ACCUEMIA: HOW TO CANCEL AN ADVISING APPOINTMENT

1. Log in to the appointment scheduler via https://appointments.csusm.edu.
2. Click on View All.

![Upcoming Appointments](https://example.com/appointments)

3. Search and select All or Academic Advising under location.

![Search Location](https://example.com/search)

4. Select the upcoming appointment.

![Appointment Selection](https://example.com/appointment)

5. Click Cancel.

   Are you sure you want to cancel the selected appointment(s)?

   ![Cancel Confirmation](https://example.com/cancel)

6. Finally, click Yes to finalize cancellation.
   - An immediate confirmation email will be sent to your Cougar email.