How to Cancel an Appointment

1. From your Upcoming Appointment tab on your Staff Home page, click on the Details link for the appointment you want to cancel.

2. This will bring up the appointment details. Click Cancel Appointment in the bottom left. **Do not click on Delete Appointment.**

3. You will need to mark the entire appointment canceled.
4. Select a reason. Most often it will be cancelled by Advisor or student.
5. Any comments left in the box are shared with the student via email. You can use this box to leave instructions on how to schedule a new appointment.
6. Click Mark as Cancelled.

Delete Appointment will erase all data around that appointment and will not show up in any reporting. It is not advised.
7. You will get confirmation that the appointment was canceled, then click Close.