# HOW TO: Cancel An Advising Appointment

### YOU CAN CANCEL AN ADVISING APPOINTMENT VIA TORO SUCCESS COLLABORATIVE (TSC) OR VIA EMAIL.

It is suggested to cancel appointment via desktop device through Google Chrome. If you do not plan on attending, it is essential you cancel your appointment to clear up a spot for another student. You can reschedule if need be.



#### 3. Click the "Toro Success Collaborative" Icon





## 2. Enter Student Username & Password







#### 6. Your Appointment Is Cancelled!

All Attendees add new	Appointment Ca	ncelled	
Angel Valdez (Organizer)	[reschedule with organizer and [reschedule with only attended	l attendees] is]	
Teddy Toro (cancelled)	Teddy Toro	alled this Appalotment -	du a 80
mark attending message	Family Emergency	elled this Appointment	uue to
	Cancelled May 12 2022 at 3:33pm PT		
	Appointment De	tails	[edit]
	WHEN	TYPE	
	Thu May 12, 2022 4:00pm - 4:30pm PT	One Time Appointment	
	Thu May 12, 2022 4:00pm - 4:30pm PT WHERE	One Time Appointment	
	Thu May 12, 2022 4:00pm - 4:30pm PT Wister College of Health, Human Services, and Nursing Major Advising	One Time Appointment Case: User Advising	
	Thu May 12, 2022 4:00pm - 4:30pm PT WHETHE College of Health, Human Services, and Nursing Major Advising Stervice	One Time Appointment Case User Advising Course	



For further assistance contact your Advisor via email or contact your Major Department.