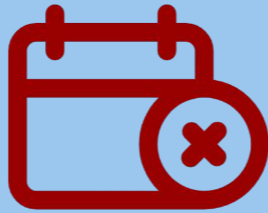
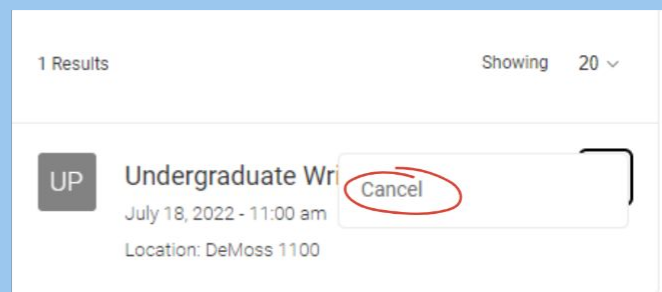


Canceling an Appointment in Compass



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.”



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

A screenshot of the "Cancel Appointment" window. The window has a title bar with a close button (X). Below the title bar, there is a note: "* indicates a required field". The main content area contains a dropdown menu labeled "Choose a reason for cancellation *", a text area labeled "Please describe", and a blue button labeled "Cancel Appointment".