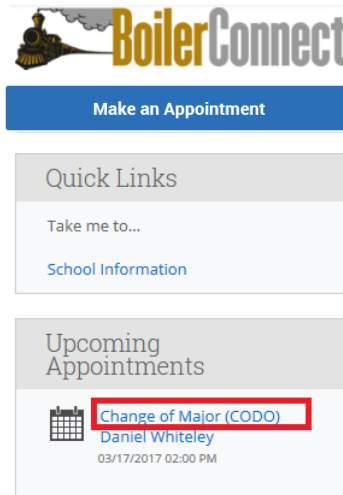


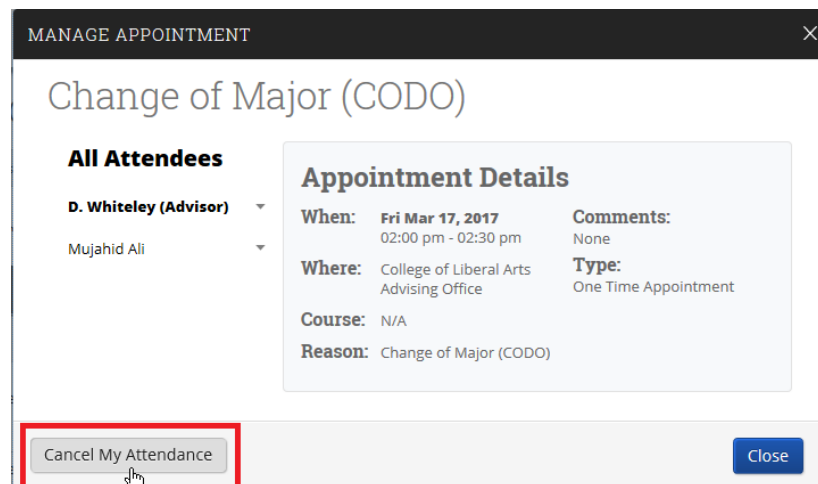
How to Cancel an Appointment

To cancel an existing appointment, follow these steps:

- On your Student Home page, navigate to the Upcoming Appointments section. Click on the reason for the existing appointment.



- Click on the Cancel My Attendance button



- Select the Reason for your cancellation from the drop down box, and in the Comments box provide any additional details you would like for your advisor to be aware of. Click on the Mark as Cancelled button.

MANAGE APPOINTMENT ×

Change of Major (CODO)

All Attendees This Appointment will be counted as a no show

D. Whiteley (Advisor) ▼

Your name will appear here ▼

Cancel My Attendance

Reason:
Select A Reason ▼

Comments:

Don't Mark Mark as Cancelled

Cancel My Attendance Close

It is important to note here, that you cannot just click on the Cancel my Attendance button in order to cancel your appointment. You must use the Mark as Cancelled button.