

How to cancel an advising appointment

1. Go to www.go.osu.edu/online and login with your OSU username and password
2. On the right hand side under “Upcoming Appointments” click on the appointment you wish to cancel

The screenshot shows the 'Student Home' dashboard. On the left, there is a red sidebar with icons for Home, Mail, and Calendar. The main content area is titled 'Student Home' and includes navigation tabs for 'Class Information', 'Reports', 'Calendar', and 'Send a Message'. Below this is a section for 'Classes This Term' with a table listing classes. A yellow arrow points from the 'Upcoming Appointments' section on the right to the 'Application/Admission to Prog' appointment.

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	KNSFHP-1139.14-21207 Intro Skydiving	Willard Prenatt	Begins on 09/24/2018 R 6:00p-9:00p Macquigg-264 M 6:00p-9:00p Macquigg-264 W 6:00p-9:00p Macquigg-264 Su 12:00a-12:00a TBD-TBD Sa 12:00a-12:00a TBD-TBD		

Upcoming Appointments

- Application/Admission to Prog
With Krista Trigg
09/04/2018 09:30 AM

3. Click the “Cancel My Attendance” button

The screenshot shows the 'MANAGE APPOINTMENT' window. The title bar reads 'MANAGE APPOINTMENT' with a close button. The main content is titled 'Application/Admission to Prog' and is divided into two sections: 'All Attendees' and 'Appointment Details'.

All Attendees

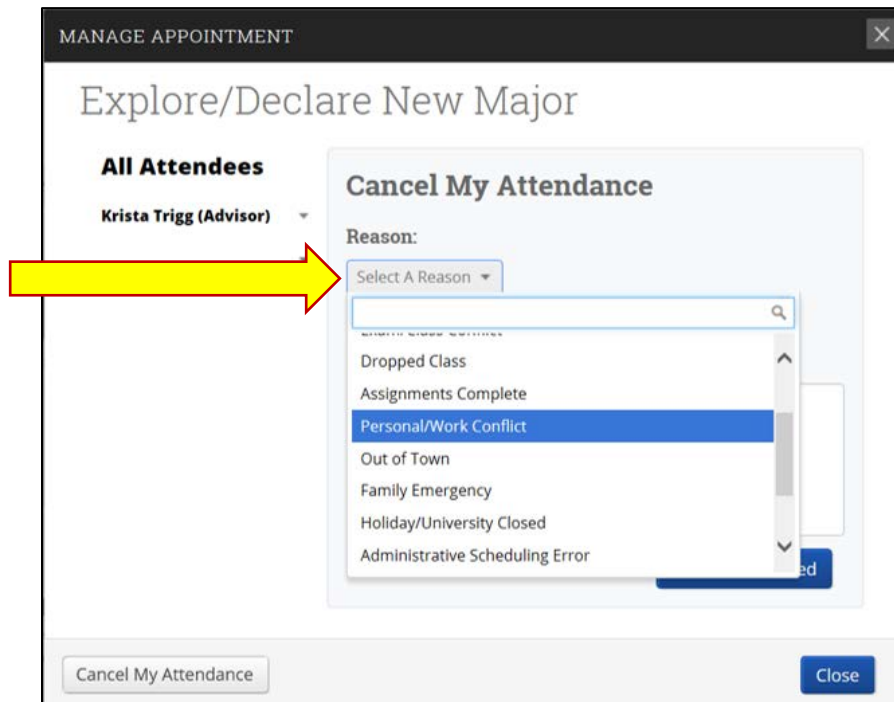
- Krista Trigg (Organizer)
- Brad Eidson

Appointment Details

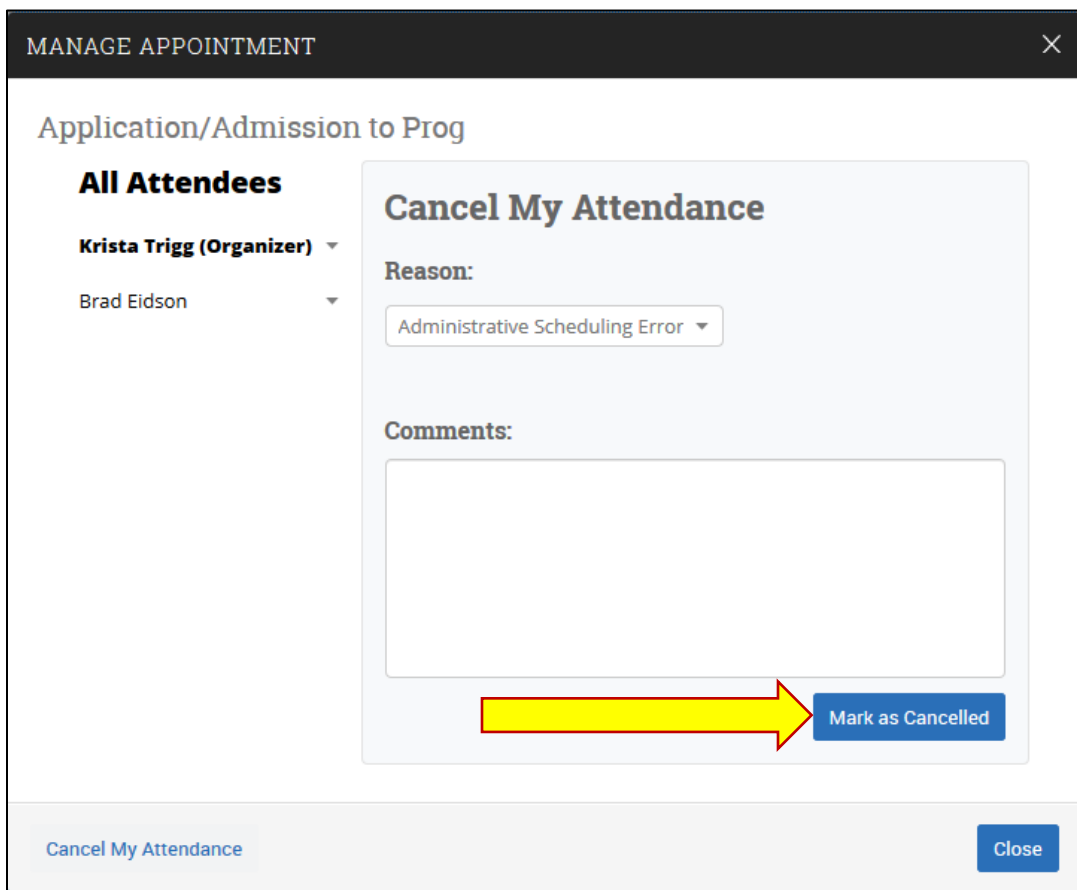
When	Tue Sep 04, 2018 09:30 am - 10:00 am	Care Unit	Advising
Where	Industrial and Systems Engineering - 210 Baker Systems	Comments	None
Course	N/A	Type	One Time Appointment
Service	Application/Admission to Prog		

At the bottom of the window, there is a 'Cancel My Attendance' button and a 'Close' button. A yellow arrow points to the 'Cancel My Attendance' button.

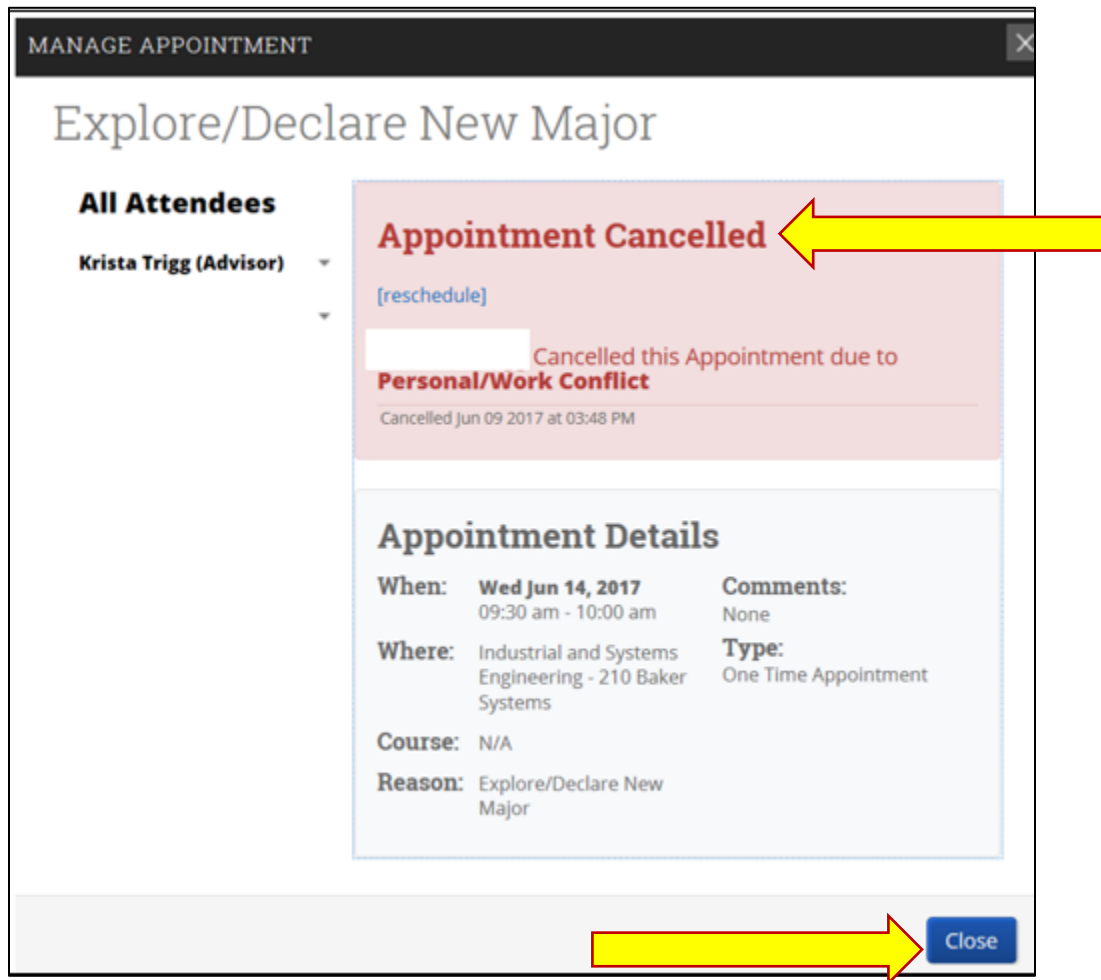
4. Select a reason for cancelling the appointment



5. Click the "Mark as Cancelled" button



6. You will receive a confirmation your appointment has been cancelled. Click the “Close” button to return to your OnCourse homepage.



7. You should also receive an email confirming the appointment has been cancelled.