to schedule a meeting at another office. This is ideal for major changes, minor inquiries, connecting with a resource center, etc.

Step 1: From your home dashboard, on the button marked Access Advisement click Schedule Appointment:

The screenshot shows the Student Hub home page. A green box highlights the 'Schedule Appointment' button under the 'Access Advisement' section. A green arrow points to this button. The rest of the page is the same as in the previous screenshot.

Step 2: In the button marked Schedule with Another Office, click Get Connected.



Step 3: Pick your path

You can select one of two options:

- By Major – this is to connect to an academic area such as a major, minor, certificate, etc.
- By UNM Resource Center – this is to connect to an office that supports all students either by community building, navigating processes on campus, connecting you to support systems, etc.

Once you make your choice, click Next.

A screenshot of a form titled "How would you like to schedule this appointment?". It contains two radio button options: "By Major" and "By UNM Resource Center". Below the options is a "Next" button.

Major Path

Step 4: Reason for Appointment

In this flow, you are asked to list your appointment reason first. Again, it helps ensure a successful appointment if you can be as detailed as possible.

A screenshot of a form titled "Reason For Appointment". It has a dropdown arrow on the left. Below the title is a text input field with a placeholder: "Please briefly describe the purpose of your appointment". The input field contains the text: "I want to change my major from Psychology to Film Production but have Psych as my minor." Below the input field is a "Select Major" button.

Step 5: Search Major

As UNM has so many academic areas, the scroll list is quite long so we encourage using the search function for ease of use but if you cannot find it by typing in your words, you can scroll through and read each topic's description as it might be listed there.

We also encourage that if two similar topics appear, read them carefully to ensure you make the right choice as there might be two different advisors for either one. In this example, while both are Psychology, one is entirely online and one is the on-campus Psychology degree. As we want the on-campus degree path, we made our selection and then clicked Next:

The screenshot shows a web form with two main sections. The first section, 'Reason For Appointment', has a text input field containing the text 'I want to change my major from Film to Psychology but have film as my minor.' The second section, 'Select Major', has a search input field with 'psy' entered. Below the search field are two selectable options: 'Undergrad Psychology (Albuquerque Campus)' and 'Undergrad Psychology (Online) (Albuquerque Campus)'. The 'Undergrad Psychology (Albuquerque Campus)' option is highlighted with a blue border. At the bottom of the form are 'Previous' and 'Next' buttons.

Step 6: Select Appointment Modality

This will filter your options based on your preferred choice. You can also click Previous if you want to see if earlier or more options appear. Make your choice and click Next.

The screenshot shows a screen titled 'Select Appointment Modality'. It features two large square buttons. The left button has a person icon and is labeled 'In Person'. The right button has a video camera icon and is labeled 'Virtual-Video'. At the bottom of the screen are 'Previous' and 'Next' buttons.

Step 7: Who do you want to meet?

Depending on the topic, there might be one person or multiple people. While you cannot hit select all, you can pick the person or you can see who has the earliest availability. Make your choice and click Next.

The screenshot shows a screen titled 'Who do you want to meet?'. It lists four potential advisors, each with a profile picture, name, title, and next availability date. Green arrows point to the 'Next Availability' field for each advisor. The advisors are: Dylan Velez (Academic Advisor Sr, Mar 3, 2026), Georgia Moos (Academic Advisor Sr, Mar 2, 2026), Madison Castellano-Donovan (Academic Advisor Sr, Mar 4, 2026), and Dayana Calle (Professional Intern, Feb 16, 2026). At the bottom of the screen are 'Previous' and 'Next' buttons.

Step 8: Select Appointment Time

If it looks like nothing is there, click the navigation arrows or calendar to jump ahead.

Select Appointment Time

February 8, 2026 - February 12, 2026
Time Zone: America/Denver

< > 📅 Today

SUN 8 MON 9 TUE 10 WED 11 THU 12

Pick the date and time that fits your schedule and hit next.

Select Appointment Time

March 1, 2026 - March 6, 2026
Time Zone: America/Denver

< > 📅 Today

SUN 1 MON 2 TUE 3 WED 4 THU 5 FRI 6

8:30 - 9:00 am
9:00 - 9:30 am
9:30 - 10:00 am
10:30 - 11:00 am
11:00 - 11:30 am
11:30 - 12:00 pm
3:30 - 4:00 pm
4:00 - 4:30 pm
4:30 - 5:00 pm

1:30 - 2:00 pm
2:00 - 2:30 pm
2:30 - 3:00 pm
3:30 - 4:00 pm
4:00 - 4:30 pm
4:30 - 5:00 pm

Previous Next

Step 8: Review Appointment

Make sure all your details are correct and then hit Next.

Review Appointment

Undergrad Psychology (Albuquerque Campus)

Appointment Host
Madison Castellano-Donovan

Scheduled Time
3/4/2026, 10:30 AM - 3/4/2026, 11:00 AM

Appointment Type
In Person
Driving Direction: UAEC Bldg #85, Suite 135. Let front desk know you have an appointment with me. Campus map: goto.uarm.edu/campusmap

Personal Details

First Name
Louie

Email
llobo1960@unm.edu

Last Name
Lobo

Date of Birth
Jan. 1, 1920

Previous Next

Step 9: Appointment Confirmation

Final check to ensure all is good and if so, click Done.

Your appointment's all set!

Here are details of your appointment:

Date/Time: Wednesday, March 4, 11:30 AM - 12:00 PM

Appointment Host: Madison Castellano-Donovan

Appointment Type: In Person

Done

Resource Center Path

Step 4: Select an Office

There are robust details that may help your choice. Once you select an office, click Next

Select an Office

Search

African American Student Services

African American Student Services supports students in achieving success by providing resources for academics, career development, leadership, wellness, and community building, while promoting inclusive excellence.

American Indian Student Services

American Indian Student Services (AISS) was established during the 1985-1986 academic year to increase the recruitment & retention of Native students. Currently, American Indian Student Services provides a range of student support programming for students attending The University of New Mexico Main Campus in an effort to ensure their academic achievement and assist in the development of personal, cultural, and social success. AISS is also a liaison for students attending local high schools and schools located on or near tribal reservations, tribal and community colleges, tribal governments, and tribal higher education programs and organizations that directly impact the recruitment and retention of American Indian/Indigenous students.

College Enrichment Program

The College Enrichment Program (CEP) provides programs that directly impact students' success at UNM.

CEP provides comprehensive student support services that assist students with their transition to higher education and attaining collegiate success. Programs focus on students who are 1st Generation, Low Income, and/or are from Rural Areas.

Goals:

Goal 1: El Centro will positively impact retention and graduation of undergraduate and graduate/professional students through academic, cultural, personal and professional activities designed to build a sense of community and a supportive environment.

Goal 2: El Centro will recruit Latino students and provide information to Latino students and their families about UNM and El Centro programs/activities.

Goal 3: El Centro will use program evaluation and assessment data for continuous improvement and to ensure its relevance in academic, cultural and professional experiences of Latino students.

Transfer and Transition Student Center

We're your first stop for navigating UNM as a future, new, or current transfer, branch transfer, or dual credit student. Our goal is to help you feel confident and supported as you take the next steps in your academic journey.

If we can't answer your question directly, we'll connect you with the right person or office so you get the help you need.

Previous Next

Step 5: Select Appointment Topic

Pick your most appropriate topic and write your appointment reason. Again, it helps ensure a successful appointment if you can be as detailed as possible.

Select Appointment Topic

What would you like to learn more about?

Dual Credit in High School (Albuquerque Campus)

Transfer/Branch Transition (Albuquerque Campus)

*Reason For Appointment

I am a new transfer student studying Architecture and wanted to know more about your office. |

Previous Next

Step 6: Select Appointment Modality

This will filter your options based on your preferred choice. You can also click Previous if you want to see if earlier or more options appear. Make your choice and click Next.

Select Appointment Modality

In Person

Virtual-Video

Previous Next

Step 7: Select Appointment Time

If it looks like nothing is there, click the navigation arrows or calendar to jump ahead.

Select Appointment Time

February 8, 2026 - February 12, 2026
Time Zone: America/Denver

< > 📅 Today

SUN 8 MON 9 TUE 10 WED 11 THU 12

Pick the date and time that fits your schedule and hit next.

Select Appointment Time

March 1, 2026 - March 6, 2026
Time Zone: America/Denver

SUN 1 MON 2 TUE 3 WED 4 THU 5 FRI 6

8:30 - 9:00 am
9:00 - 9:30 am
9:30 - 10:00 am
10:30 - 11:00 am
11:00 - 11:30 am
11:30 - 12:00 pm
3:30 - 4:00 pm
4:00 - 4:30 pm
4:30 - 5:00 pm

1:30 - 2:00 pm
2:00 - 2:30 pm
2:30 - 3:00 pm
3:30 - 4:00 pm
4:00 - 4:30 pm
4:30 - 5:00 pm

Previous Next

Step 8: Review Appointment

Make sure all your details are correct and then hit Next.

Review Appointment

Undergrad Psychology (Albuquerque Campus)

Appointment Host
Madison Castellano-Donovan

Scheduled Time
3/4/2026, 10:30 AM - 3/4/2026, 11:00 AM

Appointment Type
In Person
Driving Direction: UAEC Bldg #85, Suite 135. Let front desk know you have an appointment with me. Campus map: goto.urm.edu/campusmap

Personal Details
First Name: Lolo
Last Name: Lobo
Date of Birth: Jan. 1, 1920
Email: lolo1960@urm.edu

Previous Next

Step 9: Appointment Confirmation

Final check to ensure all is good and if so, click Done.

Your appointment's all set!

Here are details of your appointment:

Date/Time: Thursday, February 26, 9:00 AM - 9:30 AM

Appointment Host: Sarah E. Dominguez

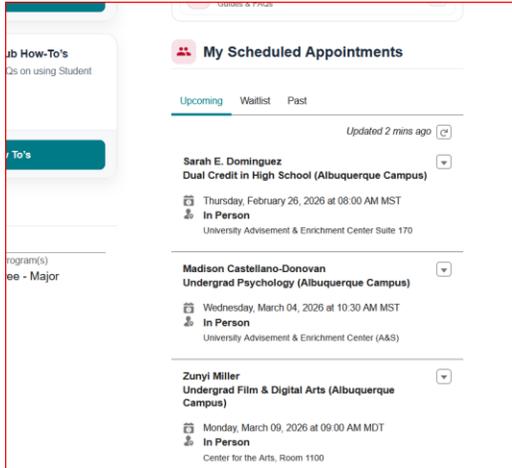
Appointment Type: In Person
University Advisement & Enrichment Center Suite 170

Done

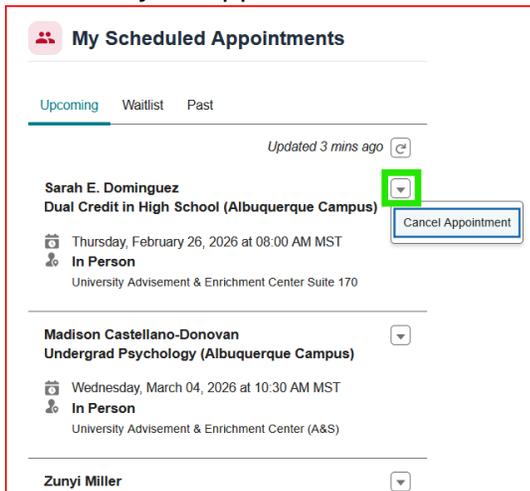
PART III: How to Cancel an Appointment

We understand that sometimes things come up and you cannot make it to an appointment. We encourage you to cancel with as much notice as possible rather than not show up so another student can claim that open spot.

Step 1: On your home page, on the lower right is where you can view your upcoming appointment(s).

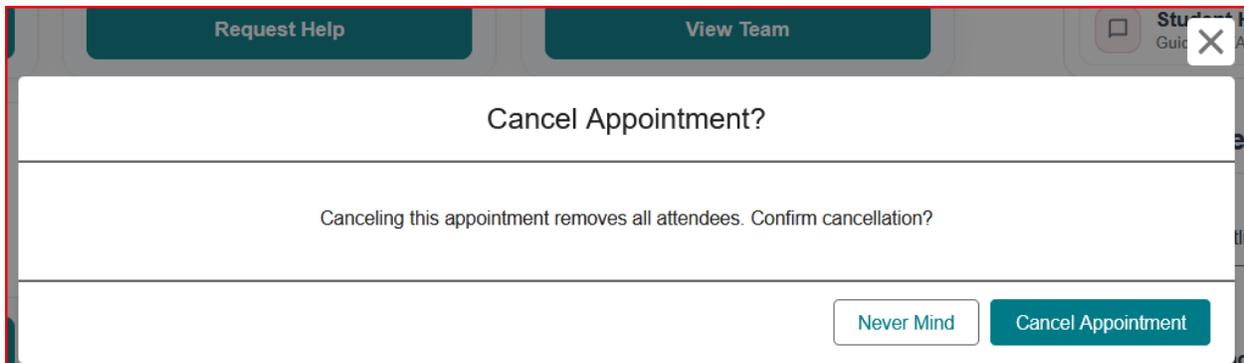


Step 2: Click the caret (drop-down triangle) next to your appointment to access the button to cancel your appointment.

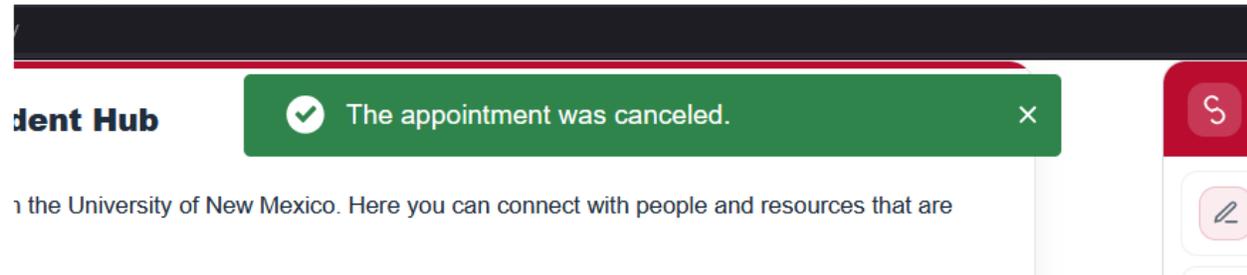


Step 3: Cancel Appointment?

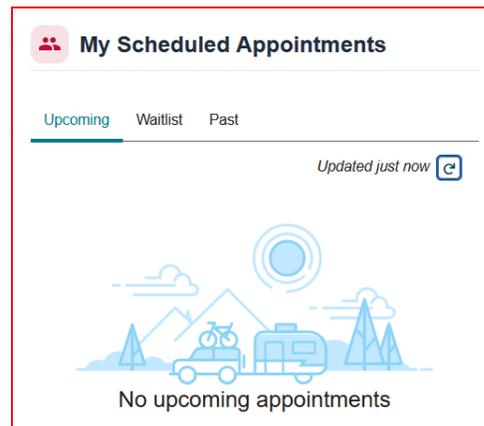
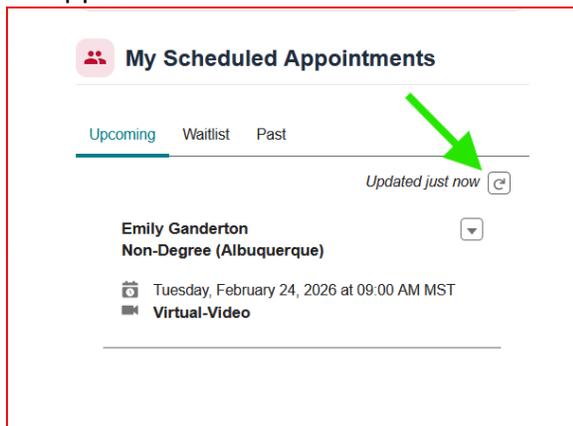
To ensure that appointments are not cancelled accidentally, we ask you to confirm you want to cancel.



When you click Cancel Appointment a notification alert will appear at the top.



If you still see the appointment on your homepage, click the mini refresh icon and it should disappear.



If you have any questions, please email shconnect@unm.edu.