

# How to Schedule and Cancel an Appointment with your Advisor via Lobo Achieve

**\*\*USE CHROME AS YOUR BROWSER OR YOU WILL ENCOUNTER ISSUES\*\***

- 1) Log into <http://my.unm.edu/home> by clicking on the Login button at the top right corner

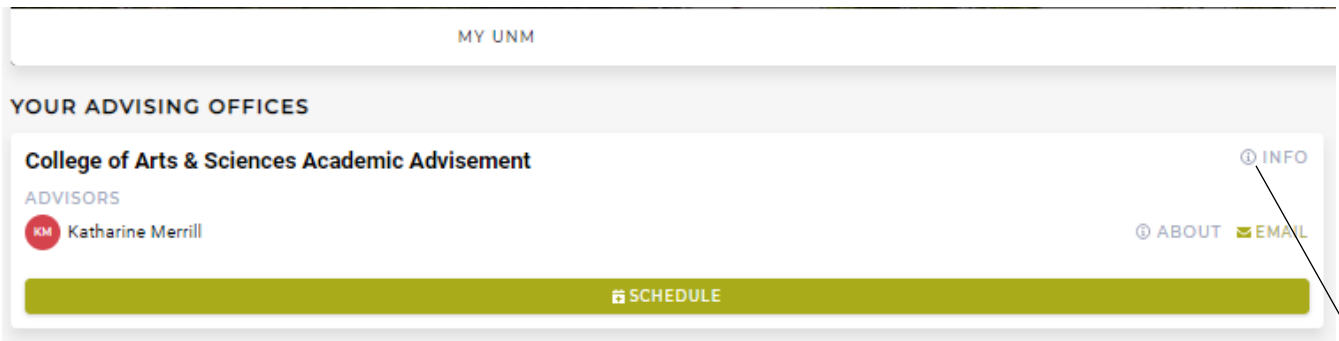


- 2) Click on the **LoboAchieve** link on the right hand side under **Transaction and Real-time Query Systems**

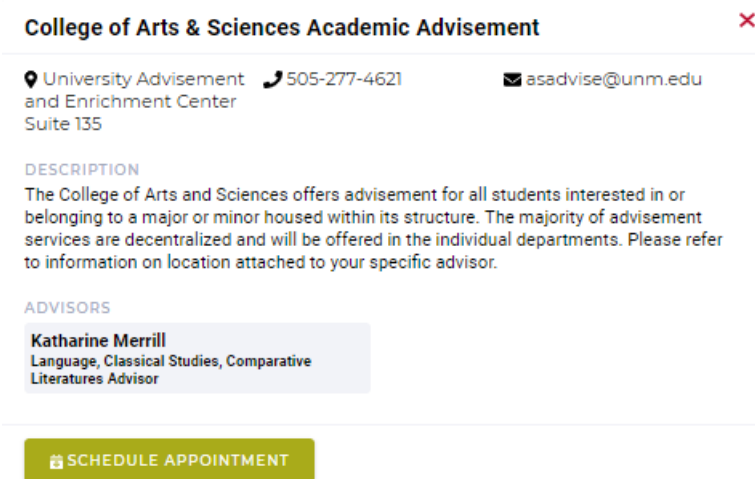
## Transaction and Real-time Query Systems

- [Internet Native Banner](#)
- [LoboWeb](#)
- [LoboAchieve](#)

- 3) Your main page should have your advisor listed under **Your Advising Offices** based off of your listed major.



- 4) If you click on the “**info**” link with the small “**i**”, a pop up window will show you contact information. Please note that the location, phone number, and email listed is for the **A&S Advisement Center front desk**.



- Click on the large green **Schedule** button to view their availability, or the green **Schedule Appointment** button from the info window.
- At the top left of the screen, you can choose whether you are looking specifically for Walk-In hours, Group Appointments such as Department Orientations, Scheduled Appointments, or you can choose to only view Available time slots.

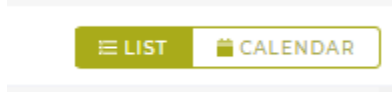
APPOINTMENT TYPE

- Scheduled
- Walk-In
- Group
- Only Show Available

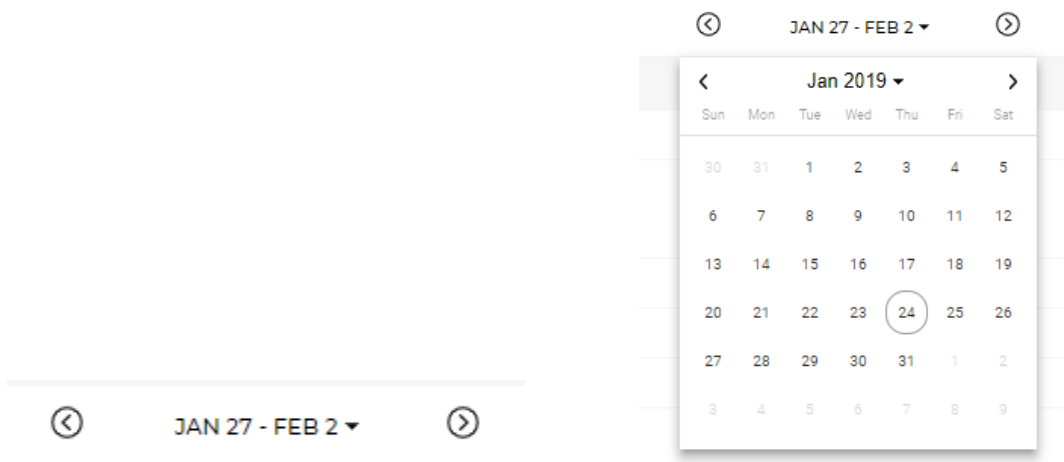
AVAILABLE ADVISORS

 Katharine Merrill










- You can also choose to view the schedule as a List or Calendar View.



- At the center top, there will be dates listed, use the right and left arrows to go to the next or last week, or you can click on the drop down carrot to view a monthly calendar.



- If an appointment is taken, it will be shadowed out and it will say **Unavailable** to the right.

THURSDAY, JANUARY 24TH	
  Katharine Merrill	UNAVAILABLE  3:30pm - 4:00pm
  Katharine Merrill	UNAVAILABLE  4:00pm - 4:30pm
  Katharine Merrill	UNAVAILABLE  4:30pm - 5:00pm



10) Available appointments will have a darker text.

MONDAY, JANUARY 28TH

  Katharine Merrill	 10:00am - 10:30am
  Katharine Merrill	 10:30am - 11:00am

11) **Walk-In hours** are indicated by the small person next to the advisor's name. Please note that if you have any Academic Holds on your account, they cannot be resolved walk-in hours and require a scheduled appointment. Walk-ins are on a first-come-first-served basis.

TUESDAY, JANUARY 29TH

  Katharine Merrill
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12) When you have made your selection, click on the time slot that you want your appointment to be. A window will pop up notating the location of the advisor at that time (some advisors have multiple offices) and important information that you **should read before** confirming the appointment. This information will give clues as to whether an advisor allows phone appointments, special instructions on how to find their office, or required directions such as scheduling a full consecutive hour appointment for Probation Holds.



  
**Sage Byrne**

**TIME:**  
Jan 31st 11:00am - 11:30am

**LOCATION:**  
Social Sciences (Bldg 78) & Room 2068

**INFORMATION**  
Appointments for course & semester scheduling, degree plans, graduate & law school assistance, LSAT prep, department referrals, and other college advisement Phone appointments **ONLY** available to students outside the Albuquerque/Rio Rancho area. Please call the Advisement Center at 505-277-4621 to set up and call at the time of your scheduled appointment. Probation students must schedule back-to-back appointments The Social Sciences building is located north of Zimmerman and west of the McKinnon Center. My office is right of the elevator/stairs

**PLEASE DESCRIBE WHY YOU ARE MAKING THIS APPOINTMENT:**

**SCHEDULE** **CANCEL**

13) Indicate a brief reason for your appointment in the text box and then click on schedule.

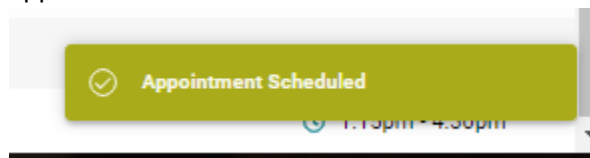
PLEASE DESCRIBE WHY YOU ARE MAKING THIS APPOINTMENT:

I need to review graduation requirements and declare my minor. |

SCHEDULE

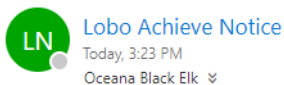
CANCEL

14) A small green bar will show up on the bottom right corner of your screen to verify that you have scheduled your appointment.



15) You will also receive an email confirming your appointment. Double check that this email does not get sent to your Junk folder. Do not delete this email either until you have attended your appointment.

LoboAchieve Appointment Confirmation.



Hello Oceana Black Elk,

This email is to confirm your upcoming advisement appointment.

**Advisor:** Sage Byrne

**Location:** Social Sciences (Bldg 78) & Room 2068

**Date:** Thursday January 31, 11:00AM

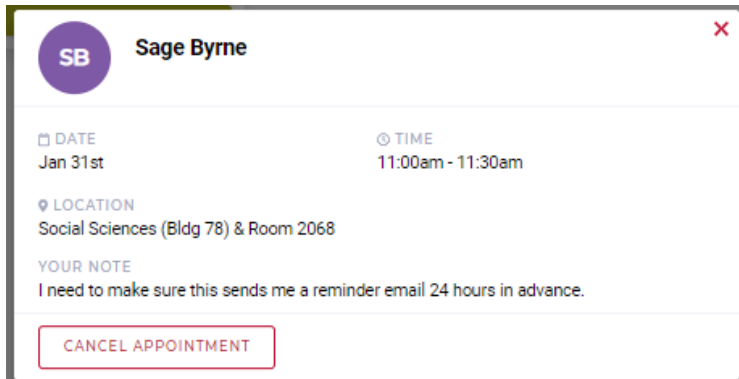
16) If you go back to your Lobo Achieve home page, it will also show your scheduled appointment under **Upcoming Appointments**.

UPCOMING APPOINTMENTS

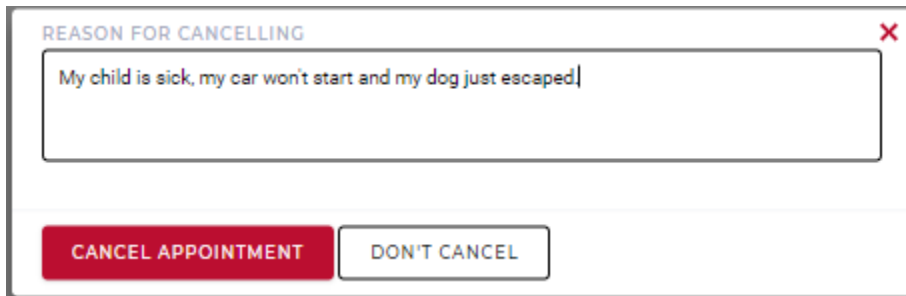
SB Sage Byrne

Jan 31st  
11:00am

- 17) You can also click on the upcoming appointment to verify the location. If you know you will be unable to attend the appointment, please click **Cancel Appointment**.



- 18) Another window pops up asking you to enter a reason for cancelling. Type that in there and then click on Cancel Appointment again.

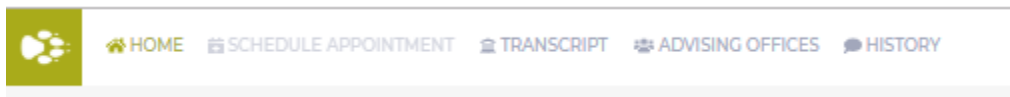


- 19) You will be sent another email from the website confirming that you've cancelled your appointment.

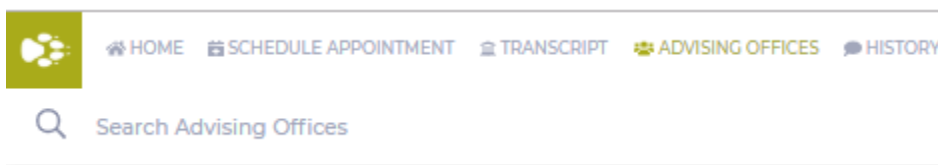
## Changing your Major or scheduling with a different Advisor

If you are planning on changing your major, you will need to make an appointment with the advisor of the new major.

- 1) At the top of your Lobo Achieve, click on Advising Offices



- 2) On this next webpage, you can either scroll down the page until you see the College that your new major is linked to, or you can use the search bar at the top.



3) If you are searching for a major that is still within the college of Arts and Sciences, the entire college will pop up.

Q Biology

### College of Arts & Sciences Academic Advisement

University Advisement and Enrichment Center Suite 135 | 505-277-4621 | asadvise@unm.edu

**DESCRIPTION**  
The College of Arts and Sciences offers advisement for all students interested in or belonging to a major or minor housed within its structure. The majority of advisement services are decentralized and will be offered in the individual departments. Please refer to information on location attached to your specific advisor.

**ADVISORS**

<b>Moises Ibarra</b> Biology Advisor	<b>Kaleigh Hubbard</b> Advisor	<b>Victoria Lobato</b> Communication & Journalism Advisor
<b>Nicole Lovato</b> Communication and Journalism Advisor	<b>Keelan O'Riley</b> Biochemistry Sr. Academic Advisor	<b>Fern Kelly</b> Sociology & Criminology Advisor
<b>Meghan Lippert</b> Economics, Linguistics, Signed Language Interpreting Advisor	<b>Farah Nousheen</b> Senior Academic Advisor	<b>Nathanael Faust-Shucker</b> Biology Academic Advisor
<b>Manuel Lopez Ainza</b> Anthropology & History Senior Academic Advisor	<b>Cameron Langner</b> Chemistry, Mathematics, Statistics, Speech and Hearing Sciences	<b>Katharine Merrill</b> Language, Classical Studies, Comparative Literatures Advisor
<b>Jennifer Serrano</b> Psychology Advisor Last Names A-G	<b>Trajuan Briggs</b> Advisor	<b>Sage Byrne</b> Political Science Senior Academic Advisor
<b>Karen Majors</b> Advisor	<b>Kelly Neuschwanger</b> English and Philosophy Advisor	<b>Azure Leyba</b> Psychology Advisor
<b>Maria Held</b> Sr. Academic Advisor, Biology	<b>Maggie Sumruld</b> Earth&Planetary Sciences, Geography, Physics&Astronomy Advisor	

[SCHEDULE APPOINTMENT](#)

4) The screen shot above is small, however I searched for Biology and all of the advisors for all A&S majors appear. Under their names it will list what majors they advisor for, and if they advise for a specific group of people: Psychology advisors are split up to advise by students' last names.

5) Please make a note of the name of the advisor (or advisors as some majors have more than one advisor) you will need to make the appointment with based on their major, and then click on the green **Schedule Appointment** button.

6) This now brings you to a page where all advisors are listed again to the left. Unclick all of the boxes so that only the advisor you want to make the appointment with is checked.

AVAILABLE ADVISORS		AVAILABLE ADVISORS	
<input checked="" type="checkbox"/>	Jennifer Serrano	<input checked="" type="checkbox"/>	Jennifer Serrano
<input checked="" type="checkbox"/>	Karen Majors	<input type="checkbox"/>	Karen Majors
<input checked="" type="checkbox"/>	Moises Ibarra	<input type="checkbox"/>	Moises Ibarra
<input checked="" type="checkbox"/>	Sage Byrne	<input type="checkbox"/>	Sage Byrne
<input checked="" type="checkbox"/>	Farah Nousheen	<input type="checkbox"/>	Farah Nousheen
<input checked="" type="checkbox"/>	Nicole Lovato	<input type="checkbox"/>	Nicole Lovato
<input checked="" type="checkbox"/>	Meghan Lippert	<input type="checkbox"/>	Meghan Lippert
<input checked="" type="checkbox"/>	Keelan O'Riley	<input type="checkbox"/>	Keelan O'Riley
<input checked="" type="checkbox"/>	Kelly Neuschwanger	<input type="checkbox"/>	Kelly Neuschwanger
<input checked="" type="checkbox"/>	Manuel Lopez Ainza	<input type="checkbox"/>	Manuel Lopez Ainza
<input checked="" type="checkbox"/>	Maria Held	<input type="checkbox"/>	Maria Held
<input checked="" type="checkbox"/>	Azure Leyba	<input type="checkbox"/>	Azure Leyba
<input checked="" type="checkbox"/>	Trajuan Briggs	<input type="checkbox"/>	Trajuan Briggs
<input checked="" type="checkbox"/>	Cameron Langner	<input type="checkbox"/>	Cameron Langner
<input checked="" type="checkbox"/>	Nathanael Faust-Shucker	<input type="checkbox"/>	Nathanael Faust-Shucker
<input checked="" type="checkbox"/>	Fern Kelly	<input type="checkbox"/>	Fern Kelly
<input checked="" type="checkbox"/>	Victoria Lobato	<input type="checkbox"/>	Victoria Lobato
<input checked="" type="checkbox"/>	Maggie Sumruld	<input type="checkbox"/>	Maggie Sumruld
<input checked="" type="checkbox"/>	Katharine Merrill	<input type="checkbox"/>	Katharine Merrill

- 7) Above the list of advisors, make sure that you are looking for Available appointments, or that you have the Walk-In box checked if you would like to see when they are open for walk-ins (which are not scheduled and are on a first-come-first-serve basis). If there are no more available time slots open for that week, use the arrows at the top of the page to view the next week's schedule.

APPOINTMENT TYPE

- Scheduled
- Walk-In
- Group
- Only Show Available

College of Arts & Sciences Academic Advisement

◀ JAN 20 - JAN 26 ▶

MONDAY, JANUARY 21ST

NO APPOINTMENTS

TUESDAY, JANUARY 22ND

NO APPOINTMENTS

WEDNESDAY, JANUARY 23RD



NO APPOINTMENTS

THURSDAY, JANUARY 24TH



NO APPOINTMENTS

FRIDAY, JANUARY 25TH

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  Jennifer Serrano

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  Jennifer Serrano

- 8) Once you find an open appointment time that fits your schedule, continue on following the instructions at the beginning of this system on how to schedule the appointment and verify that it is confirmed.
- 9) Remember that if there are multiple advisors for the major that **do not** have designated advisors by students' last names (such as **Biology**), you can click on all of those advisors' names to the right to view everyone's availability. See next page for screen shots.

AVAILABLE ADVISORS

- JS Jennifer Serrano
- KM Karen Majors
- MI Moises Ibarra
- SB Sage Byrne
- FN Farah Nousheen
- NL Nicole Lovato
- ML Meghan Lippert
- KO Keelan O'Riley
- KN Kelly Neuschwanger
- MA Manuel Lopez Ainza
- MH Maria Held
- AL Azure Leyba
- TB Trajuan Briggs
- CL Cameron Langner
- NP Nathanael Faust-Shucker
- FK Fern Kelly
- VL Victoria Lobato
- MS Maggie Sumruld
- KM Katharine Merrill

College of Arts & Sciences Academic Advisement

⏪ JAN 27 - FEB 2 ⏩

☰ LIST 📅 CALENDAR

MONDAY, JANUARY 28TH

<input type="checkbox"/> NP Nathanael Faust-Shucker	🕒 8:15am - 8:45am
<input type="checkbox"/> MH Maria Held	🕒 8:30am - 8:55am
<input type="checkbox"/> NP Nathanael Faust-Shucker	🕒 8:45am - 9:15am
<input type="checkbox"/> MH Maria Held	🕒 9:00am - 9:25am

**If you ever need assistance scheduling an appointment with an A&S advisor, please do not hesitate to call the A&S Advisement Center front desk at 505-277-4621 (3 at the main menu) Monday – Friday 8am-5pm. Make sure that you have your Banner ID # ready.**