

# Cancelling Advising Appointments From Scheduler

Link: [slate.okstate.edu/manage/interview](https://slate.okstate.edu/manage/interview)

**NOTE: The advisor must cancel the student's attendance for the appointment, not the appointment (event) itself. Cancelling the event still leaves the student registered.**

## STEP 1: Identify appointment to be cancelled

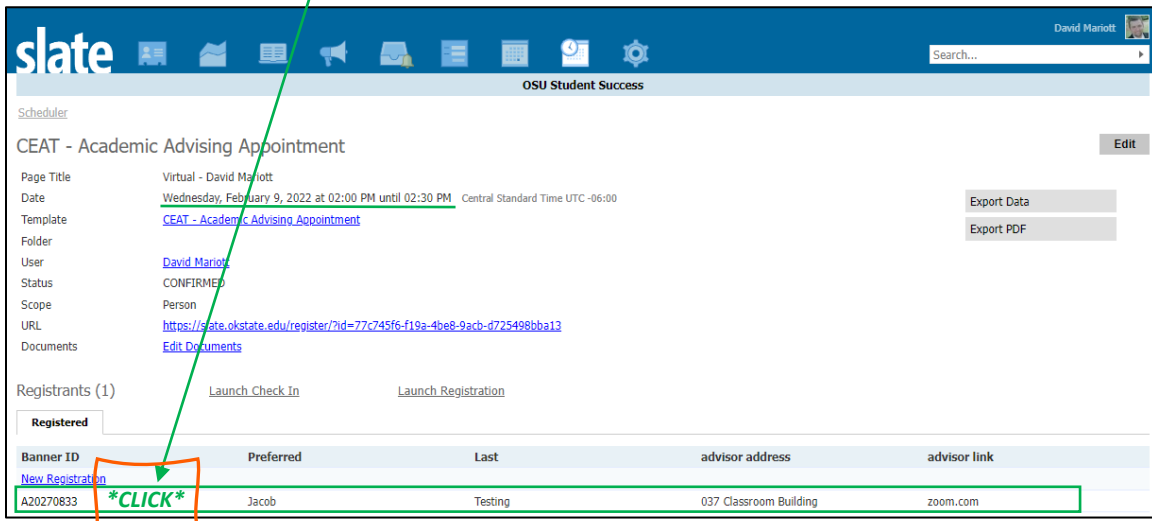
Find the appointment to be canceled in your calendar

- **CLICK** on the grey appointment box

The screenshot shows the Slate Scheduler interface for David Mariott. The main calendar view displays a grid for February 2022. A specific appointment on Wednesday, February 2nd, at 2:00pm is highlighted in grey. A green box and arrow point to this appointment with the text "Appointment to be canceled \*CLICK\*". The sidebar on the right contains various settings and navigation options, including a "Users" dropdown menu currently set to "Mariott, David".

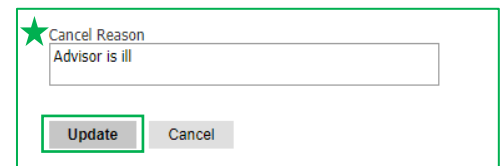
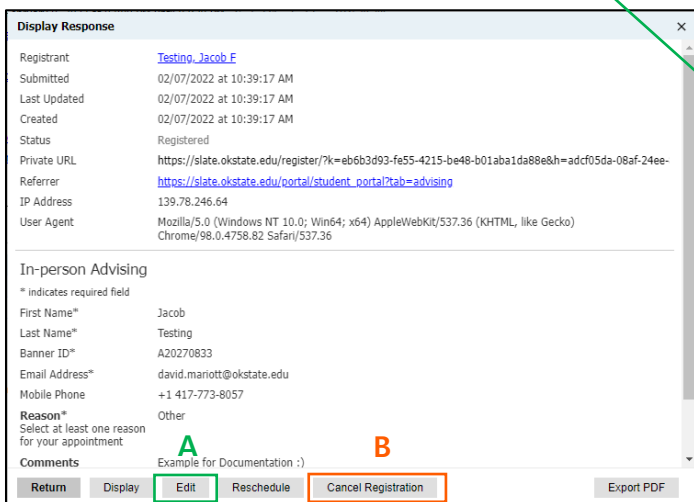
### STEP 2: Access student's registration

- Navigate to the Registered Student for the appointment
- Click on their information



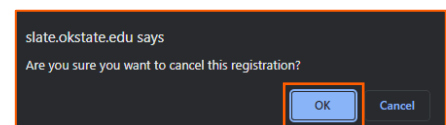
### STEP 3: Cancel Registration

- A) Add Cancel reason (appears in cancellation email text)
- Navigate to “Edit” button and **CLICK**
  - Scroll down to “Cancel Reason” at the bottom of the form
  - Add Reason text (free form, will appear in cancellation communications)
  - Click **Update**
  - **Returns you to screen from Step 2**



B) Cancel Student's Registration

- Click on student name/information again
- Navigate to “Cancel Registration” button and **CLICK**
- *Confirm* by clicking “OK” in the pop-up



This removes the student from the appointment (event) but does not *cancel* the event.

David Mariott [Exit Impersonation](#)

## Academic Advising Management Dashboard

Home Primary Advisees Other Advisees Today's Appts Upcoming Appts Past Appts Follow-Up Alerts in Progress

All Alerts Queries & Reports

### My Upcoming Appointments

Use the Search Bar Below to Filter Record:

Date	Banner ID	Name	Student Details	Appt Details	Launch Check-In	Advising Notes	Status
<a href="#">02/09/2022 2:00 PM</a>	A20270833	Testing, Jacob F	<a href="#">Student Record</a>	<a href="#">Appt Details</a>	<a href="#">Check-In</a>	<a href="#">Notes</a>	<a href="#">Cancelled</a>
02/09/2022 12:30 PM	A20270833	Testing, Jacob F	<a href="#">Student Record</a>	<a href="#">Appt Details</a>	<a href="#">Check-In</a>	<a href="#">Notes</a>	Registered