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".

CONNECT	ä
Schedule Appointment	\rightarrow
Calendar Week of Oct 1, 2023 Appointments 0 Events 0	
Communication	0 unread
Library	
Contact My Advisors	
Sign in to Remote Kiosk	

3. Click on "My Appointments & Events" in the top left corner, right under 'Calendar'.

Calendar MY APPOINTMENTS & EVENTS SEA	RCH APPOINTMENTS	S	
Appointment Type	^	Q Search Appointments	
MII			
Schedule Ahead		Select advisor(s) / staff	
Drop-in Appointments		Advisor(s) / Staff	.
Appointment Modality	^	Start Date* End Date* Oct 4, 2024 Image: Control of the start of the	
III		Appointment Time - 12:00 AM - 11:59 PM	
In Person		•	
✓ Virtual Meeting			
✓ Phone Call			
Zoom Virtual Meeting		 Search to show available appointments 	

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

Upcoming A	oming 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
4					•

- 5. One final pop-up box will appear.
- 6. At the bottom right corner, there will be three buttons, the middle one is the most important in this situation.
- 7. Click on "CANCEL APPOINTMENT" at the bottom right corner, in the middle.

t Appointment		
ewart (Academic Advisor),	Hannah 👻 🛧 As	signed Advisor
	< Friday, O	ct 4, 2024 >
TIME	MODALITY	DETAILS
No data to display		
e/Time		
day, Oct 14, 2024 10:00 AN	1 - 10:30 AM	
pointment Modality * Person	~	In Person Business School, 4th Floor, Office BUS-4604
ssion Topics *	ak d	
Course Registration/Selection/W	thorawai	
Degree Addit & Harming		
Graduation Planning/Check		

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.
CLOIE CANCEL APPOINTMENT