

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 Navigate, 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

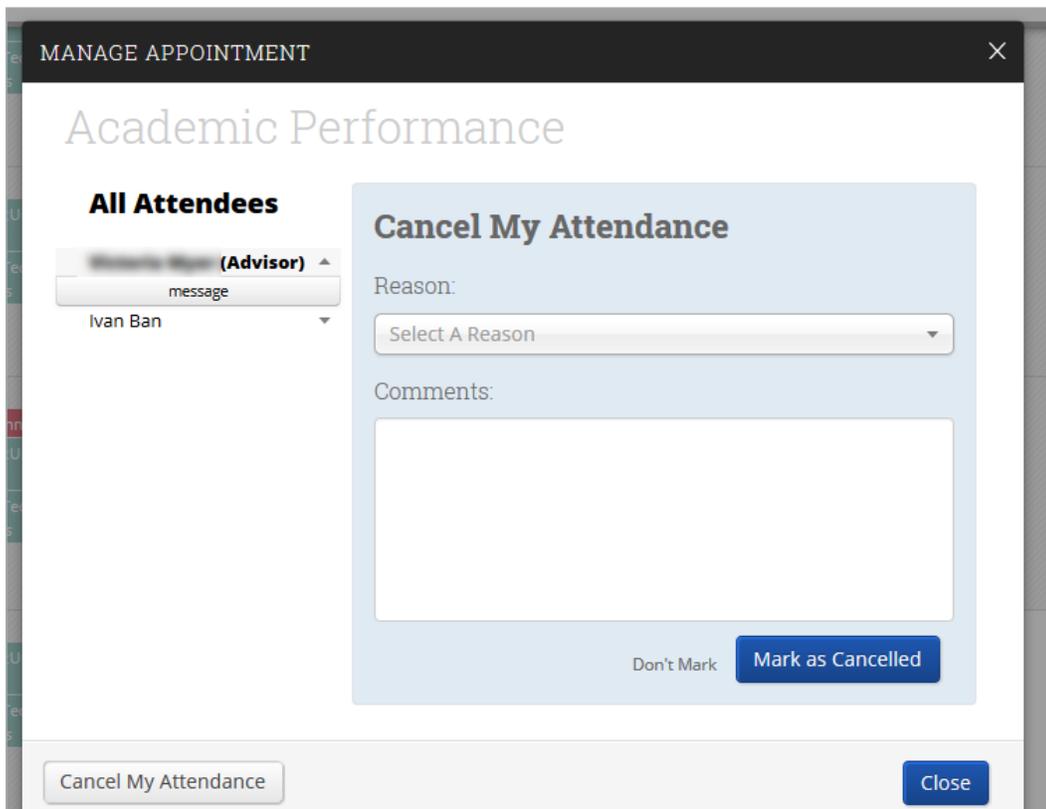
Organizer:
Victoria Myer

Attending:
Ivan Ban

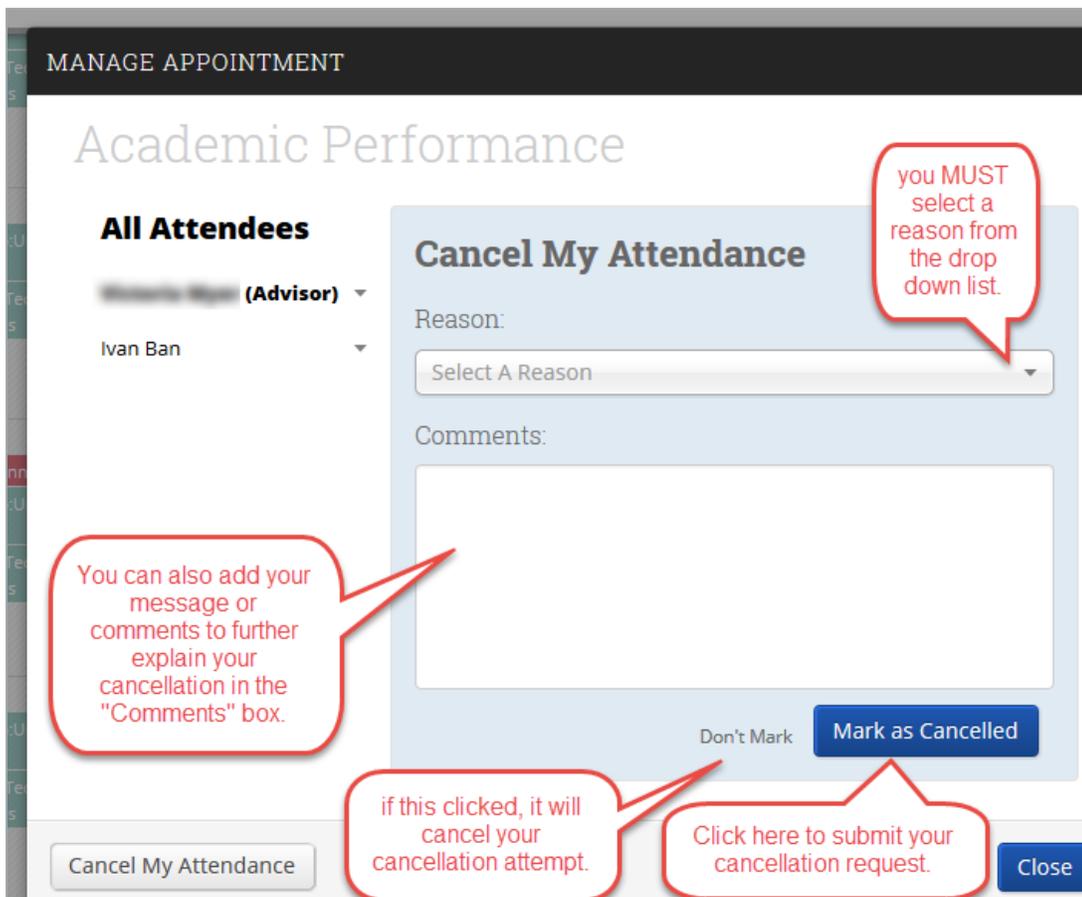
- Click on the appointment. A new appointment window will appear.

The screenshot shows a 'MANAGE APPOINTMENT' window with a close button (X) in the top right corner. The title is 'Academic Performance'. Under 'All Attendees', there is a dropdown menu showing 'Ivan Ban (Advisor)' with a 'message' button next to it. A red callout bubble points to the name 'Ivan Ban' with the text 'click on advisor's name'. To the right, the 'Appointment Details' section includes: 'When: Wed Sep 02, 2015 01:00 pm - 01:45 pm', 'Comments: None', 'Where: Student Success - Rosenthal 104', 'Type: One Time Appointment', 'Course: N/A', and 'Reason: Academic Performance'. At the bottom, there is a 'Cancel My Attendance' button with a red callout bubble pointing to it that says 'or click here to cancel your appointment', and a blue 'Close' button.

- 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	
		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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