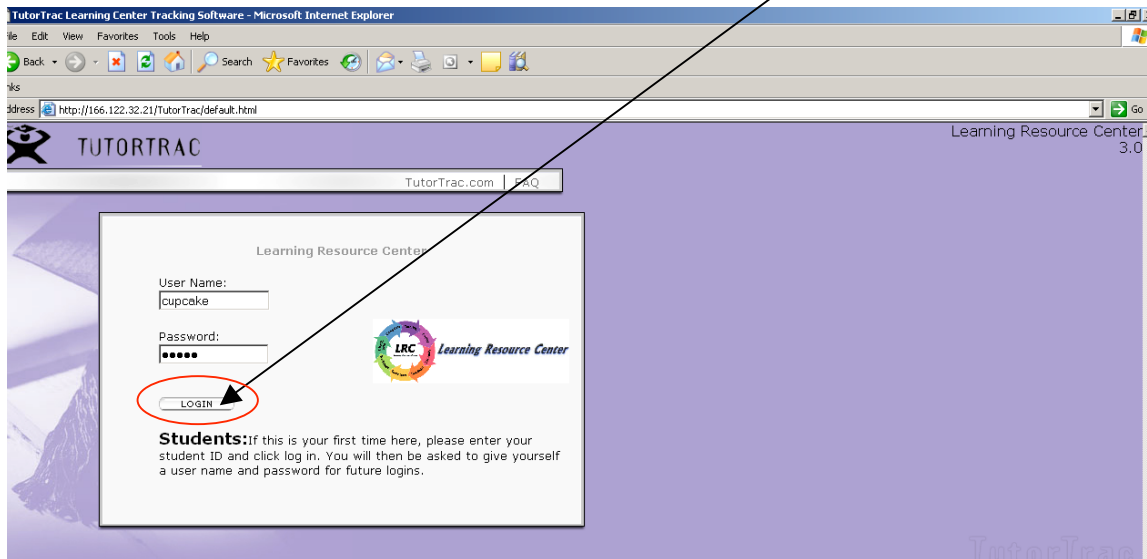


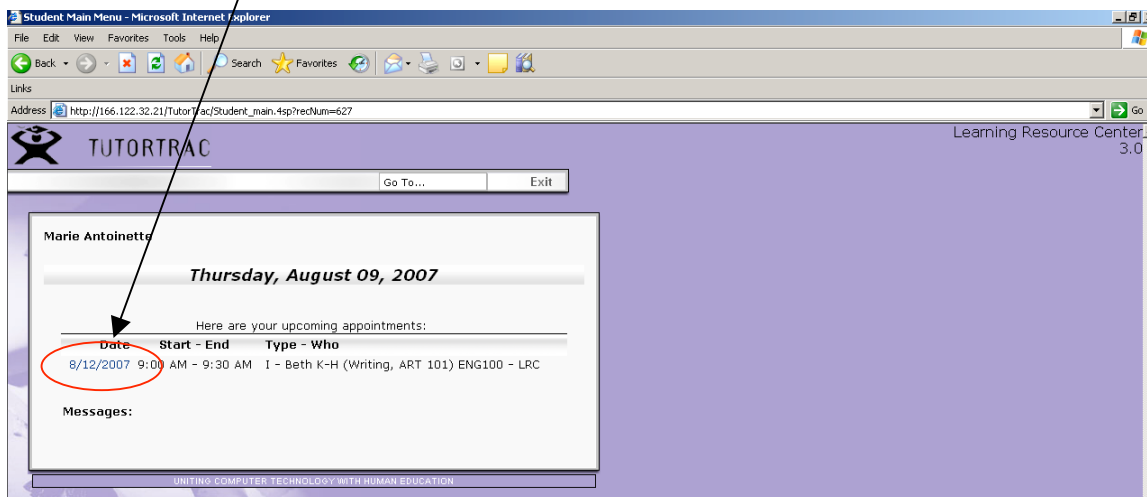
How to cancel an appointment

- You cannot cancel an appointment less than two days before your appointment date.
- If you fail to show up for your appointment, it will be counted as a “no-show.”
- After three no-shows, you will be put on inactive status and will be unable to use LRC services until you have spoken with an LRC faculty member.
- Cancellations and missed appointments inconvenience our tutors and limit other students’ opportunity to use these services. Thanks for being considerate of your fellow students!

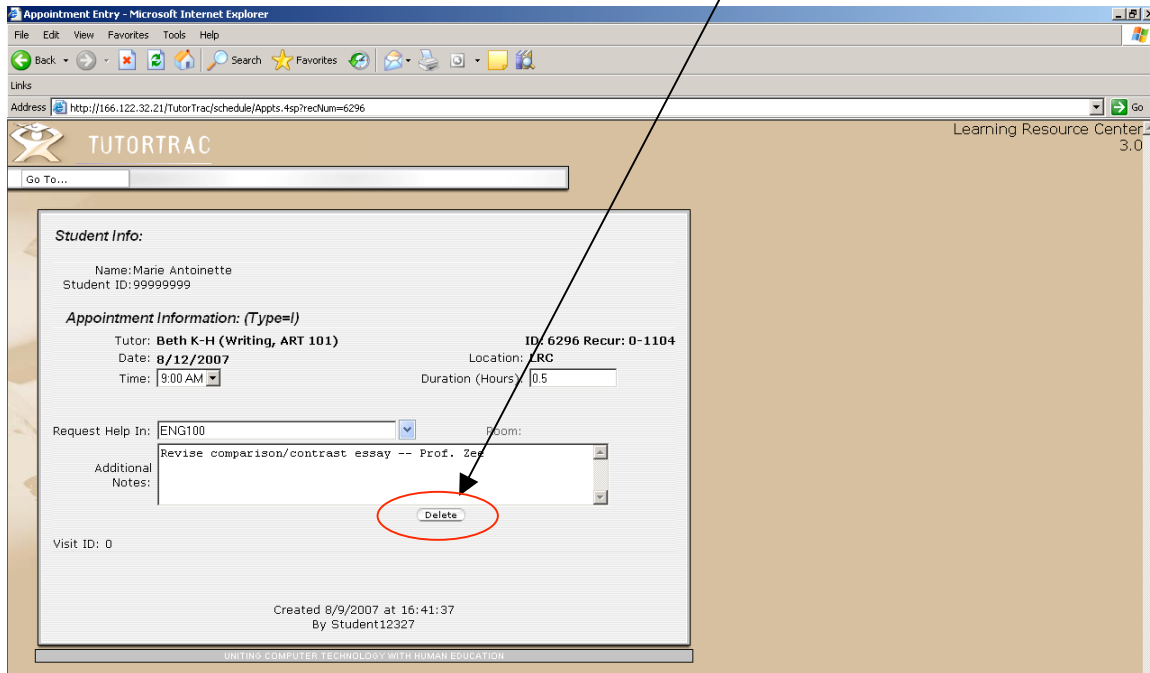
Click on “Make a Tutoring Appointment!”
Type your User Name and Password and click LOGIN.



Click on the date of the appointment you want to cancel.



The appointment screen will appear. Click on *Delete* to cancel the appointment. You and the tutor will receive an e-mail telling you that the appointment has been cancelled.



The program will return you to the opening screen. A cancellation message will be displayed there.

You may now *Exit* the program or make another appointment.

Student Main Menu - Microsoft Internet Explorer

http://166.122.32.21/TutorTrac/Student_main.asp

TUTORTRAC Learning Resource Center 3.0

Go To... Exit

Marie Antoinette

Thursday, August 09, 2007

Here are your upcoming appointments:

Date	Start - End	Type - Who
------	-------------	------------

Messages:

8/9/2007
Antoinette, Marie

The following appointment has been cancelled:

Tutor: Kupper-Herr, Beth
Subject:
Date: 8/12/2007
Time: 9:00 AM
Location: LRC

Please do not reply to this e-mail address -- this is an automated message. If you need to contact the LRC, please call the front desk at 455-0412 or e-mail Beth Kupper-Herr, LRC Coordinator, at bethkh@hawaii.edu.
Thank you,

-Learning Resource Center Staff.