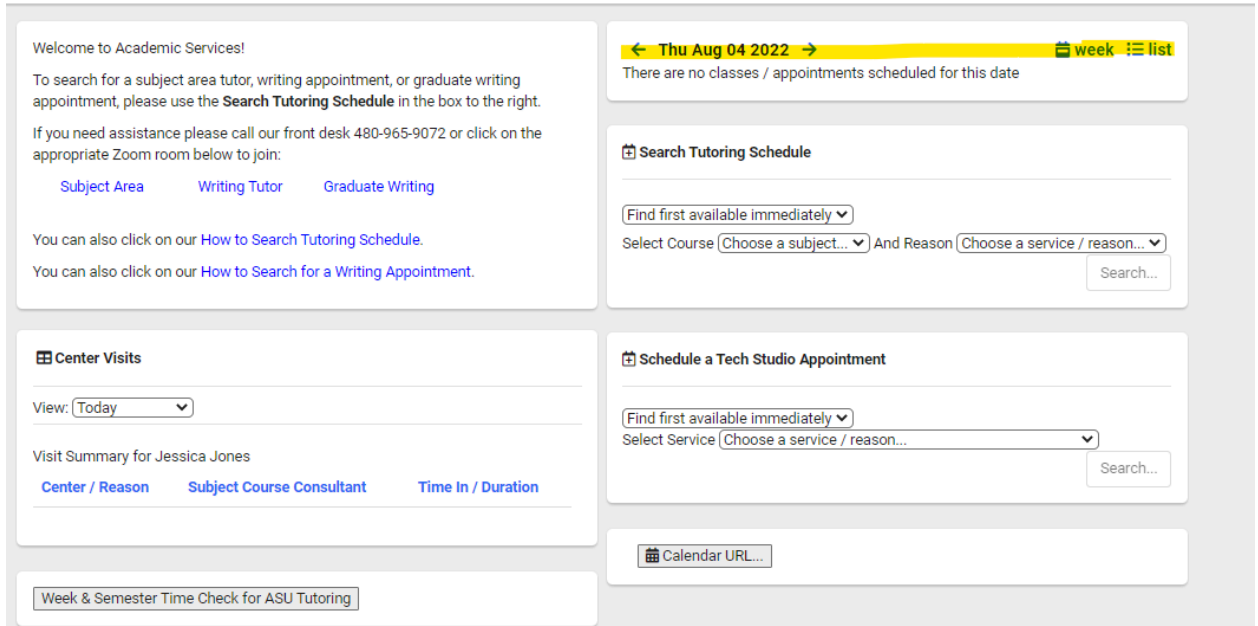


How to Cancel a Writing Appointment

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.



Welcome to Academic Services!

To search for a subject area tutor, writing appointment, or graduate writing appointment, please use the **Search Tutoring Schedule** in the box to the right.

If you need assistance please call our front desk 480-965-9072 or click on the appropriate Zoom room below to join:

[Subject Area](#) [Writing Tutor](#) [Graduate Writing](#)

You can also click on our [How to Search Tutoring Schedule](#).

You can also click on our [How to Search for a Writing Appointment](#).

← Thu Aug 04 2022 → week list

There are no classes / appointments scheduled for this date

Search Tutoring Schedule

Find first available immediately

Select Course (Choose a subject...) And Reason (Choose a service / reason...) Search...

Center Visits

View: Today

Visit Summary for Jessica Jones

[Center / Reason](#) [Subject Course Consultant](#) [Time In / Duration](#)

Schedule a Tech Studio Appointment

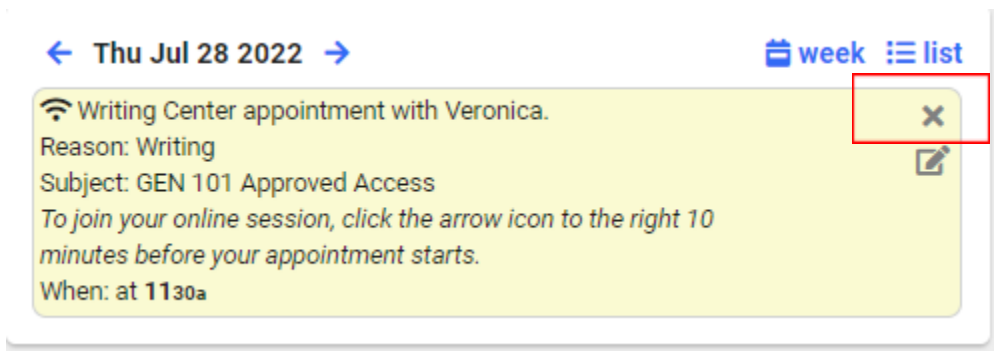
Find first available immediately

Select Service (Choose a service / reason...) Search...

Calendar URL...

Week & Semester Time Check for ASU Tutoring

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.



← Thu Jul 28 2022 → week list

Writing Center appointment with Veronica.

Reason: Writing

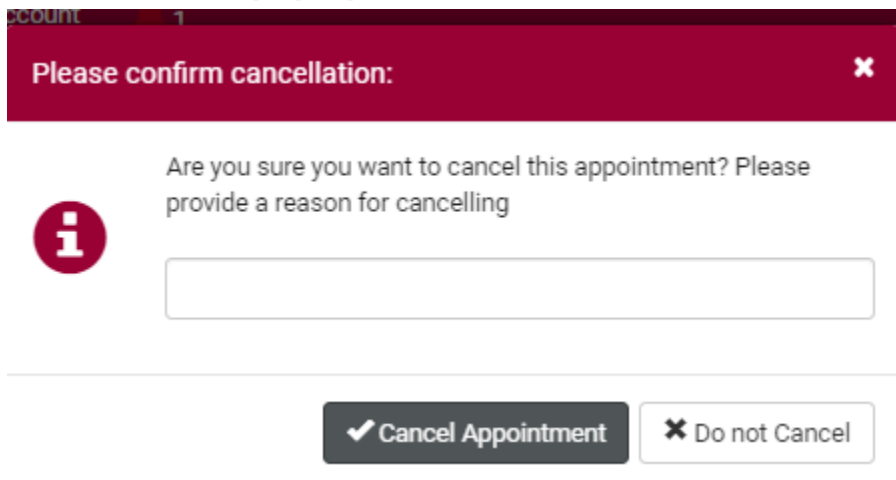
Subject: GEN 101 Approved Access

To join your online session, click the arrow icon to the right 10 minutes before your appointment starts.

When: at 1130a

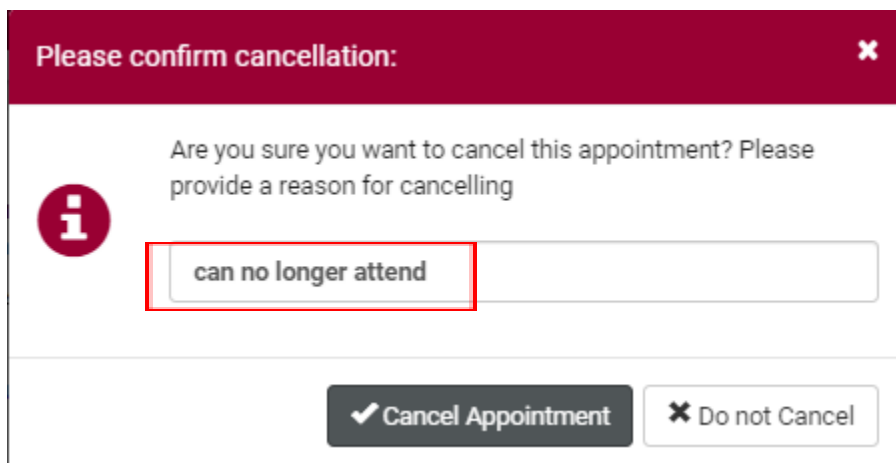
X

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



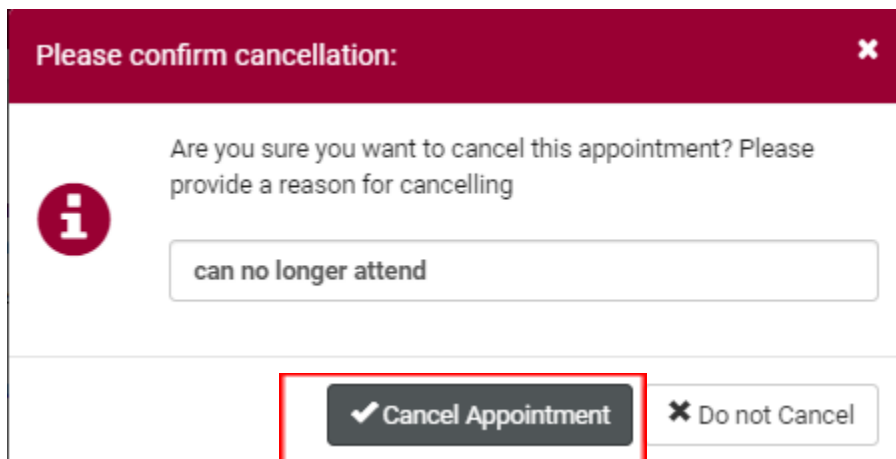
The dialog box has a dark red header with the text "Please confirm cancellation:" and a close button (X) in the top right corner. Below the header, there is an information icon (i) in a red circle on the left. To the right of the icon is the text: "Are you sure you want to cancel this appointment? Please provide a reason for cancelling". Below this text is a white text input field. At the bottom of the dialog, there are two buttons: a dark grey button with a checkmark icon and the text "Cancel Appointment", and a white button with an X icon and the text "Do not Cancel".

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



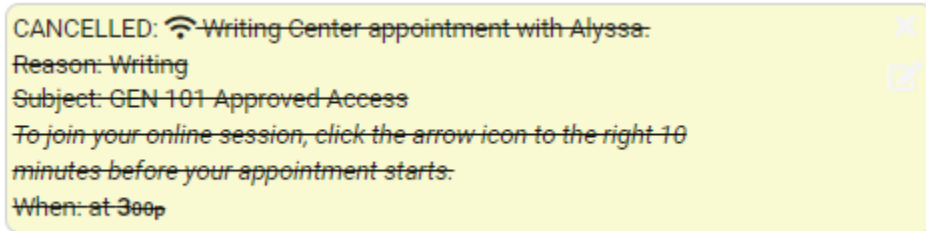
This screenshot is identical to the previous one, but the text input field now contains the text "can no longer attend". A red rectangular box highlights the text "can no longer attend" within the input field.

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.



This screenshot is identical to the previous one, but a red rectangular box highlights the "Cancel Appointment" button at the bottom of the dialog.

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!

