## Cancelling an Appointment

All appointments can be cancelled up to 30 minutes prior to the appointment start time.

 Log into TutorTrac. Upcoming appointments will be listed on your main page within the TutorTrac Main Menu box





3. You will be prompted to confirm that you wish to cancel your appointment.

Appointment Cancellation Image: Cancellation   Are you sure you want to cancel this appointment? Image: Cancellation and click Confirm Cancellation.	
Details: SSC Tutoring appointment on 8/11/2017 at 2:30 PM with reason: Tutoring, section: ACCT51201 09 1720 ACCOUNTING 1	
Reason:	
Keep Appointment	Confirm Cancellation