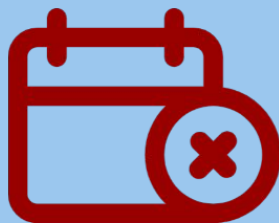


Canceling an Appointment in Compass



1. On the Tutoring/Mentoring tab in Compass, find the requested or approved appointment you need to cancel. Click the 3 dots beside the appointment and click “Cancel.”

A screenshot of the 'Requested Appointments' interface. It shows a list of appointments with columns for 'CP', 'Appointment Title', 'Date/Time', and 'Location'. The first appointment is 'CHEM 121 tutoring' on 'July 12, 2022 - 9:45 am' at 'Location: DeMoss 1044'. A 'Cancel' button is visible next to the appointment, circled in red. A 'New Appointment Request' button is at the bottom.

2. Fill out the information in the “Cancel Appointment” window and click “Cancel Appointment” to confirm.

A screenshot of the 'Cancel Appointment' dialog box. It has a title bar with a close button (X). The main content area includes a note: '* indicates a required field'. Below this is a dropdown menu labeled 'Choose a reason for cancellation *'. Underneath is a text area labeled 'Please describe'. At the bottom, there is a blue button labeled 'Cancel Appointment'.