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.



	Schedule an Appointment
Quie	ek Links
Take	ne to
Sched	ule a General Event
Schoo	linformation
Down	load Center for Reports
Curi You ha	ent Visits
Upc	oming Appointments
m	Evaluations
-	08/25/2020 1:00pm PT
	Online Check-in is Not Available

STEP 3 -

Click on "Cancel Appointment" in the lower left hand corner.

All Attendees 👻	Appoin	ntment Details	[edit]
Erin Vigil (Organizer)	When	Tue Aug 25, 2020 1:00pm - 1:30pm PT	Care Unit University Success
Deathice Larez	Where	Office of the Registrar	Comments
	Service	Evaluations	Туре
	Course	N/A	One Time Appointment

STEP 4 -

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



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