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.

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

3. PICK THE DATE
   In the Manage Appointment popup screen, select Cancel Appointment to begin the process.

4. YOU ARE ALMOST THERE
   Please select the Cancellation Reason, enter a Comment if you’d like, then select Mark Cancelled.

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

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