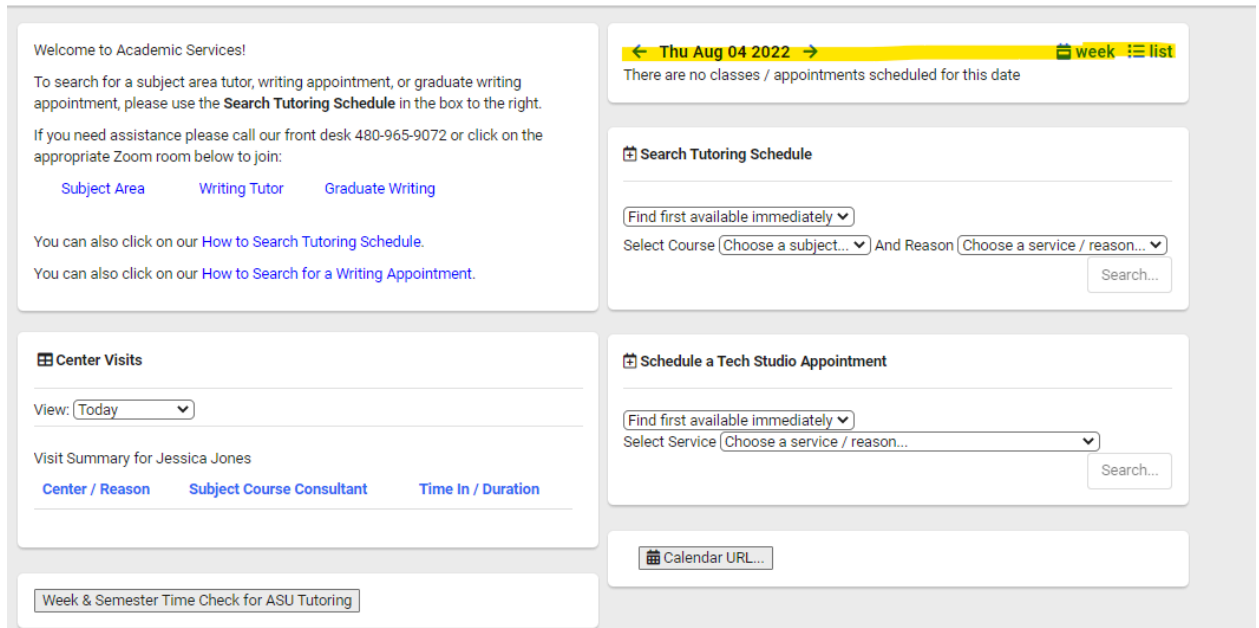
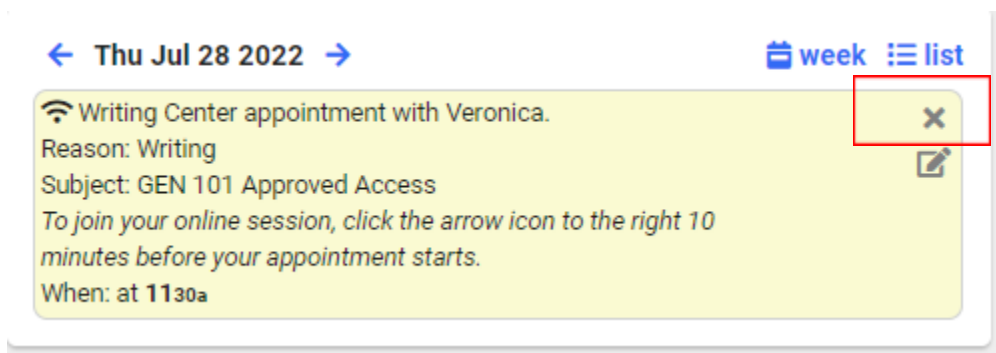


How to Cancel a Writing Appointment

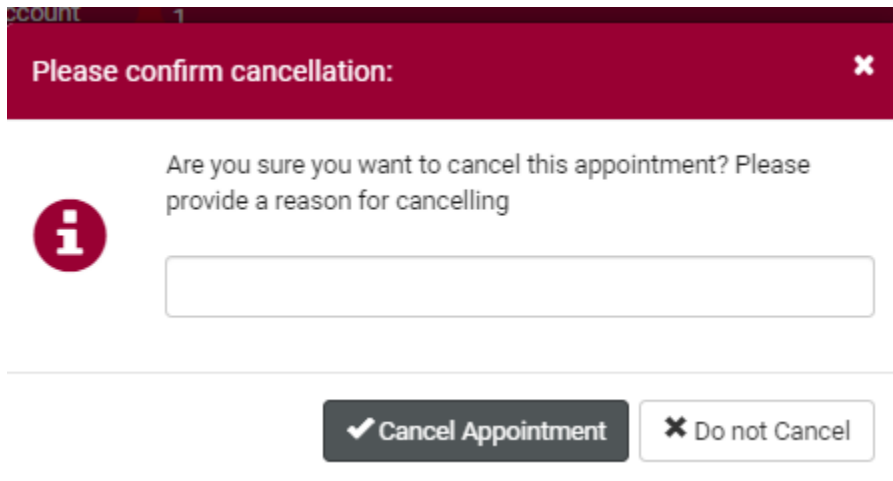
1. [Log into](#) our scheduling system. On your dashboard you will be able to see either a list or this week's upcoming appointments. Click to **expand**. Please see the highlight in the image below.



2. Find the appointment time you wish to cancel. Verify it is the correct date and time you want to cancel and click on the “x” in the upper right hand corner.



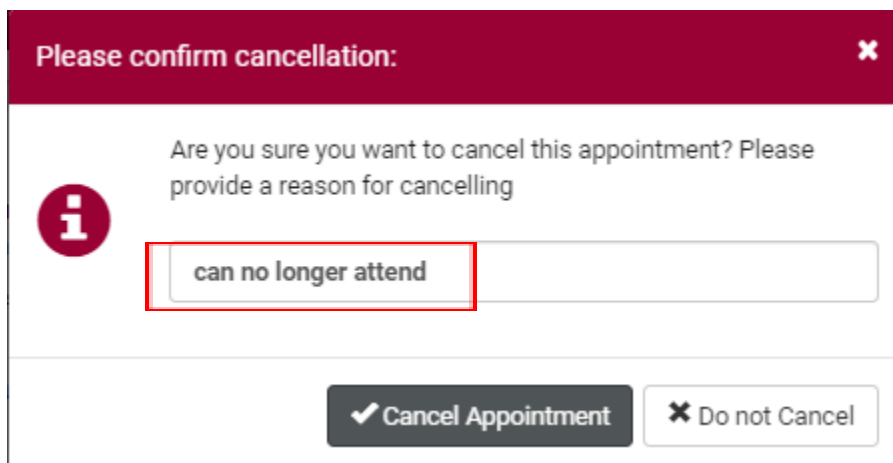
3. A new box will pop up to confirm the cancellation.



Please confirm cancellation: ✕

i Are you sure you want to cancel this appointment? Please provide a reason for cancelling

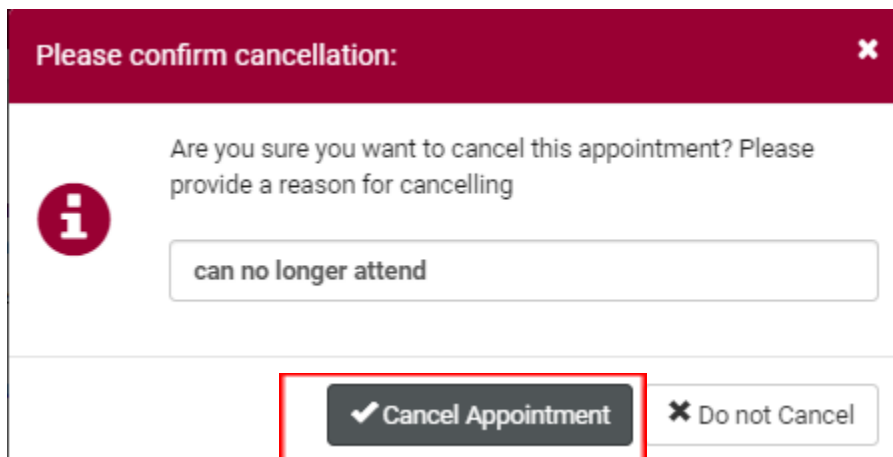
4. You will need to provide a reason, but it can be brief



Please confirm cancellation: ✕

i Are you sure you want to cancel this appointment? Please provide a reason for cancelling

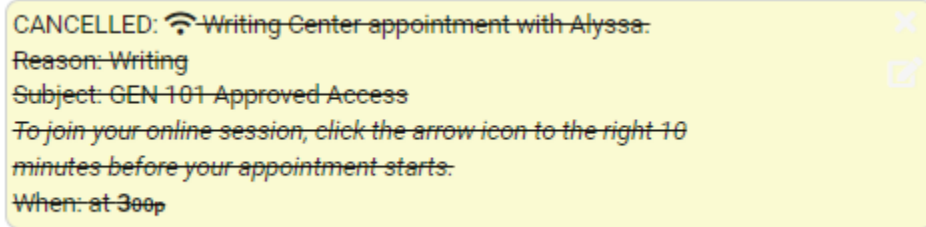
5. After typing something in the box for a reason, click the “Cancel Appointment” button. If you do not want to cancel and want to return to your dashboard, click the “Do not Cancel” button.



Please confirm cancellation: ✕

i Are you sure you want to cancel this appointment? Please provide a reason for cancelling

6. After clicking “Cancel Appointment”, it will return you to your dashboard. If you refresh your screen, the appointment you canceled will be crossed out.



7. You will also get an email to your @asu.edu from Arizona State University <tutoring@asu.edu> called “Appointment Cancellation Writing Center” You have successfully canceled the appointment!

