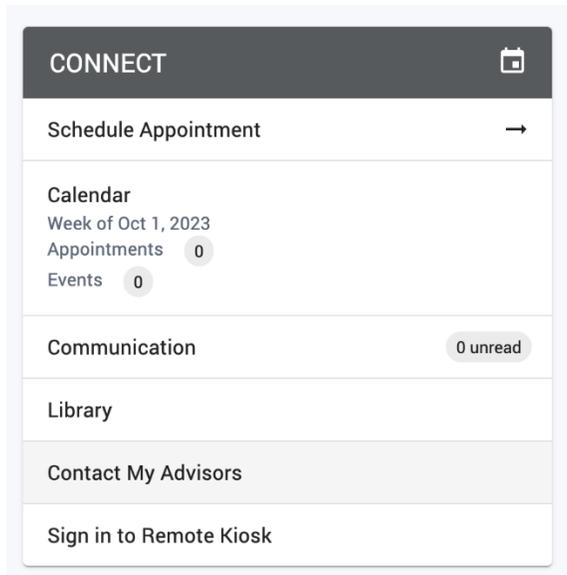
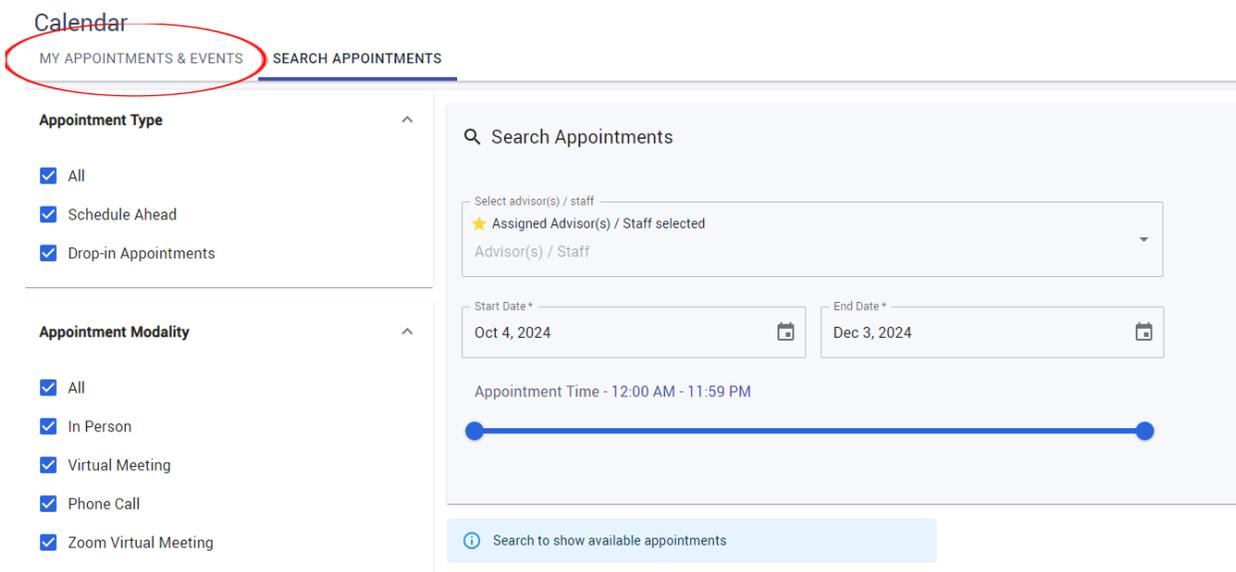

CU Denver Undergraduate Business Students
How to Cancel an Appointment with one of your Assigned Advisors

1. In order to cancel an appointment go directly to Inspire:
<https://ucdenver.inspire.civitaslearning.com/>
2. On the left side of the screen, under CONNECT, click “Schedule Appointment”.



3. Click on “My Appointments & Events” in the top left corner, right under ‘Calendar’.



- A screen displaying your appointment details will appear, and you need to click on your appointment.

Upcoming Appointments & Events (1)

+ CREATE

DATE	TIME	TITLE	ADVISOR	MODALITY/LOCATION	DETAILS
Oct 14, 2024	10:00 AM - 10:30 AM		Stewart (Academic Advisor), Han...	In Person	Business School, 4th Floor, Offi

- One final pop-up box will appear.

- At the bottom right corner, there will be three buttons, the middle one is the most important in this situation.

- Click on "CANCEL APPOINTMENT" at the bottom right corner, in the middle.

Edit Appointment

Select Advisor *
Stewart (Academic Advisor), Hannah ★ Assigned Advisor

< Friday, Oct 4, 2024 >

TIME	MODALITY	DETAILS
No data to display		

Date/Time
Monday, Oct 14, 2024 10:00 AM - 10:30 AM

Appointment Modality *
In Person **In Person**
Business School, 4th Floor, Office BUS-4604

Session Topics *
Course Registration/Selection/Withdrawal
Degree Audit & Planning
Graduation Planning/Check

Session Note

CANCEL CANCEL APPOINTMENT UPDATE

8. After clicking this, one more pop up will show up. This is the final confirmation, and you need to click the blue “CANCEL APPOINTMENT” button in the bottom right corner.

Cancel Appointment

Are you sure you want to cancel? Your advisor will be notified.

Preview Message to Advisor:

Canceled : Appointment with

Message from student:

add custom message to advisor (optional)

Your appointment with . : been canceled.

Appointment

When: Monday, Oct 14, 2024, 10:00 AM - 10:30 AM(MDT)

Where: In Person: Business School, 4th Floor, Office BUS-4604

<https://ucdenver.inspire.civitaslearning.com>

Please do not reply to this email. This email was sent by your institution via Civitas Learning.