Canceling an Appointment with the
Office of the Registrar Staff

STEP 1 –
Once logged into myCoyote, click on “My Academics”, then click on “Navigate”.

STEP 2 -
On the Navigate home page, under Upcoming Appointments, open the appointment you want to cancel.
**STEP 3 -**

Click on “Cancel Appointment” in the lower left hand corner.

![Manage Appointment Screen]

**STEP 4 -**

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

![Appointment Cancelled]

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