

## How do I cancel or reschedule an advising appointment I made previously?

Students now have the ability to cancel previously-scheduled appointments made with their advisor. Please note that, should you need to reschedule, you may contact your advisor directly. After you cancel, you may schedule a new appointment on a new date/time, and you will be limited by your advisor's current availability.

- To cancel an appointment, log in to the GradesFirst System, go to "Calendar" tab and locate the appointment you would like to cancel.

Dev	Acquis for Tchg	Dev	3p ENGL4010-41 Technical Writing in Professns		
3p Career Exploration	3p ENGL4010-41 Technical				
4p Career Counseling	Writing in Professns				
4p Career Counseling					
7p Academic Planning					
24	25	26	28	29	
8a KIN3021-1 Phy of Exercise	11a KIN4900-1 Tp:Under Skill	8a KIN3021-1 Phy of Exerci	8a KIN3021-1 Phy of Exercise		
9a KIN3034-1 Lifespan Motor	Acquis for Tchg	9a KIN3034-1 Lifespan Mo			
Dev	3p ENGL4010-41 Technical Writing in Professns	Dev			
		1:30p Internships			
31	1	2	4	5	
8a KIN3021-1 Phy of Exercise	11a KIN4900-1 Tp:Under Skill	8a KIN3021-1 Phy of Exerci	8a KIN3021-1 Phy of Exercise		

**Academic Performance**

Location:  
Student Success - Rosenthal 104

Organizer:  
Victoria Myer

Attending:  
Ivan Ban

- Click on the appointment. A new appointment window will appear.

MANAGE APPOINTMENT
✕

## Academic Performance

### All Attendees

message

Ivan Ban

click on  
advisor's name

### Appointment Details

**When:** Wed Sep 02, 2015  
01:00 pm - 01:45 pm

**Where:** Student Success - Rosenthal 104

**Course:** N/A

**Reason:** Academic Performance

**Comments:** None

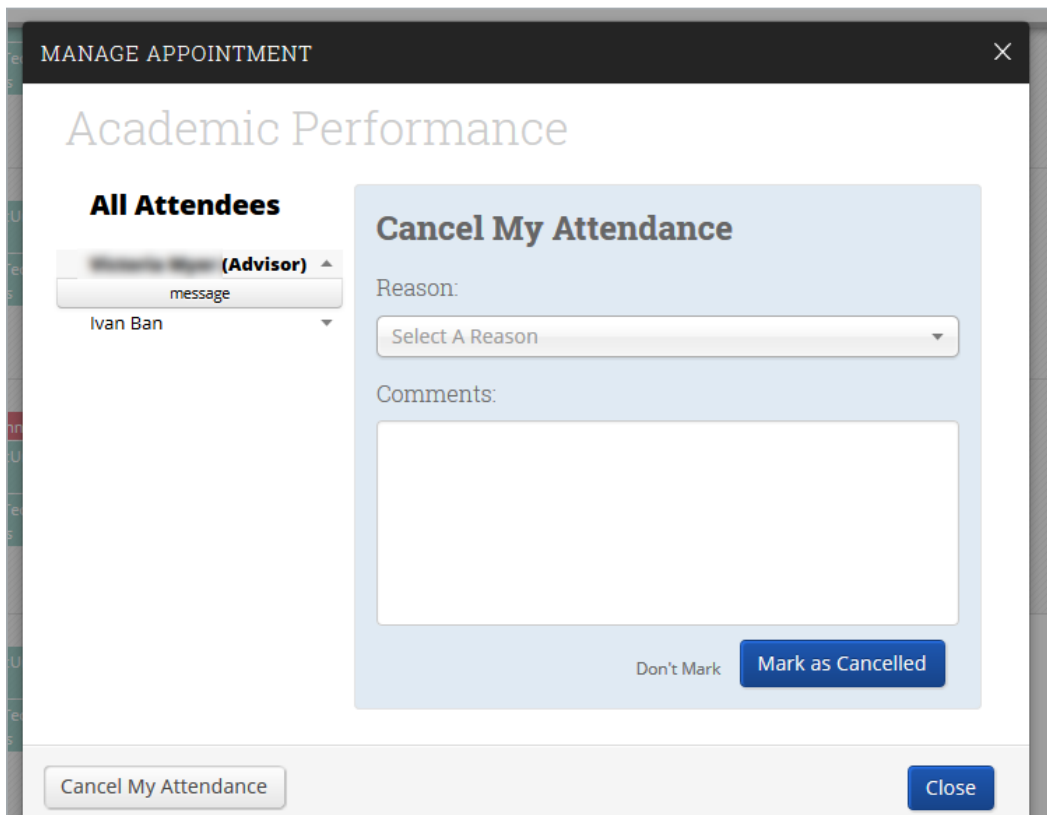
**Type:** One Time Appointment

Cancel My Attendance

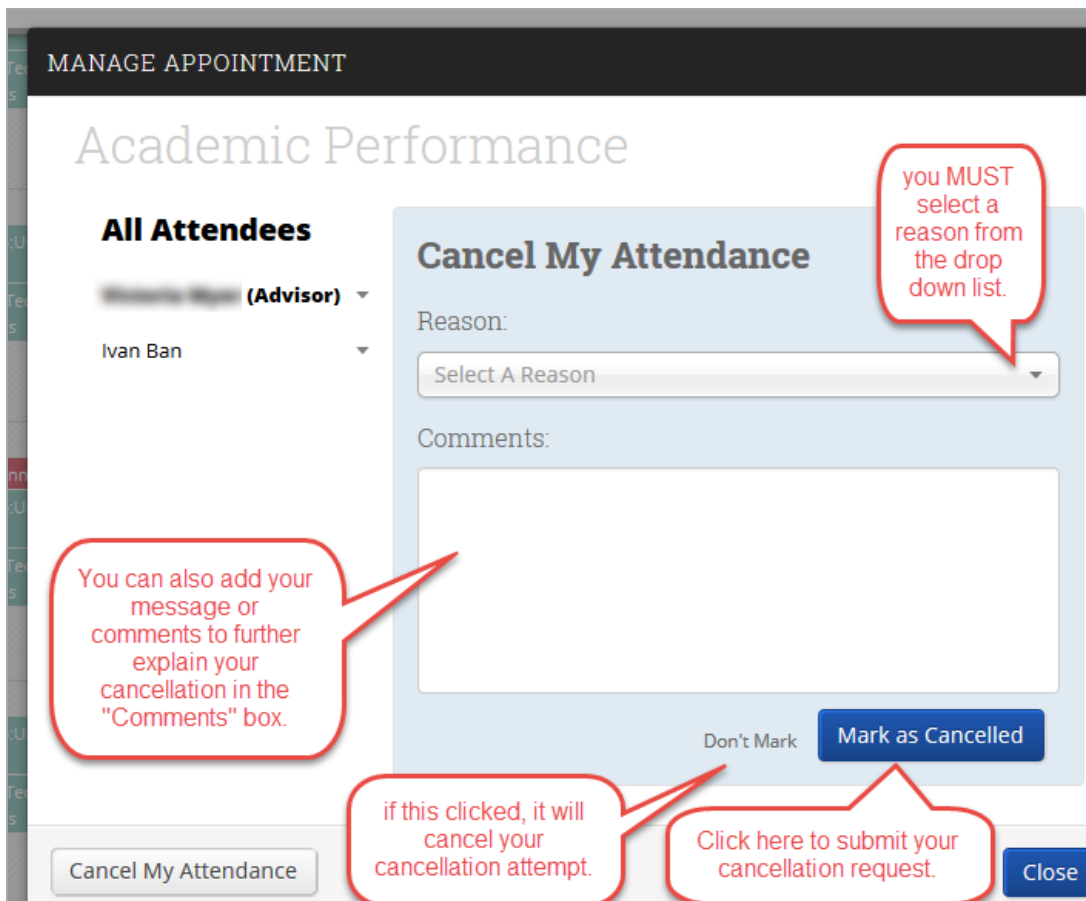
or click here to cancel  
your appointment

Close

- This screen allows you to either send message to your advisor or to cancel your appointment.
- If you click to send message, a message window will pop up.



- If you click to cancel the appointment, a cancellation window will pop up. You **MUST** enter a reason by selecting from the drop down menu to be able to successfully submit your cancellation request.
- You **MUST** click on “Mark as Cancelled” for your request to be submitted successfully.



- Once submitted, a cancellation window will pop up to confirm your cancellation. You and your advisor will receive an email notification about the cancellation.
- On this window, you will still have an option to reschedule your cancelled meeting as well.

MANAGE APPOINTMENT
✕

## Academic Performance

### All Attendees

Ivan Ban (cancelled)

Ivan Ban (cancelled)

### Appointment Cancelled

[reschedule]

Ivan Ban Cancelled this Appointment  
**Time**

Cancelled Aug 29 2015 at 04:51 PM

**Reschedule**

### Appointment Details

**When:** **Wed Sep 02, 2015**  
01:00 pm - 01:45 pm

**Where:** Student Success -  
Rosenthal 104

**Course:** N/A

**Reason:** Academic Performance

**Comments:**  
None

**Type:**  
One Time Appointment

- This cancellation will also show on your “calendar” tab as cancelled appointment.

KIN3034-1 Lifespan Motor	11a KIN4900-1 Tp:Under Skill Acquis for Tchg	9a KIN3034-1 Lifespan Motor Dev	3p ENGL4010-41 Technical Writing in Professns
reer Exploration	3p ENGL4010-41 Technical Writing in Professns		
reer Counseling			
reer Counseling			
ademic Planning			
	25	26	28
KIN3021-1 Phy of Exercise	11a KIN4900-1 Tp:Under Skill Acquis for Tchg	8a KIN3021-1 Phy of Exercise	8a KIN3021-1 Phy of Exercise
KIN3034-1 Lifespan Motor	3p ENGL4010-41 Technical Writing in Professns	9a KIN3034-1 Lifespan Motor Dev	
		1:30p Internships	
	1	2	
KIN3021-1 Phy of Exercise	11a KIN4900-1 Tp:Under Skill Acquis for Tchg	8a KIN3021-1 Phy of Exercise	
KIN3034-1 Lifespan Motor	3p ENGL4010-41 Technical Writing in Professns	9a KIN3034-1 Lifespan Motor Dev	8a KIN3021-1 Phy of Exercise
		1p Academic Performance	
		7p Internships	
			4
			5

**Cancelled: Academic Performance**

**Location:**  
Student Success -  
Rosenthal 104

**Organizer:**  
Victoria Myer

**Attendees:**  
Ivan Ban  
Victoria Myer

**Cancellation Info:**  
**Ivan Ban cancelled** due to Reschedule Time

Sep 2 @ 1:00p, 45 min

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