This document provides you step by step instructions on how to schedule your own advisement appointments

How to access LoboAchieve
You will use your same ID and password as LoboWeb to log into LoboAchieve.unm.edu, and on the home dashboard you will select the ‘Schedule Appointment’ option as shown.

Finding the UNM ROTC and/or GNS Advisor
If Mr. Vineyard is not listed under your advising offices, you will enter ‘Vineyard’ or ‘ROTC’ in the ‘Search Advising Offices’ field. This search will then direct you to the ‘Schedule Appointment’ link providing Mr. Vineyard’s calendar of available appointments and walk-in hours (no appointment needed). The default view is ‘List’ but the ‘Calendar’ option may be visually easier to navigate & use.

To schedule an appointment
1. Once you click on your preferred time, you will need to enter a reason for the appointment.
2. You can then click on ‘schedule’ to set your appointment.
3. If you wish to cancel or edit the appointment, please click on the listing again or contact Mr. Vineyard in advance. (vineyard@unm.edu)

Mr. Vineyard’s office is in the AFROTC / Aerospace Studies Building (#159) at the NE corner of Las Lomas & Yale. If you do not have a door access code, please enter through the main (South) entrance by ringing the doorbell.