



Student Hub

Prospective Students - Academic Advisement

Use this handout to schedule an appointment with the UNM-ABQ academic advisor for your intended bachelor's degree program.

- Go to Student Hub: <https://studenthub.unm.edu/>.
 - If you have never created a UNM Student Hub account before, please follow steps 1-3 below. If you have an existing Prospective Student Hub account, skip to step 4.
1. Click on "Create a Login here."
 2. Provide the requested information and then click "Sign Up."
 3. Verify your new account in Student Hub by entering the Verification Code that was emailed to you. After you hit "Verify," you will be directed to your Student Hub homepage. Skip to Step 4 to continue.
 4. Log in with your username and password. Your username is the email address you used to create your Student Hub account.
 5. Click on "Schedule Appointment" at the top of your Student Hub homepage, then click "Next."
 6. Select "By Area of Study" and click "Next."
 7. Confirm your name, then click "Next."
 8. Type a reason for your appointment. Include: the college/university you are transferring from, your intended major at UNM, and the semester you plan to transfer.
 9. In the "Search major" box, type your intended major. When it appears, select it, then click "Next."
 10. Select an Appointment Modality: Choose either In-Person, Virtual-Video (ZOOM), or in some cases Phone.
 11. Select an advisor. With the exception of Business majors, you may choose any advisor that appears but can only view one advisor's schedule at a time. If no advisor appears, please email us at unmtransfer@unm.edu to let us know and we will assist you in getting an appointment made.
Business Majors: Go to this website to see which advisor is assigned to you based on the first letter of your last name: <https://business.unm.edu/current-students/bba>.
 12. Select Appointment Time: Use the arrows in the upper-right corner of the calendar area to scroll through different weeks (or day by day if viewing on a mobile phone) until you find a day and time that works for you. Once you have found a time, click on it to select it, then click "Next."
 13. Review Appointment: Check to make sure that all the info is correct. If this is your first appointment, you may need to add your date of birth before you can continue. Click "Next."
 14. Your appointment is set! Click "Done."

NOTE - If you need to cancel your appointment, click on "Home" in the upper-left corner of your Student Hub Account. You can see your upcoming appointment on the right-hand side. Click on the arrow next to your name, then click "Cancel Appointment," and confirm the cancellation by clicking "Cancel Appointment" in the pop-up window.