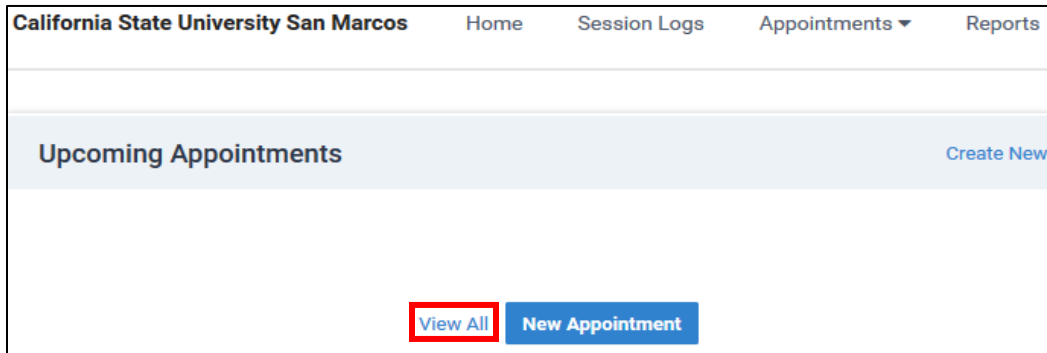


ACCUDEMIA: HOW TO CANCEL AN ADVISING APPOINTMENT

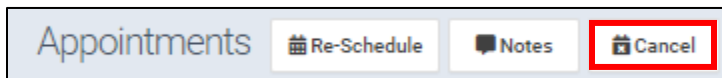
1. Log in to the appointment scheduler via <https://appointments.csusm.edu>.
2. Click on **View All**.



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

A search filter form with a "Search" label and a "Reset" button. It has two sections: "LOCATION" with a dropdown menu showing "All" (highlighted with a red box) and "ADVISOR" with a search input field and a magnifying glass icon.

4. Select the upcoming **appointment**.



5. Click Cancel.

A confirmation dialog box with the text "Are you sure you want to cancel the selected appointment(s)?" and two buttons: "Yes" (highlighted with a red box) and "No".

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