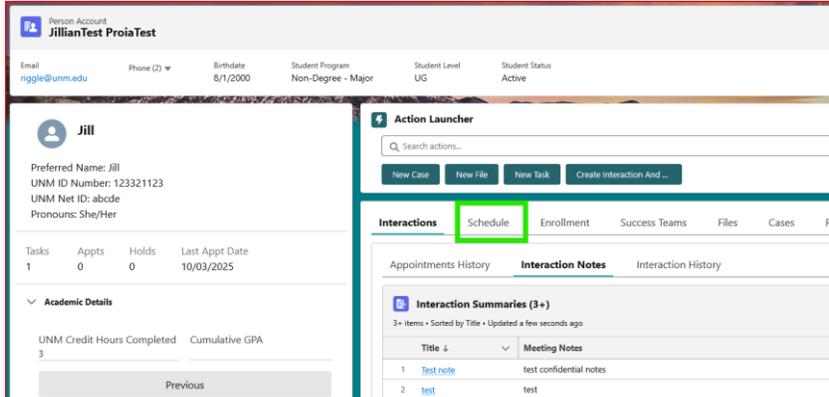


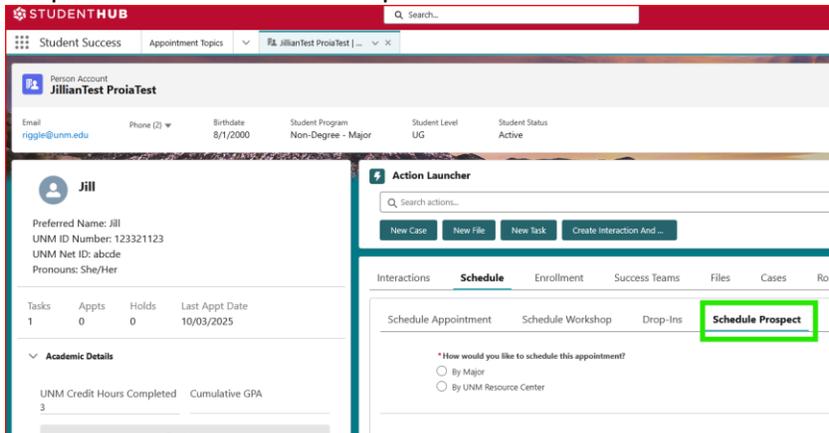


Schedule Appointment for Prospective / Major Changes

Step 1: Go to the student's account and click Schedule.



Step 2: Click Schedule Prospect.



Step 3: Pick your path

You can select one of two options:

- By Area of Study – 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.

*How would you like to schedule this appointment?

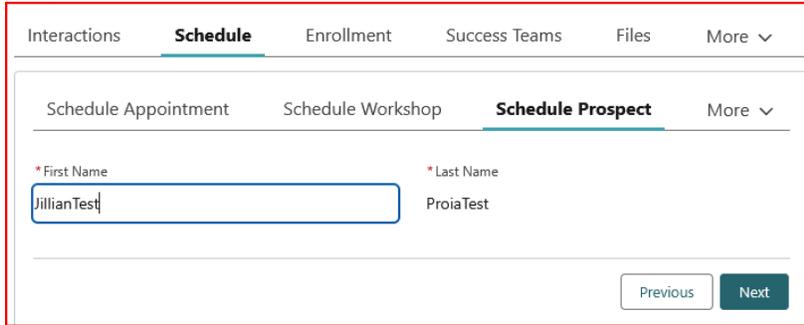
By Area of Study

By Resource Center

Next

Major Path

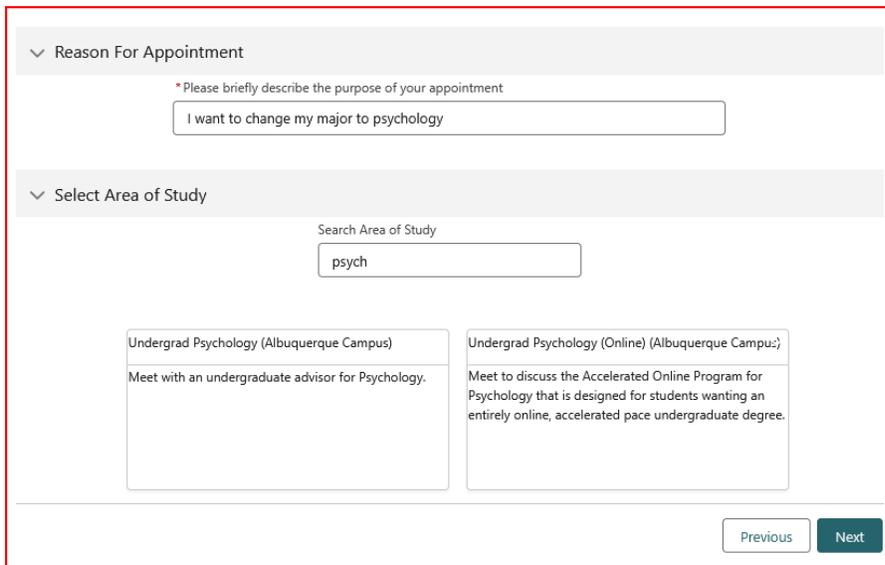
Step 4: Verification of name and click Next



The screenshot shows a navigation menu with 'Interactions', 'Schedule', 'Enrollment', 'Success Teams', 'Files', and 'More'. Under 'Schedule', there are options for 'Schedule Appointment', 'Schedule Workshop', and 'Schedule Prospect'. The 'Schedule Prospect' form has two text input fields: '* First Name' containing 'JillianTest' and '* Last Name' containing 'ProiaTest'. At the bottom right, there are 'Previous' and 'Next' buttons.

Step 5: Search Area of Study

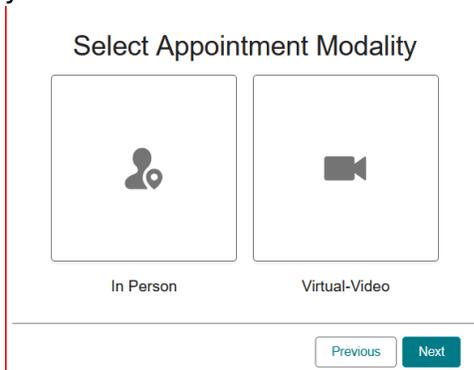
As UNM has so many academic areas, the scroll list is quite long so we encourage using the search function for ease of use but if you cannot find it by typing in your words, you can scroll through and read each topic's description as it might be listed there. Be careful to read descriptions and campus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



The screenshot shows two sections. The first is 'Reason For Appointment' with a text input field containing 'I want to change my major to psychology'. The second is 'Select Area of Study' with a search input field containing 'psych'. Below the search field are two search results: 'Undergrad Psychology (Albuquerque Campus)' with the description 'Meet with an undergraduate advisor for Psychology.' and 'Undergrad Psychology (Online) (Albuquerque Campu:)' with the description 'Meet to discuss the Accelerated Online Program for Psychology that is designed for students wanting an entirely online, accelerated pace undergraduate degree.' At the bottom right, there 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 two large buttons for selecting appointment modality. The first button has a person icon and is labeled 'In Person'. The second button has a video camera icon and is labeled 'Virtual-Video'. At the bottom right, there 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 selection screen titled "Who do you want to meet?". It lists four individuals with their names, titles, and next availability dates. Green arrows point to the "Next Availability" text for each person. At the bottom, there are "Previous" and "Next" buttons.

Name	Title	Next Availability
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
Dayana Calle	Professional Intern	Feb 16, 2026

Step 8: Select Appointment Time

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

The screenshot shows the "Select Appointment Time" screen for the period of February 8, 2026, to February 12, 2026. The time zone is America/Denver. A green box highlights the navigation arrows and a calendar icon. Below the date range, there are columns for each day: SUN 8, MON 9, TUE 10, WED 11, and THU 12. The content area below these columns is currently empty.

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

The screenshot shows the "Select Appointment Time" screen for the period of March 1, 2026, to March 6, 2026. The time zone is America/Denver. The screen displays columns for each day: SUN 1, MON 2, TUE 3, WED 4, THU 5, and FRI 6. Time slots are listed for WED 4 and FRI 6. The 10:30 - 11:00 am slot on WED 4 is highlighted in blue. At the bottom, there are "Previous" and "Next" buttons.

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

Step 8: Review Appointment

Make sure all your details are correct, you will need to enter Date of Birth and Phone number if they are not defaulted in:

Interactions **Schedule** Enrollment Success Teams Files Cases Roles

Schedule Appointment Schedule Workshop Drop-Ins **Schedule Prospect**

Review Appointment

Undergrad Psychology (Online) (Albuquerque Campus)

Appointment Host
Kayla Dubrula

Scheduled Time
2/27/2026, 11:00 AM - 2/27/2026, 11:30 AM

Appointment Type
Virtual-Video
<https://unm.zoom.us/j/94958704194>

Personal Details

* First Name Louie	* Email fakeemail@unm.edu
* Last Name Lobo	* Re-enter email fakeemail@unm.edu
* Date of Birth Jan. 1, 1960	* Phone 505-555-1555

Previous Next

Step 9: Appointment Confirmation
Final check to ensure all is good and if so, click Done.

Interactions **Schedule** Enrollment Success Teams Files Cases Roles

Schedule Appointment Schedule Workshop Drop-Ins **Schedule Prospect**

Your appointment's all set!

Here are details of your appointment:

Date/Time: Friday, February 27, 12:00 PM - 12:30 PM
Appointment Host: Kayla Dubrula
Appointment Type: Virtual-Video

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.

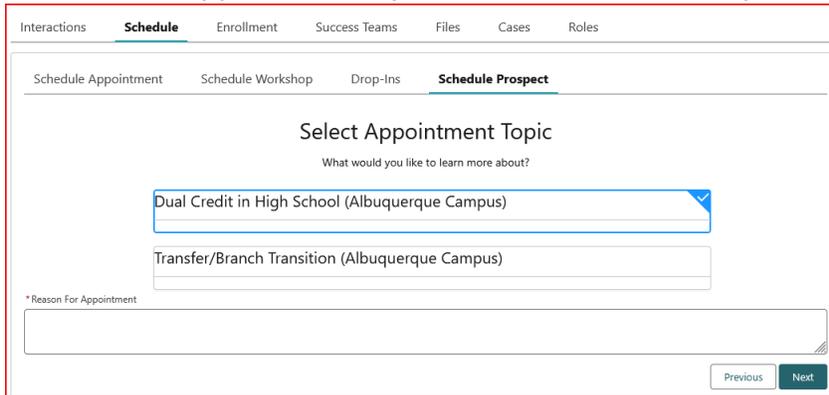
Goals:
Goal 1: El Centro will positively impact retention and graduation of undergraduate and graduate/professional students through academic, cultural/ personal and professional activities designed to build a sense of community and a supportive environment.
Goal 2: El Centro will recruit Latino students 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 aspirations of Latino students.

Transfer and Transition Student Center
We're your first step 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

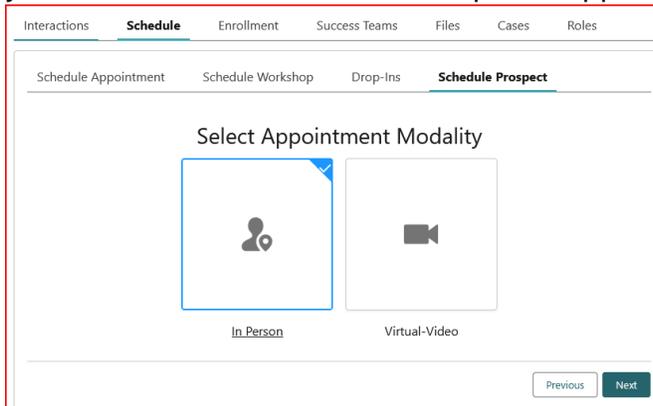
Pick your most appropriate topic and write your appointment reason. Again, it helps ensure a successful appointment if you can be as detailed as possible.



The screenshot shows a web interface for scheduling an appointment. At the top, there are navigation tabs: Interactions, **Schedule**, Enrollment, Success Teams, Files, Cases, and Roles. Below these are sub-tabs: Schedule Appointment, Schedule Workshop, Drop-Ins, and **Schedule Prospect**. The main heading is "Select Appointment Topic" with the sub-heading "What would you like to learn more about?". There are two dropdown menus. The first is selected and shows "Dual Credit in High School (Albuquerque Campus)". The second shows "Transfer/Branch Transition (Albuquerque Campus)". Below the dropdowns is a text input field labeled "*Reason For Appointment". At the bottom right, there are "Previous" and "Next" buttons.

Step 6: Select Appointment Modality

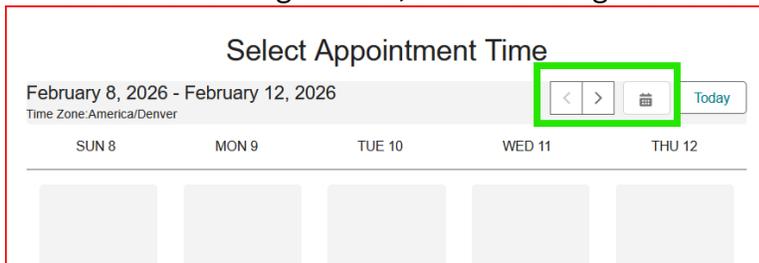
This will filter your options based on your preferred choice. You can also click Previous if you want to see if earlier or more options appear. Make your choice and click Next.



The screenshot shows a web interface for selecting an appointment modality. At the top, there are navigation tabs: Interactions, **Schedule**, Enrollment, Success Teams, Files, Cases, and Roles. Below these are sub-tabs: Schedule Appointment, Schedule Workshop, Drop-Ins, and **Schedule Prospect**. The main heading is "Select Appointment Modality". There are two options: "In Person" (represented by a person icon) and "Virtual-Video" (represented by a video camera icon). The "In Person" option is selected. At the bottom right, there are "Previous" and "Next" buttons.

Step 7: Select Appointment Time

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



The screenshot shows a web interface for selecting an appointment time. At the top, there are navigation tabs: Interactions, **Schedule**, Enrollment, Success Teams, Files, Cases, and Roles. Below these are sub-tabs: Schedule Appointment, Schedule Workshop, Drop-Ins, and **Schedule Prospect**. The main heading is "Select Appointment Time". Below the heading, there is a date range: "February 8, 2026 - February 12, 2026" and "Time Zone: America/Denver". There are navigation arrows (left and right) and a calendar icon, all highlighted with a green box. To the right of the calendar icon is a "Today" button. Below the date range, there are five columns representing the days of the week: SUN 8, MON 9, TUE 10, WED 11, and THU 12. Below each column is a grey rectangular placeholder for an appointment slot.

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

Interactions **Schedule** Enrollment Success Teams Files Cases Roles

Schedule Appointment Schedule Workshop Drop-Ins **Schedule Prospect**

Select Appointment Time

February 14, 2026 - February 19, 2026 < > Today

Time Zone: America/Denver

SAT 14	SUN 15	MON 16	TUE 17	WED 18	THU 19
		9:00 - 9:30 am	1:00 - 1:30 pm	2:00 - 2:30 pm	8:00 - 8:30 am
		10:00 - 10:30 am	1:30 - 2:00 pm	2:30 - 3:00 pm	8:30 - 9:00 am
		10:30 - 11:00 am	2:00 - 2:30 pm	3:00 - 3:30 pm	9:00 - 9:30 am
		11:30 - 12:00 pm	3:00 - 3:30 pm	3:30 - 4:00 pm	9:30 - 10:00 am
			3:30 - 4:00 pm		10:00 - 10:30 am
					10:30 - 11:00 am
					11:00 - 11:30 am

Step 8: Review Appointment
 Make sure all the details are correct and then hit Next.

Interactions **Schedule** Enrollment Success Teams Files Cases Roles

Schedule Appointment Schedule Workshop Drop-Ins **Schedule Prospect**

Review Appointment

Dual Credit in High School (Albuquerque Campus)

Appointment Host
Sarah E. Dominguez

Scheduled Times
2/18/2026, 2:00 PM - 2/18/2026, 2:30 PM

Appointment Type
In Person
University Advisement & Enrichment Center Suite 170 Driving Direction: We are located on the first floor of UAEC Building #85. Visit map.unm.edu for campus map.

Personal Details

* First Name: * Email:

* Last Name: * Re-enter email:

* Date of Birth: * Phone:

[Previous](#) [Next](#)

Step 9: Appointment Confirmation
 Final check to ensure all is good and if so, click Done. A confirmation email will be sent to the student.

Interactions **Schedule** Enrollment Success Teams Files Cases Roles

Schedule Appointment Schedule Workshop Drop-Ins **Schedule Prospect**

Your appointment's all set!

Here are details of your appointment:

Date/Time: **Wednesday, February 18, 3:00 PM - 3:30 PM**

Appointment Host: **Sarah E. Dominguez**

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

[Done](#)

noreply@unm.edu <studenthub@unm.edu> via 6ipc2c2hqq9.ju-2fsxfmau.usa918.bnc.salesforce.com
To: Jennifer C. Lucero
Fri 2/13/2026 11:37 AM

▲ We can't verify that this email came from the sender so it might not be safe to respond to it. [Learn more](#) Delete email

Hello Jenn,

This email is to confirm your upcoming advisement appointment with Zunyi Miller.

Here are the details:

Scheduled Time: 3/9/2026, 9:00 AM America/Denver

Topic: Undergrad Film & Digital Arts (Albuquerque Campus)

Type: In Person

Location: Center for the Arts, Room 1100

Driving Directions: Bldg# 62. This building is also known as Popejoy Hall. When entering the building, go straight back towards the UNM Art Museum. Standing in front of the museum, turn right and you will see a hall with a sign that reads Administrative Offices. Go down that hall and our front door is next to a glass etched Lobo head. You can also find navigation directions at map.unm.edu

You can reschedule any needed appointments by logging into StudentHub unm.edu. Please follow up with your advisor if you have any questions or concerns.

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