

HOW TO CANCEL AN APPOINTMENT WITH AN ACADEMIC ADVISOR

1

CANCELING APPOINTMENTS 101

Login to MyCoyote and select the Navigate tile found in My Academics.

HOME PAGE

On the Navigate Student homepage under Upcoming Appointments, select the Service hyperlink.

2

Student Home ▾

Class Information Reports Calendar

Classes This Term

Actions ▾

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

Assignments This Term

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

CSUSB

Schedule an Appointment

Quick Links

Take me to...

- Schedule a General Event
- Record Class Attendance
- School Information
- Download Cover for Reports

Upcoming Appointments

Academic Advising With Joe Coyote
07/01/2020 12:30pm PT

PICK THE DATE

In the Manage Appointment popup screen, select **Cancel Appointment** to begin the process.

3

MANAGE APPOINTMENT

Academic Advising

All Attendees

Appointment Details

When: Fri Jun 26, 2020 12:30pm - 1:00pm PT

Care Unit: Academic Advising

Where: Advising and Academic Services

Service: Academic Advising

Course: N/A

Comments: None

Type: One Time Appointment

Cancel Appointment

Close

4

YOU ARE ALMOST THERE

Please select the Cancellation Reason, enter a Comment if you'd like, then select Mark Cancelled.

LAST STEP

You should receive an email confirming the appointment has been cancelled.

5

Appointment Cancelled