

Faculty Office Hours - How to Cancel an Appointment

From your Upcoming Appointment tab on your Staff Home page, click on the Details link for the appointment you want to cancel.

Assigned Students

Availabilities

Appointments

Conversations

Calendar

Upcoming Appointments

Care Unit:

All Care Units

Actions

Show Cancelled

		DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS	PRE APPT QUESTIONS
☐	1/1	04/03/2026 2:00pm - 2:15pm ET	Burns, Kaylee	CHEM-0120 GENERAL CHEMISTRY 2		In-Person	Not Yet	Details	N/A

Click Cancel Appointment in the bottom left. Do **not** click on Delete Appointment.

MANAGE APPOINTMENT

GENERAL CHEMISTRY 2

All Attendees

add new

remind

message

(Organizer)

cancel

remind

message

Kaylee Burns

cancel

remind

message

Appointment Details [edit]

WHEN

Fri Apr 03, 2026

2:00pm - 2:15pm ET

TYPE

One Time Appointment

WHERE

Faculty Office: See Details

CARE UNIT

Faculty Office Hours

SERVICE

Office Hours/Student Meeting

MEETING TYPE

In-Person

COURSE

CHEM-0120 GENERAL CHEMISTRY 2

COMMENTS

None

Cancel Appointment

Delete Appointment

Close

Make the selections below to cancel the appointment. Choose Entire Appointment under "Cancel Appointment For" and choose Cancelled by Professor for the "Reason". Include any comments you would like the student to see. Click the blue **Mark as Cancelled** button.

The screenshot shows a 'MANAGE APPOINTMENT' dialog box. At the top, it displays 'COURSE' as 'CHEM-0120 GENERAL CHEMISTRY 2' and 'COMMENTS' as 'None'. Below this is a 'Cancel Appointment' section. It includes a 'Cancel Appointment For:' dropdown set to 'Entire Appointment'. The 'Reason:' dropdown is set to 'Cancelled by Professor'. There is a 'Comments:' text area below the reason. At the bottom of this section are two buttons: 'Don't Mark' and 'Mark as Cancelled'. The 'Mark as Cancelled' button is highlighted. At the very bottom of the dialog, there are three buttons: 'Cancel Appointment', 'Delete Appointment', and 'Close'. The 'Close' button is highlighted. The background shows a sidebar with 'Conversations' and 'Calendar' tabs, and a main area with a table listing appointments for 'CHEM-0120 GENERAL CHEMISTRY 2'.

You will get confirmation that the appointment was canceled, then click [Close](#). The student receive an email letting them know the appointment is cancelled, as well as see any comments you wrote.

Search for student, staff, or professor

MANAGE APPOINTMENT

GENERAL CHEMISTRY 2

All Attendees

add new

remind

message

(Organizer)

message

Kaylee Burns (cancelled)

mark attending

message

Appointment Cancelled

[\[reschedule with organizer and attendees\]](#)

[\[reschedule with only attendees\]](#)

Kaylee Burns Cancelled this Appointment due to Cancelled by Professor

Cancelled Apr 02 2026 at 9:51 am ET

Appointment Details [\[edit\]](#)

WHEN

Fri Apr 03, 2026
2:00pm - 2:15pm ET

WHERE

Faculty Office: See Details

SERVICE

Office Hours/Student Meeting

COURSE

CHEM-0120 GENERAL CHEMISTRY 2

COMMENTS

None

TYPE

One Time Appointment

CARE UNIT

Faculty Office Hours

MEETING TYPE

In-Person

Delete Appointment

Close

☐ Show Cancelled

QUESTIONS

☐ Show Cancelled

THE APPT QUESTIONS