

Cancel an advising appointment



Student Home ▾

Class Information Reports Calendar Send a Message

Classes This Term

Actions ▾

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE	TAKE ACTION
This student is not enrolled in any classes in the current term.						

Assignments This Term

CLASS	DUE DATE	ASSIGNMENT	STATUS
There are no class assignments listed for this student.			

Get Advising

Get Tutoring

Actions

I want to...
[Issue an Alert](#)

Quick Links

Take me to...
[Schedule a General Event](#)
[Record Class Attendance](#)
[School Information](#)
[Download Center for Reports](#)

Upcoming Appointments

- Veteran Advising**
Ryan Sieja
03/13/2017 12:00 PM
- General Appointment**
Catherine Bernas
03/14/2017 09:00 AM
- Academic Plan**
Arnelle Douglas
03/14/2017 10:00 AM

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



MANAGE APPOINTMENT [X]

Veteran Advising

All Attendees ▾

- 👤 **Ryan Sieja (Advisor)** ▾
- 👤 Kenneth Smith ▾

Appointment Details [edit]

When: **Mon Mar 13, 2017**
12:00 pm - 12:30 pm

Where: University Advising Center

Course: N/A

Reason: Veteran Advising

Comments: None

Type: One Time Appointment

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.

MANAGE APPOINTMENT

Veteran Advising

All Attendees

- Ryan Sieja (Advisor)
- Kenneth Smith

Cancel Appointment

Reason:

Select A Reason

- Need to Cancel (explain in comments)
- Illness
- Scheduling Conflict**

Don't Mark **Mark as Cancelled**

Cancel Appointment Delete Appointment **Close**

Select the reason for the cancellation.

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

MANAGE APPOINTMENT

Veteran Advising

All Attendees

- Ryan Sieja (Advisor)
- Kenneth Smith

Cancel Appointment

Reason:

Need to Cancel (explain in comments)

Comments:

Something really, really, really important came up.

Don't Mark **Mark as Cancelled**

Cancel Appointment Delete Appointment **Close**

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

If you changed your mind, click "Close"

There are no class assignments listed for this student.

MANAGE APPOINTMENT



Veteran Advising

All Attendees

Ryan Sieja (Advisor)

Kenneth Smith (cancelled)

Appointment Cancelled

[\[reschedule with organizer and attendees\]](#)

[\[reschedule with only attendees\]](#)

Kenneth Smith Cancelled this Appointment due to **Need to Cancel (explain in comments)**

“Something really, really, really important came up.”

Cancelled Mar 10 2017 at 02:55 PM

Appointment Details

[\[edit \]](#)

When: Mon Mar 13, 2017
12:00 pm - 12:30 pm

Comments:
None

Type:
One Time Appointment

Where: University Advising
Center

Course: N/A

Reason: Veteran Advising

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.

Delete Appointment

Close