



Workshops

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PART I: Create Workshop Availability

- Follow the same steps you would take to build regular availability.
 - Important note: to have it show up on the student side, the label must be concise and include the word **WORKSHOP**.
 - Configure for just one modality (it can only be one modality at a time) and the topic associated with your office approved workshop:

Using Availabilities

New Availability

* = Required Information

Fields

Start Time
*Date 10/12/2025 *Time 9:00 PM

End Time
*Date 10/12/2025 *Time 10:00 PM

*Status Confirmed

Appointment Host
Jennifer Lucero

Office
Office of Advising Strategies

*Time Slot Type Normal

Label
Demonstrate How to Build Workshop

Recurrence Ends ⓘ
This field is calculated upon save

Configure availability settings

Channel
Search channels...
Select all
In Person

Topic
Search topics...
Select all
Test Workshop

Additional Availability Configurations

Maximum Concurrent Appointments

Topic
Test Workshop

Cancel Save

Using Manage Availability

New Availability

*Appointment Host Maddy Beck

*Office College of Arts & Sciences Center for Academic Success

*Time Slot Type Normal

*Status Confirmed

Label
A&S Biology Workshop

Date & Time

Start Time ⓘ
*Date Jun 6, 2026 *Time 10:00 AM

End Time ⓘ
*Date Jun 6, 2026 *Time 11:00 AM

Topics & Modalities

*Topics
Select...
New Student Learning Workshop

*Modalities
Select...
In Person

Recurrence Settings

Type
Recurring

Frequency
Daily Weekly Monthly

Repeat Every
1 week

Repeats On
Sun Mon Tue Wed Thu Fri Sat

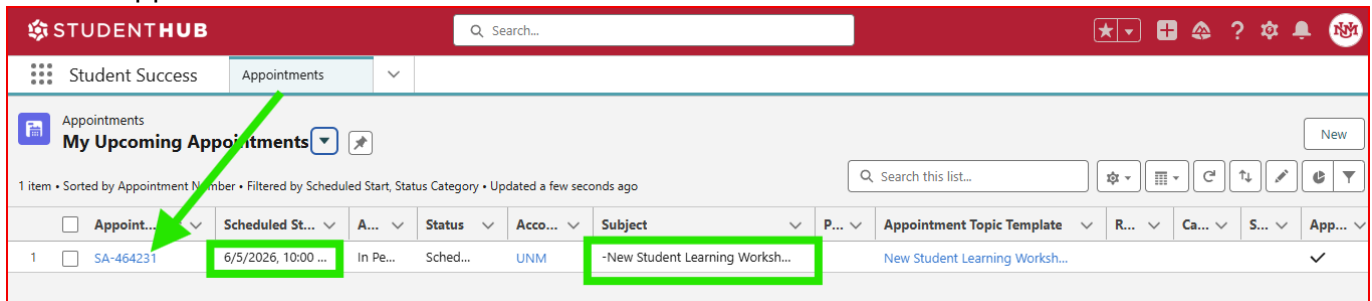
End Date ⓘ
7/2/2026

Add exception dates ⓘ

Cancel Save

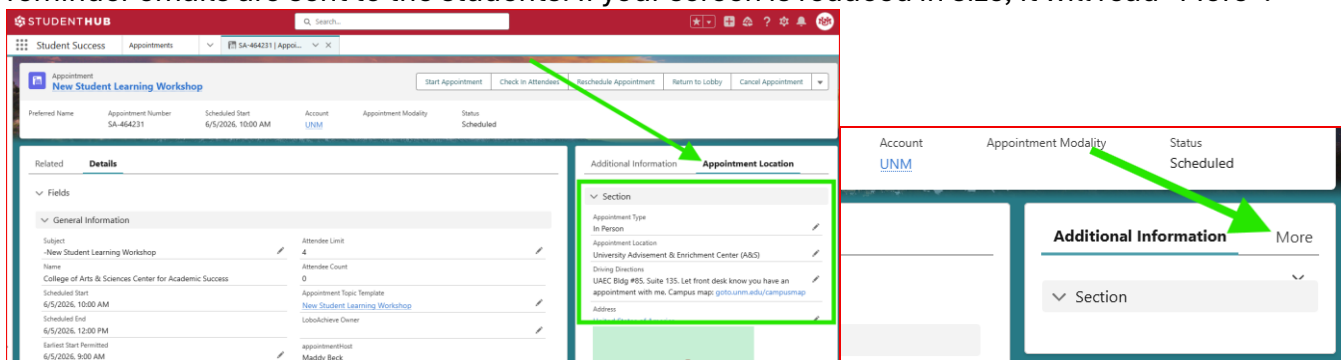
They take about 10 minutes to populate.

To make sure the location is properly configured, please go to Appointments > My Upcoming Appointments and find the scheduled date for your workshop. Click the Appointment Number to go into the appointment details:



Appt...	Scheduled St...	A...	Status	Acco...	Subject	P...	Appointment Topic Template	R...	Ca...	S...	App...
1	SA-464231	6/5/2026, 10:00 AM	In Pe...	Sched...	UNM	-New Student Learning Worksh...	New Student Learning Worksh...				✓

On the right, click Appointment Location. Here you can edit details including the physical space and area. This should be done as soon as possible so that it's accurate when the confirmation and reminder emails are sent to the students. If your screen is reduced in size, it will read "More":



Appointment Location

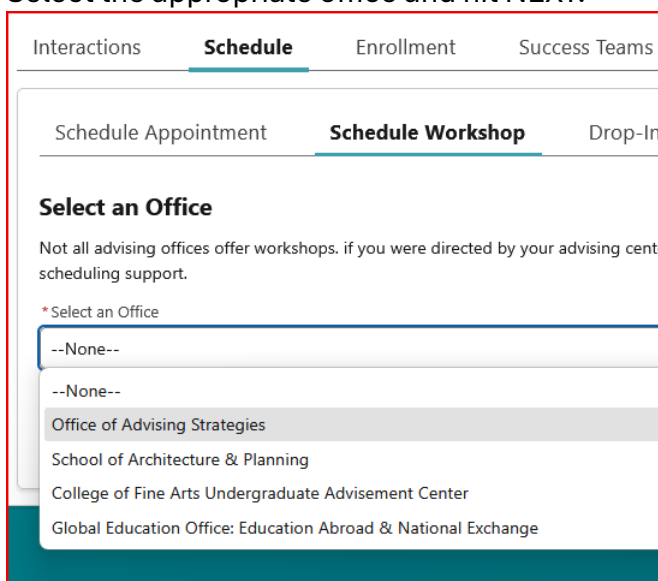
Additional Information

More

PART II: Workshop Registration – Administration Side

On the student account side, you will go to **Schedule > Schedule Workshop** and follow the steps below:

Select the appropriate office and hit NEXT:



Schedule Workshop

Select an Office

Not all advising offices offer workshops. If you were directed by your advising center scheduling support.

* Select an Office

- None--
- None--
- Office of Advising Strategies
- School of Architecture & Planning
- College of Fine Arts Undergraduate Advisement Center
- Global Education Office: Education Abroad & National Exchange

Select the appropriate workshop and hit REGISTER FOR WORKSHOP:

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

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

All Available Workshops
3 of 3 items • 1 item selected

Workshop	Start Time	End Time
☐ Test Workshop: Graduation Planning Workshop: This workshop is for students who have completed 75 or more credit hours and anticipate graduating within the next 3 semesters.	10/12/2025, 09:00 PM	10/12/2025, 10:00 PM
☐ Analyze your outstanding degree requirements, plan coursework to meet both specific and general requirements, and project intended graduation date so you're ready to apply for graduation!	10/12/2025, 09:00 PM	10/12/2025, 10:00 PM
☒ Test Workshop: The student will read this description so it's important to include details like: 1. What they are expected to bring or have ready. 2. What will they learn or discuss with you. 3. What the outcome will be? i.e. hold removed, graduation application processed, etc. 4. The location or zoom link.	10/12/2025, 09:00 PM	10/12/2025, 10:00 PM

[Previous](#) [Register for Workshop](#)

You will get the confirmation that the student was successfully registered and click FINISH:

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

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

All Set! Here are details for your confirmed workshop:

Workshop: Test Workshop
Start: 10/12/2025, 9:00 PM
End: 10/12/2025, 10:00 PM

Test Workshop: The student will read this description so it's important to include details like:
1. What they are expected to bring or have ready.
2. What will they learn or discuss with you.
3. What the outcome will be? i.e. hold removed, graduation application processed, etc.
4. The location or zoom link.

[Previous](#) [Finish](#)

PART III: Workshop Registration – Student Facing Side

From their landing page, in the button labeled Advisement/Resource Centers – Schedule appointment or workshop & view drop-in hours, they will click Get Connected

STUDENT HUB Welcome to Student Hub
Your UNM connection point

Student Hub is your central place to connect with the University of New Mexico. Here you can connect with people and resources that are here to support you on your academic journey.

Student Hub brings together the tools and resources you use most so you can get help, stay on track, and move forward with confidence.

What would you like to do today?

Advisement/Resource Centers
Schedule appointment or workshop & view drop-in hours.

Get Connected

Request Help
Access helpful resources & support.

Request Help

My Success Team
See who you are currently connected to & other available offices.

View Team

Appointments & Notes
View notes from past advisement meetings.

View Notes

My Files
Access advising documents and files shared with you.

Open Files

Student Hub How-To's
Guides & FAQs on using Student Hub

How To's

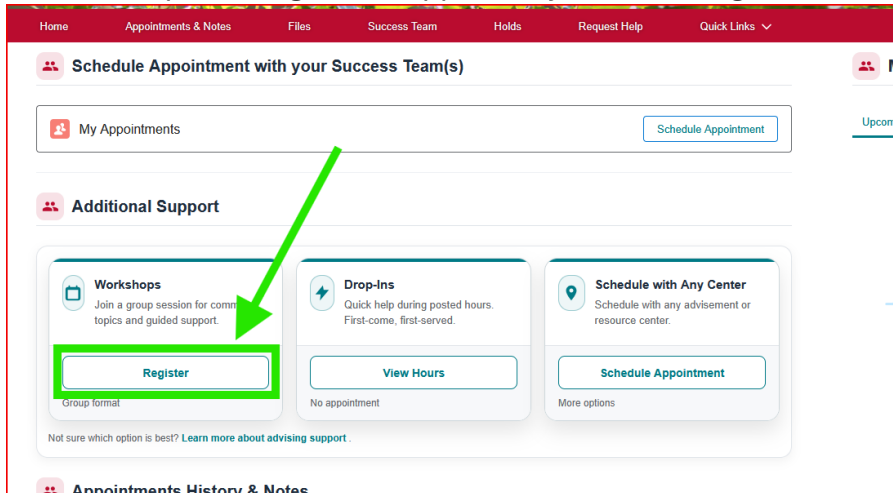
Quick Links

- Registration Po
Enroll, add/drop, regi
- Degree Audit
Track degree require
- Canvas
Courses, grades, ass
- Degree Plans
Plan future terms and
- LoboMail
Student email
- MyUNM
Main student portal
- Student Hub Ho
Guides & FAQs

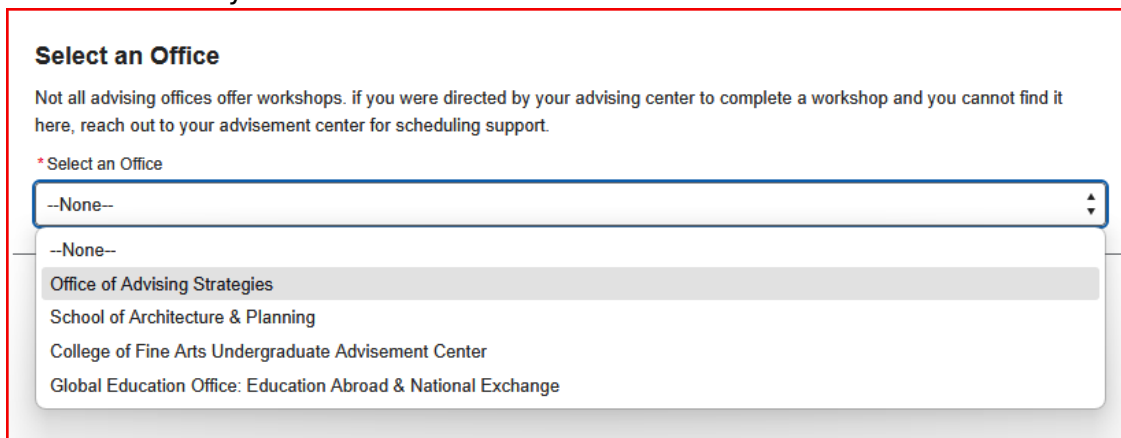
My Schedule

Upcoming Waitlist P

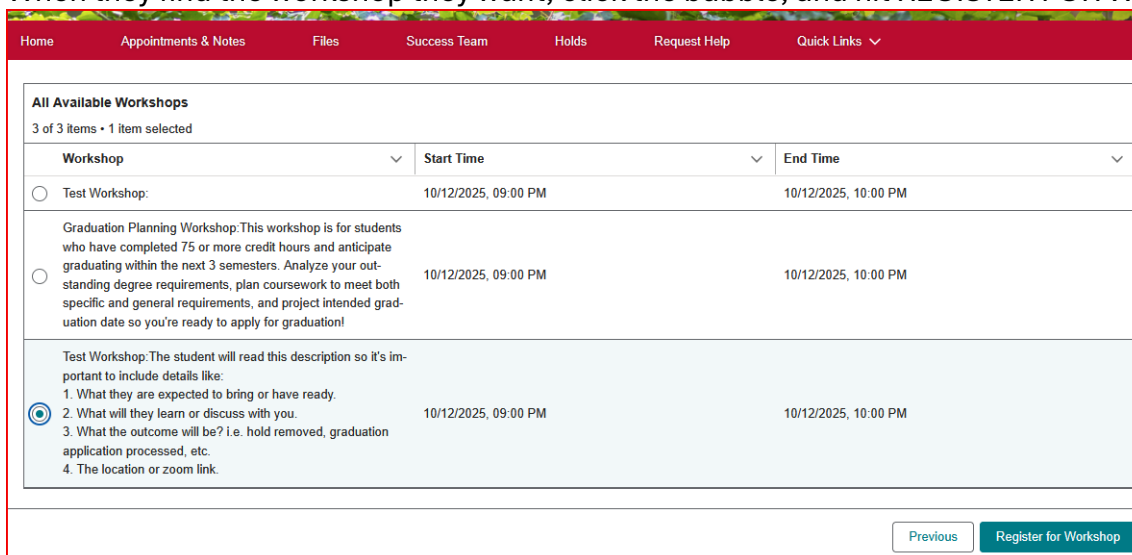
From the Appointments & Notes page, in the button labeled Workshops – Join a group session for common topics and guided support they will click Register:



Only offices that have created workshop topics AND availability will appear. The student will click on the office they need and hit NEXT:



They will see all options that office has for a workshop. This is also why labels matter for offices that offer a variety of workshops so students can see which is the appropriate one for them to select. When they find the workshop they want, click the bubble, and hit REGISTER FOR WORKSHOP:



They will get a page that contains all the details:

Home Appointments & Notes Files Success Team Holds Request Help Quick Links ▾

All Set! Here are details for your confirmed workshop:

Workshop: Test Workshop
Start: 10/12/2025, 9:00 PM
End: 10/12/2025, 10:00 PM

Test Workshop: The student will read this description so it's important to include details like:

1. What they are expected to bring or have ready.
2. What will they learn or discuss with you.
3. What the outcome will be? i.e. hold removed, graduation application processed, etc.
4. The location or zoom link.

Previous Finish

On their homepage, it will appear under My Scheduled Appointments with the details but specifically be labeled as a Group Appointment.

Your central connection point

Student Hub is your central place to connect with the University of New Mexico. Here you can connect with people and resources that are here to support you on your academic journey.

Student Hub brings together the tools and resources you use most so you can get help, stay on track, and move forward with confidence.

What would you like to do today?

Advisement/Resource Centers
Schedule appointment or workshop & view drop-in hours.

Request Help
Access helpful resources & support.

My Success Team
See who you are currently connected to & other available offices.

Get Connected

Request Help

View Team

Appointments & Notes
View notes from past advisement meetings.

My Files
Access advising documents and files shared with you.

Student Hub How-To's
Guides & FAQs on using Student Hub

View Notes

Open Files

How To's

My Details

Registration Portal
Enroll, add/drop, registration tools

Degree Audit
Track degree requirements and progress

Canvas
Courses, grades, assignments

Degree Plans
Plan future terms and courses

LoboMail
Student email

MyUNM
Main student portal

Student Hub How-To's
Guides & FAQs

My Scheduled Appointments

Upcoming Wallist Past

Updated just now

A&S Biology Summer Advisement Workshop

Group Appointment

Tuesday, July 07, 2026 at 10:30 AM MDT

In Person

They will be sent a confirmation email with the details: Scheduled Time, Modality, Location, and Driving Directions

Your Registration is Confirmed

N noreply@unm.edu <studenthub@unm.edu>
To: Jennifer C. Lucero

Thu 6/4/2026 12:30 PM

Hello Jenn,

This email is to confirm your registration in the A&S Biology Summer Advisement Workshop. Here are the details:

Scheduled Time: 7/7/2026, 10:30 AM - 7/7/2026, 11:30 AM

Modality: In Person

Location: Physics & Astronomy Interdisciplinary Sciences, Room 2231

Driving Directions: If lost, please email pandaadvise@unm.edu or visit map.unm.edu.

If you need to unenroll in this appointment or register for another appointment, go to StudentHub.unm.edu. Please follow up with your advisor if you have any questions or concerns.

Thank you,

Student Hub

PART IV: How to View Your Workshop

Go to Appointments > My Upcoming Appointments > Find the appropriate LABEL and Date. Click the Appointment Number:

Appointments

My Upcoming Appointments

3 items • Sorted by Appointment Number • Filtered by Scheduled Start, Status Category • Updated a few seconds ago

Search this list...

Appointment Num...

Appointment Type

Subject

Account

Greetin...

Reason for Appointment

Scheduled Start

1	SA-419026	In Person	-Test Workshop	UNM		
2	SA-419039	In Person	Graduation Planning Workshop	UNM		
3	SA-419043	In Person	-Test Workshop	UNM		10/12/2025, 9:00 PM

When you click the Appointment number, you can view the following:

Appointment Attendees – top box: This lists everyone who has signed up for your workshop.

Appointment

Test Workshop

Start Appointment Check In Attendees Reschedule Appointment Return to Lobby Cancel Appointment

Appointment Number: SA-419043 Greeting First Name: Scheduled Start: 10/12/2025, 9:00 PM Account: UNM Appointment Modality: Status: Scheduled

Related

Details

Fields

General Information

Subject: -Test Workshop Attendee Limit: 2

Name: Office of Advising Strategies Attendee Count: 1

Scheduled Start: 10/12/2025, 9:00 PM Appointment Topic Template: Test Workshop

Scheduled End: 10/12/2025, 10:00 PM Lobby/Checkin Owner: Jennifer Lucero

Earliest Start Permitted: 10/12/2025, 8:00 PM

Duration: appointment host: Jennifer Lucero

Owner: Jennifer Lucero

Additional Information

More

Section

Parent Record: UNM

Appointment Attendees (2)

Jenn Lucero Status: Enrolled

Sarah Nezzzer Status: Unenrolled

View All

You can remove someone by selecting the drop-down button next to their name:

Appointment Attendees (2)

Jenn Lucero Status: Enrolled

Sarah Nezzzer Status: Unenrolled

Edit Delete

View All

You can add someone by clicking the drop-down button and hitting NEW:

Appointment Attendees (2)

New

Jenn Lucero Status: Enrolled

Sarah Nezzzer Status: Unenrolled

View All

To view details about who has registered for your Workshop, use the Appointment Attendees box on the lower portion:

The screenshot shows the StudentHub interface for an appointment. The top navigation bar includes 'Student Success' and 'Appointments'. The main header displays 'Appointment: New Student Learning Workshop' with buttons for 'Start Appointment', 'Check in Attendees', 'Reschedule Appointment', 'Return to Lobby', and 'Cancel Appointment'. Below this, a summary bar shows 'Preferred Name', 'Appointment Number SA-464232', 'Scheduled Start 6/7/2026, 10:00 AM', 'Account UNM', 'Appointment Mobility', and 'Status Scheduled'. The left sidebar contains 'Related' and 'Details' tabs, with 'Fields' expanded under 'Details'. The right sidebar shows 'Additional Information' and 'Appointment Location'. The 'Appointment Attendees (2)' box is highlighted with a green border. Below it, the 'Appointment Attendees' table is shown with columns for 'No.', 'Attendee Name', 'Program Name', and 'Status'.

No.	Attendee Name	Program Name	Status
1	Jennifer C Lucero	Non-Degree Graduate - Program	Enrolled
2	Savana D Anderson	BSNE Nuclear Engineering - Progra...	Enrolled

Here, you can verify what major the student is listed under for the current term:

Appointment Attendees			
No.	Attendee Name	Program Name	Status
1	Jennifer C Lucero	Non-Degree Graduate - Program	Enrolled
2	Savana D Anderson	BSNE Nuclear Engineering - Progra...	Enrolled

You can also click on their names to go into their Person Account details:

Appointment Attendees			
No.	Attendee Name	Program Name	Status
1	Jennifer C Lucero	Non-Degree Graduate - Program	Enrolled
2	Savana D Anderson	BSNE Nuclear Engineering - Progra...	Enrolled

If you investigate and see that this is someone who would not benefit from attending your workshop, you can have them unenrolled and have information to send them a communication as to why and with some redirection.

PART V: Starting and Completing your Workshop

Click START APPOINTMENT on upper right side:

The screenshot shows the StudentHub interface for an appointment. The top navigation bar includes 'Student Success' and 'Appointments'. The main header displays 'Appointment: Test Workshop' with buttons for 'Start Appointment' and 'Check In'. Below this, a summary bar shows 'Appointment Number SA-419043', 'Greeting First Name', 'Scheduled Start 10/12/2025, 9:00 PM', and 'Account UNM'. The left sidebar contains 'Related' and 'Details' tabs, with 'Fields' expanded under 'Details'. The 'Start Appointment' button is highlighted with a green box.

Affirm that you really do want to start the appointment by answering Start Appointment to the question, “Ready to begin the appointment?”

Start Appointment

Ready to begin the appointment?

Start Appointment

Check in the Attendees

Appointment

Test Workshop

Check In Attendees

Appointment Number	Greeting First Name	Scheduled Start	Account
SA-419043		10/12/2025, 9:00 PM	UNM

You can select only those who are present by click the box next to their name and then selecting Finish.

Check In Attendees

Attendee List

☒

Jenn Lucero

☐

Sarah Nezzar

Check In Attendee(s)

Check In Attendees

All set! Appointment attendee(s) are checked in.

Previous

Finish

Leaving a Note:

There are two options as you can leave the same note for all attendees or you can do individual notes. The choice is yours.

Start Tracking Group Notes

How would you like to leave notes?

☐

Single note for all attendees

☐

Individual notes for each attendee

Next

Leaving a Single note for all attendees:

You write (or paste a note) in the text box and you can opt to add Next Steps. Once it's done, click Complete Notes and Workshop. This will complete the appointment and you can X out of the tab.

Start Tracking Group Notes

Enter Group Note

Bold

B

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Next Steps

Previous

Complete Notes and Workshop

Leaving Individual notes for each individual attendee:

It will take you through each student who was checked in. It will list their name on the upper left. For this example, I used a template at the start and then custom note underneath, along with next steps:

Appointment

Test Workshop

Check In Attendees

Reschedule Appointment

Return to Lobby

Cancel Appointment

More

Appointment Number

Greeting First Name

Scheduled Start

Account

Appointment Modality

Status

SA-419043

10/12/2025, 9:00 PM

UNM

In Progress

Note for Jenn Lucero

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Thank you for attending the OAS Test Workshop. Today we covered how to set up a workshop, registration for a workshop, and starting a workshop. We hope you found it useful. Remember, to learn more about what is going on with updates and issues to Student Hub, please visit: <https://advisement.unm.edu/resources/student-hub-known-issues.html> Have a great day!

Jennifer - Today you confirmed your plan for 15 hrs for spring 2026:

[ENGL 1120](#) Composition II (3)

[EDMA 2110](#) Intro to Film Studies (3)

[ARTS 1610](#) Drawing I (3)

[MATH](#) course - [IBD](#) as placement pending (3)

[LOTR 1110](#) Fellowship of the Ring Seminar (3)

Next Steps

Please visit test.unm.edu to find out more about ALEKS PPL and to schedule a time to test.

Previous

Next

Additional Information

Section

Parent Record

UNM

Appointment Attendees

Jenn Lucero

Status:

Enrolled

Sarah Nezzar

Status:

Unenrolled

View All

After the notes are done, the workshop is tagged STATUS COMPLETED so you can close it out.

Student Success

Appointments

Sarah Nezz...

SFT-9119 | ...

SA-419039 |...

SA-419026 |...

Appointment

Test Workshop

Check In Attendees

Reschedule Appointment

Return to Lobby

Cancel Appointment

Appointment Number

Greeting First Name

Scheduled Start

Account

Appointment Modality

Status

SA-419043

10/12/2025, 9:00 PM

UNM

Completed

Related

Details

Additional Inform