

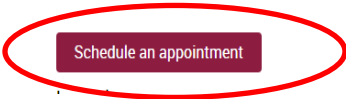
How To: Cancel an Appointment in TutorTrac

1. Please cancel all appointments at least 24 hours in advance.
2. Go to <https://tutoring.asu.edu/writing-centers>.
3. Click on the “Schedule an appointment” button under In-Person Writing Tutoring.

In-Person Writing Tutoring

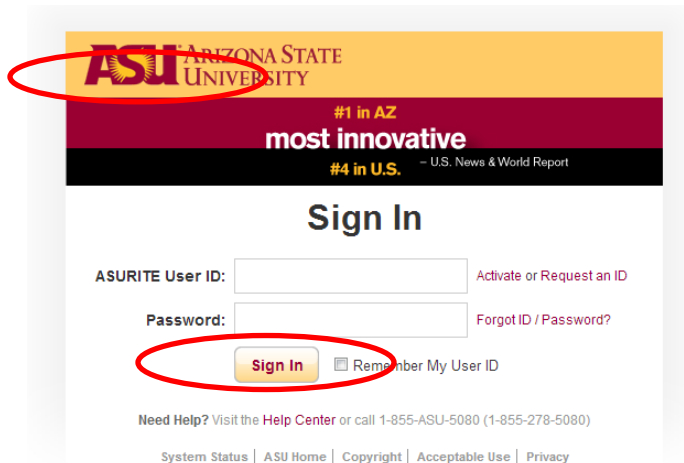
ASU students can schedule a 30-minute, in-person appointment for one-on-one writing tutoring. Writing tutoring for walk-ins may be limited and is subject to tutor availability. Please be sure to call the appropriate campus writing center if you need to change or cancel your appointment. Please click on the campus names below to view the centers' locations, hours of operation, and phone numbers. To schedule a one-on-one writing appointment in one of the writing centers, please view the schedule of available sessions and select an appointment time.

For information about graduate student writing appointments, please schedule an appointment by visiting Graduate Writing Center.



Schedule an appointment

4. This will take you to a new page. Log in using your ASURITE ID.



ASU ARIZONA STATE
UNIVERSITY

#1 in AZ
most innovative
#4 in U.S. — U.S. News & World Report

Sign In

ASURITE User ID: [Activate or Request an ID](#)

Password: [Forgot ID / Password?](#)

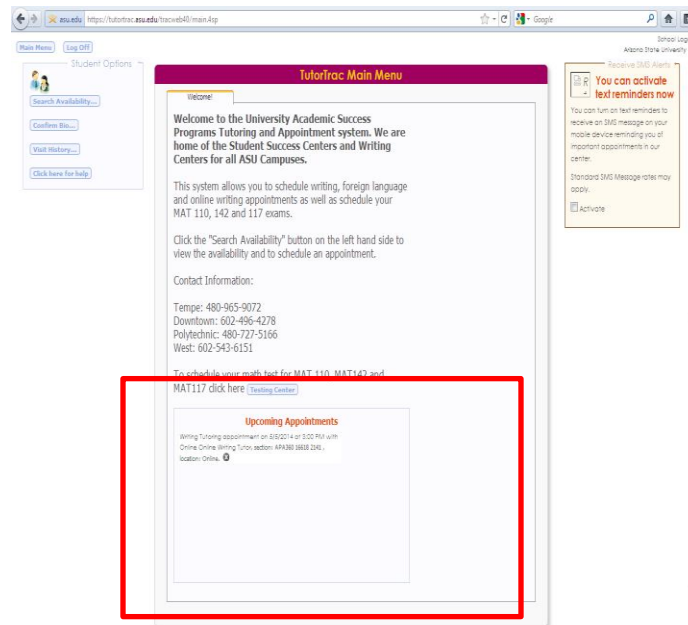
Remember My User ID

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

5. On the bottom of the “TutorTrac Main Menu” panel your scheduled upcoming appointments are listed.

How To: Cancel an Appointment in TutorTrac

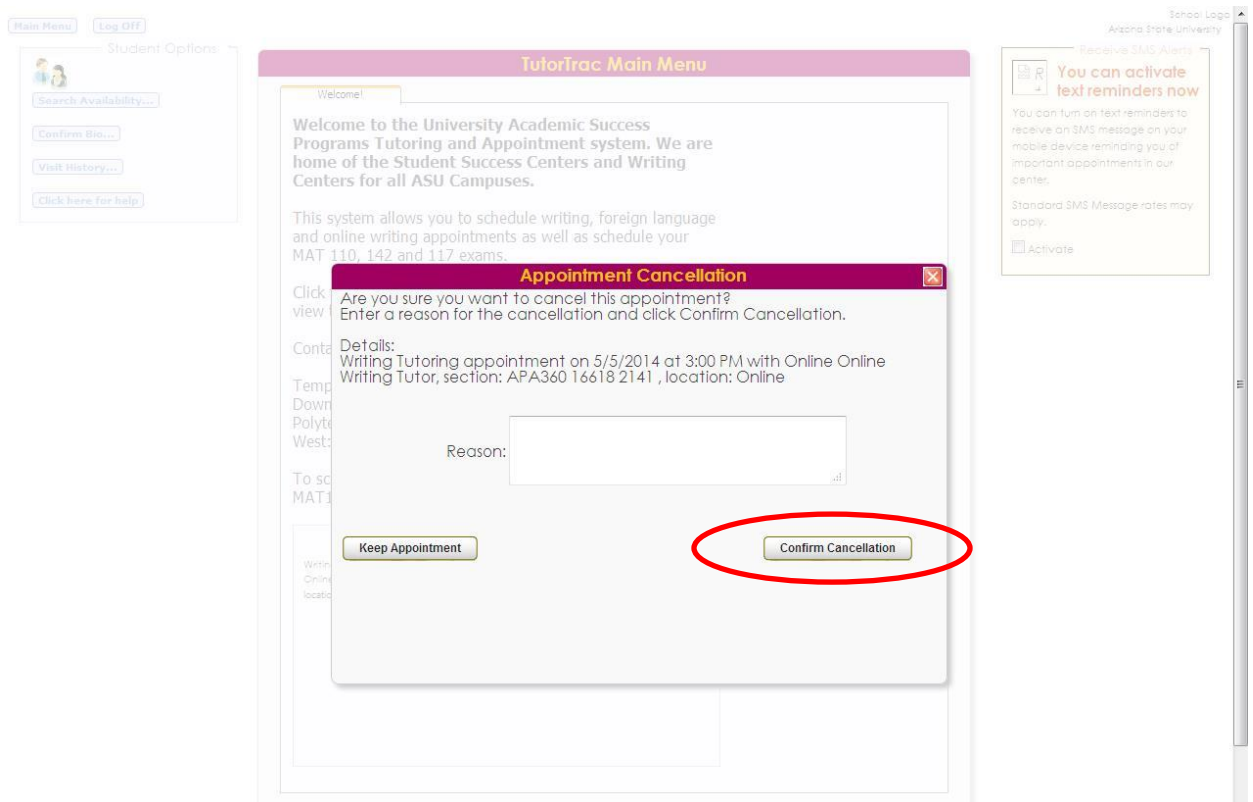


6. Select the appointment you want to cancel by clicking on the 'x' circle.



7. The appointment will open in a new box. To cancel the appointment, select the "Confirm Cancellation" option on the left hand side of the box.

How To: Cancel an Appointment in TutorTrac



8. Once you select the "Confirm Cancellation" option you should receive an email to your ASU email address from ssc@asu.edu confirming the appointment was cancelled.
9. If you do not receive a confirmation cancellation email, something did not save correctly.
 - You can go back online and attempt to cancel again.
 - You can call 480-965-9072 during business hours to cancel over the phone.
10. Please cancel appointments you no longer need at least 24 hours in advance to allow time for another student to schedule that appointment time.