Cancel an advising appointment

All of your upcoming appointments are located right here. Simply select the appointment that you want to cancel.

From this window, both you and the Advisor can cancel an appointment.

Make sure you are cancelling the correct appointment. You may have more than one appointment scheduled.
Select the reason for the cancellation.

If you need to explain, you can type freely in the comments section.

Once you are finished, click the “Mark as Cancelled” button.

If you changed your mind, click “Close”
When you are completed, you will get a confirmation.
You will also have your first opportunity to reschedule.
When you are done, close the window.