



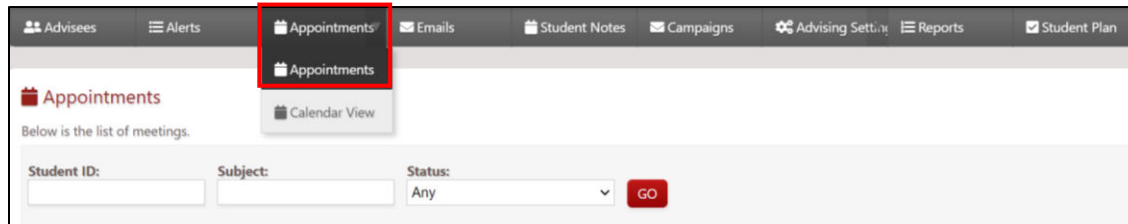
Cancelling and Rescheduling Appointments

Advising and Risk Management (ARM)
Advisor Guide

Center for Student Success
Last updated on October 13, 2023.

Canceling an Appointment

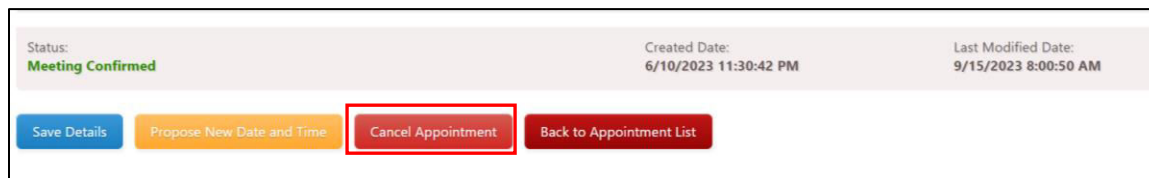
1. Go to ARM - Appointments - Appointments



2. In the appointment list, click **Details** of a **Meeting Confirmed** or **Pending Advisor Confirmation**.

Date	Time	Category	Student Name	Contact via	Subject	Location	Purpose of meeting	Meeting Report	Status	No-Show
October 16, 2023	08:10:00 - 08:20:00	Academic Advising		Online Initiated By Student	academic performance	RGF 93		Enter your meeting report here	Conducted	Details
October 11, 2023	11:50:00 - 12:00:00	Academic Advising		Online Initiated By Student	academic performance	RGF 93			Pending Student Confirmation	Details
October 10, 2023	09:50:00 - 10:00:00	Academic Advising		Urgent appointment	academic performance	RGF 93			Meeting Confirmed	Details

3. Click on the **Cancel Appointment** button.



Note:

- An email will be sent to the advisor and the student that the meeting has been canceled.



4. For Pending Advisor Confirmation appointment, Click the **Details** button.

Date	Time	Category	Student Name	Contact via	Subject	Location	Purpose of meeting	Meeting Report	Status	No-Show
April 18, 2019	12:15:00 - 12:20:00	Academic Advising		Online Initiated By Student	Pin				Pending Advisor Confirmation	Details

5. Click **Decline Appointment** button.

Status: Pending Advisor Confirmation	Created Date: 8/22/2023 2:00:23 PM	Last Modified Date: 9/15/2023 8:04:46 AM	
Confirm Appointment	Save Details	Propose New Date and Time	Decline Appointment

Rescheduling an Appointment

1. Click **Details** button for a **Confirmed Meeting** or **Pending Advisor Confirmation**.


The screenshot shows the 'Appointments' page with a search bar and a table of meetings. The table has columns for Date, Time, Category, Student Name, Contact via, Subject, Location, Purpose of meeting, Meeting Report, Status, and No-Show. Two rows are visible: one for October 12, 2023, and one for October 11, 2023. The 'Meeting Confirmed' status for the October 11, 2023 meeting is highlighted with a red box, and its 'Details' button is also highlighted.

2. click on **Propose New Date and Time** button.

The screenshot shows the details of an appointment. The status is 'Meeting Confirmed'. The 'Propose New Date and Time' button is highlighted with a red box. Other buttons include 'Save Details', 'Cancel Appointment', and 'Back to Appointment List'. The 'Created Date' is 6/10/2023 11:30:42 PM and the 'Last Modified Date' is 9/15/2023 8:00:50 AM.

3. **Availability Calander** page will show.
4. Choose **Appointment Date and Start - End Time**. Appointment Date/time should not clash with the student **Course Schedule**.

Availability Calendar
Click on the available slot time and complete the form below.

Day Week Month Agenda  2 Oct 2023 – 8 Oct 2023

	Mon, October 2	Tue, October 3	Wed, October 4	Thu, October 5	Fri, October 6
06:00					
07:00					
08:00					08:00 - 10:00 Open 10mins per slot AUH office
09:00				09:00 - 11:00 Open 10mins per slot	
10:00					
11:00					

Student: [Course Schedule](#)

Appointment Date* * 10/5/2023 Start Time - End Time* * Choose a time slot ▾

5. Click **Send Appointment Request**. The appointment status will change to **Pending Student Confirmation**.

Status: **Pending Student Confirmation** Created Date: 8/22/2023 2:00:23 PM Last Modified: 9/15/2023 8:00:00 AM

[Send Appointment Request](#) [Back to Appointment List](#)