

Canceling an appointment:

There are 2 ways to cancel your appointment - through OnCourse (self-cancellation) or through SASSO. Below are instructions on self-cancellation.

- Click on the appointment you wish to cancel
- Choose “cancel appointment”
 - From here a new box will pop up (see below)

The screenshot shows a 'MANAGE APPOINTMENT' dialog box with a close button (X) in the top right corner. The title of the dialog is 'Schedule Tutoring Appointment - CnsmrPrblms&Pspctv'. On the left, there is a section titled 'All Attendees' with a dropdown arrow, listing 'David Brown (Tutor)' with a person icon and a dropdown arrow. The main area of the dialog is titled 'Cancel Appointment 1'. It contains a 'Cancel Appointment For:' section with a dropdown menu currently showing 'studnet name'. Below this is a 'Reason:' section with a search bar and a list of reasons: 'Team Conflict/Travel' (highlighted in blue), 'Illness/Medical Appointment', 'Exam/Class Conflict', 'Dropped Class', 'Assignments Complete', 'Personal/Work Conflict', and 'Out of Town'. At the bottom of the 'Reason:' section are two buttons: 'Don't Mark' and 'Mark as Cancelled'. At the bottom of the entire dialog are two buttons: 'Cancel Appointment' and 'Close'.

1. “Cancel appointment for” - choose your name
2. Choose a reason to cancel from the drop down menu and click “mark as canceled”

You can then go back to your calendar and the appointment should now appear in grey. Please remember that you must cancel appointments at least 12 hours before the appointment begins or you will be counted as a no-show.