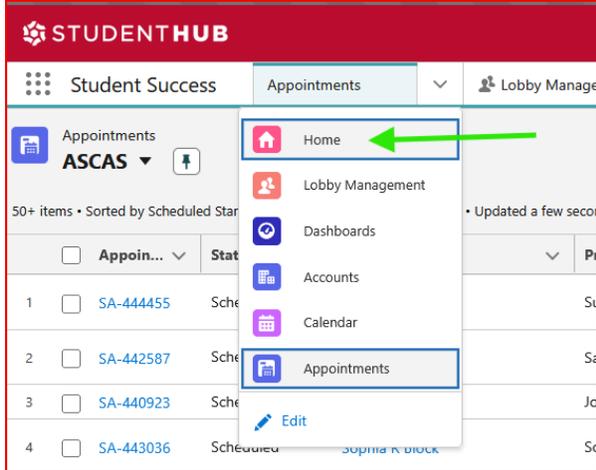




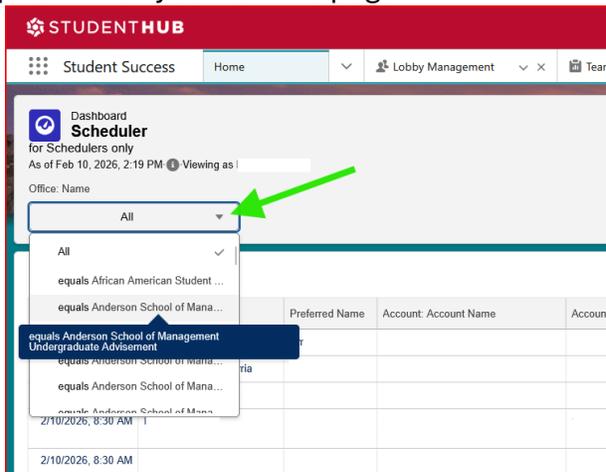
# Support/Scheduler Viewing of Appointments Today:

Any user with a Support or Scheduler role can view appointments for their unit/office.

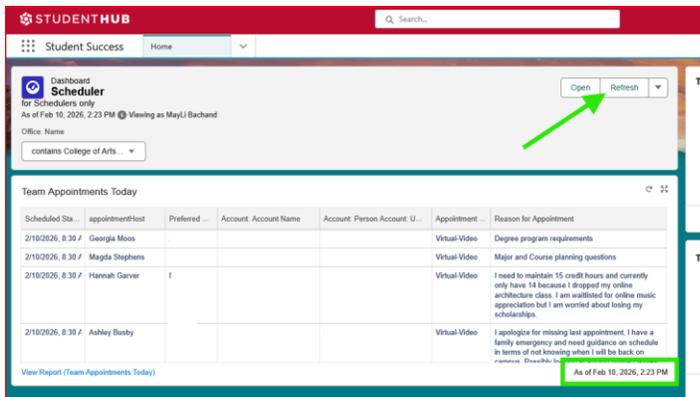
On your tab drop down, click on the first option Home:



The page may default to "All" so using the caret, select your office so it's always the first option when you visit this page.



On this page, we recommend that you hit Refresh to ensure the most up to date information is listed:



STUDENTHUB

Search...

Student Success Home Lobby Management Team Appointments ...

Dashboard Scheduler for Schedulers only

As of Feb 10, 2026, 2:23 PM Viewing as MayLi Bachand

Office: Name contains College of Arts & Sci...

Team Appointments Today

Scheduled Start ↑	appointmentHost	Preferred Name	Account: Account Name	Account: Person Account: UNM ID	Appointment Type	Reason for Appointment
2/10/2026, 8:30 AM	Georgia Moos				Virtual-Video	Degree program requirements
2/10/2026, 8:30 AM	Magda Stephens				Virtual-Video	Major and Course planning questions

From this page you can view every appointment scheduled for your unit/office today. In this view, you can see the following:

- **Scheduled Start** – this has the date and time for the appointment. This will be listed in chronological order.
- **Appointment Host** – the advisor in your office who is meeting with the student
- **Preferred Name** – Students preferred name
- **Account: Account Name** – the legal name imported from Banner
- **Account: Person Account: UNM ID** – the students UNM ID number
- **Appointment Type** – the modality of the appointment (Virtual-Video, In Person, etc.)
- **Reason for Appointment** – the reason listed as to why the student set up the meeting

You can use the scroll function to move down the list:

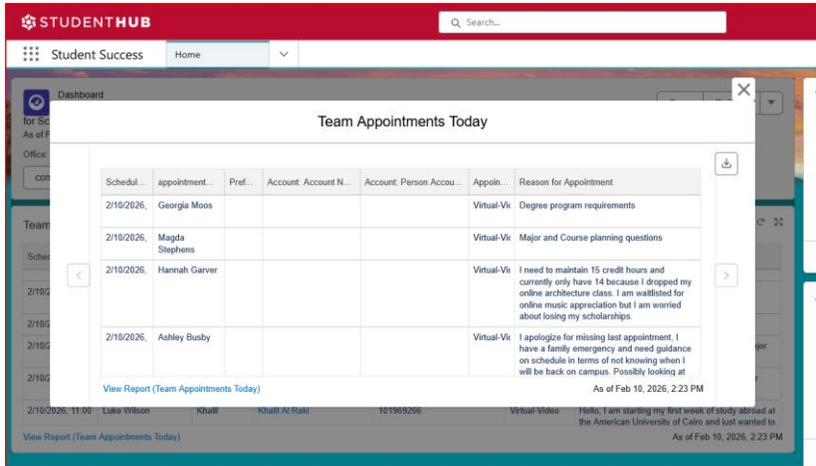
Appointment ...	Reason for Appointment
Virtual-Video	UNM ID ..., entering Fall 2026, New Mexico Connections Academy senior graduating 5/21/2026, seeking Biology B.S. Ver... SAT scores for appropriate course placement and credit. Applying to Honors College to take one course first semester.
In Person	Scholarship eligibility, Joint Service Transcript, creating plan based off goals
Virtual-Video	course clarifications
In Person	Wanting to know if there is a way to double major with my current major and further steps

As of Feb 10, 2026, 2:23 PM

If you want to make it a pop-up, click the arrows out icon on the upper right of the section:

Appointment ...	Reason for Appointment
	first semester.
	Scholarship eligibility, Joint Service Transcript

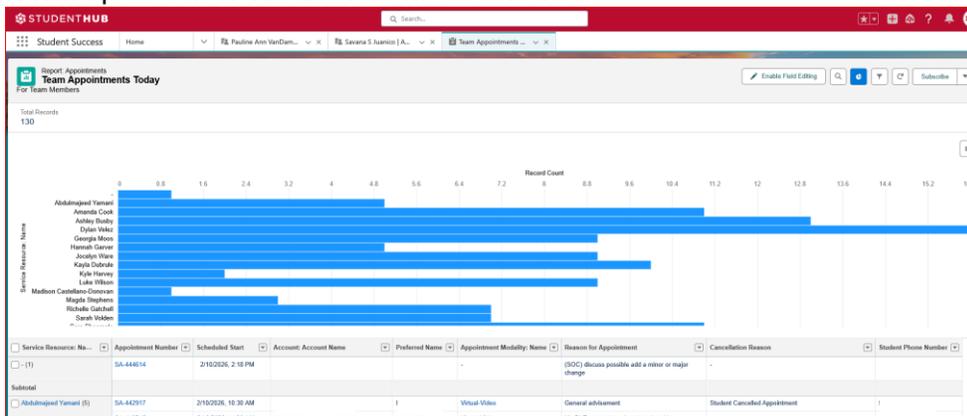
It will generate a pop-up window that looks like below and it will allow you to scroll.



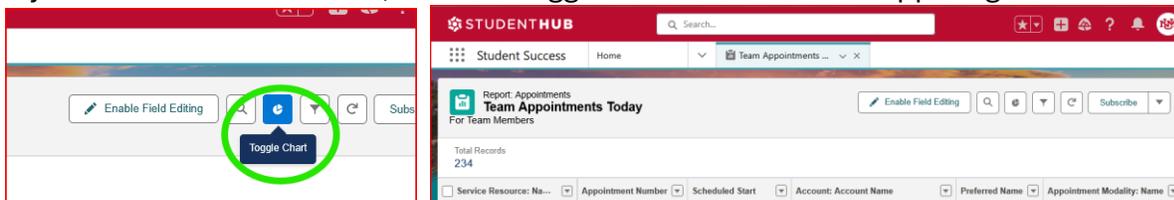
If you want to view the full day, at the bottom left you will see a hyperlink that reads, “View Report (Team Appointments Today):”



It will open a new tab that looks as follows:



If you want to hide the chart, click the toggle chart button on the upper right:



How this view differs:

- It bundles each section to be advisor specific:

Service Resource: No...	Appointment Number	Scheduled Start
(7)	SA-444536	2/19/2026, 10:41 AM
	SA-444539	2/19/2026, 10:48 AM
	SA-444508	2/19/2026, 9:01 AM
	SA-444614	2/19/2026, 2:18 PM
	SA-444616	2/19/2026, 2:24 PM
	SA-444625	2/19/2026, 10:13 AM
	SA-444631	2/19/2026, 10:31 AM
Subtotal		
1, Nicholas Yamani (5)	SA-443770	2/19/2026, 11:00 AM
	SA-443686	2/19/2026, 11:30 AM
	SA-442959	2/19/2026, 1:30 PM
	SA-443715	2/19/2026, 11:30 AM
	SA-442917	2/19/2026, 10:30 AM
Subtotal		
1, Noel Rocha (2)	SA-444289	2/19/2026, 3:00 PM
	SA-444439	2/19/2026, 3:30 PM
	SA-444465	2/19/2026, 2:30 PM

- It lists the Appointment Number so you can click directly into that appointment for details.

Appointment Number
SA-444536
SA-444539
SA-444508
SA-444614
SA-444616

- It has a column for Cancellation Reason so you can see why an appointment was canceled.

Cancellation Reason	St
-	50
Student Cancelled Appointment	50
Appointment availability in error, advisor will be unavailable from 3PM - 4PM on Tuesday 2/9/26.	50
Appointment availability in error, advisor will be	50

We hope this helps! If you have any questions, please email [shconnect@unm.edu](mailto:shconnect@unm.edu).