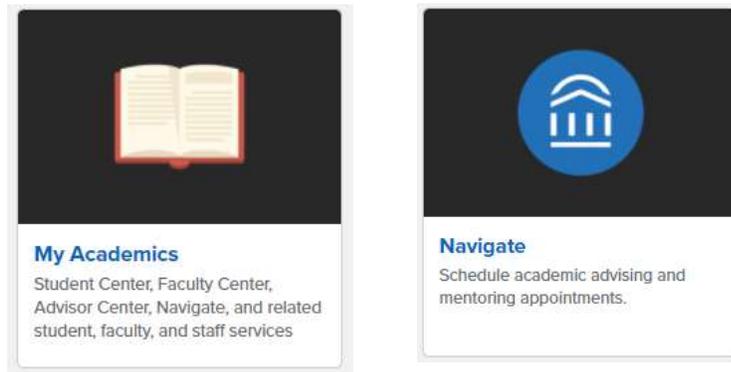


Canceling an Appointment with the Office of the Registrar Staff

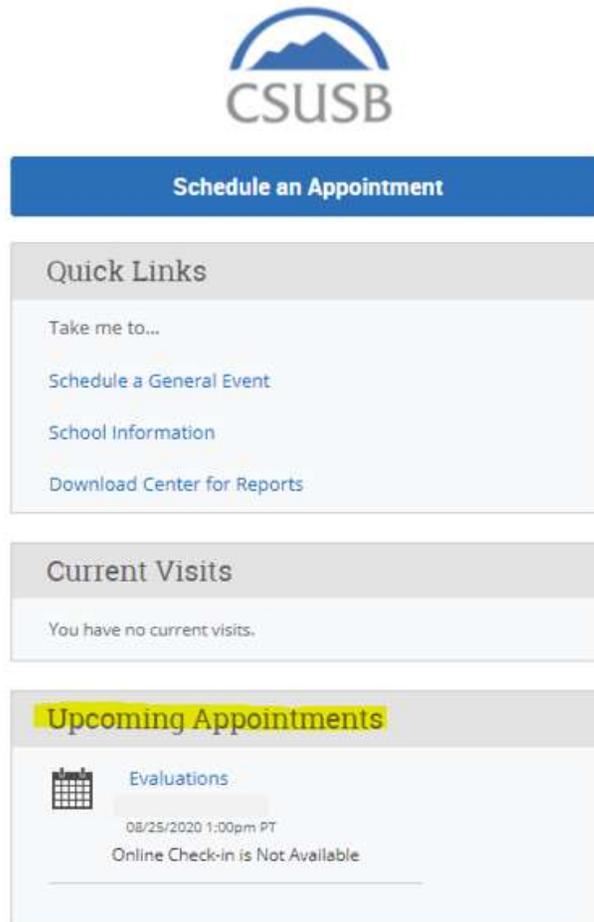
STEP 1 –

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



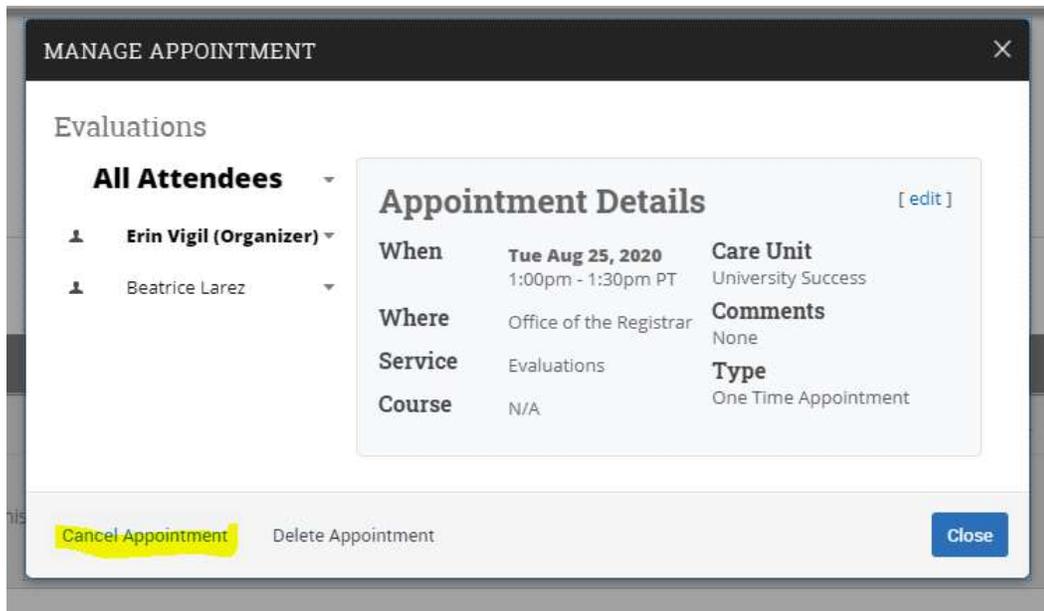
STEP 2 -

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.



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.