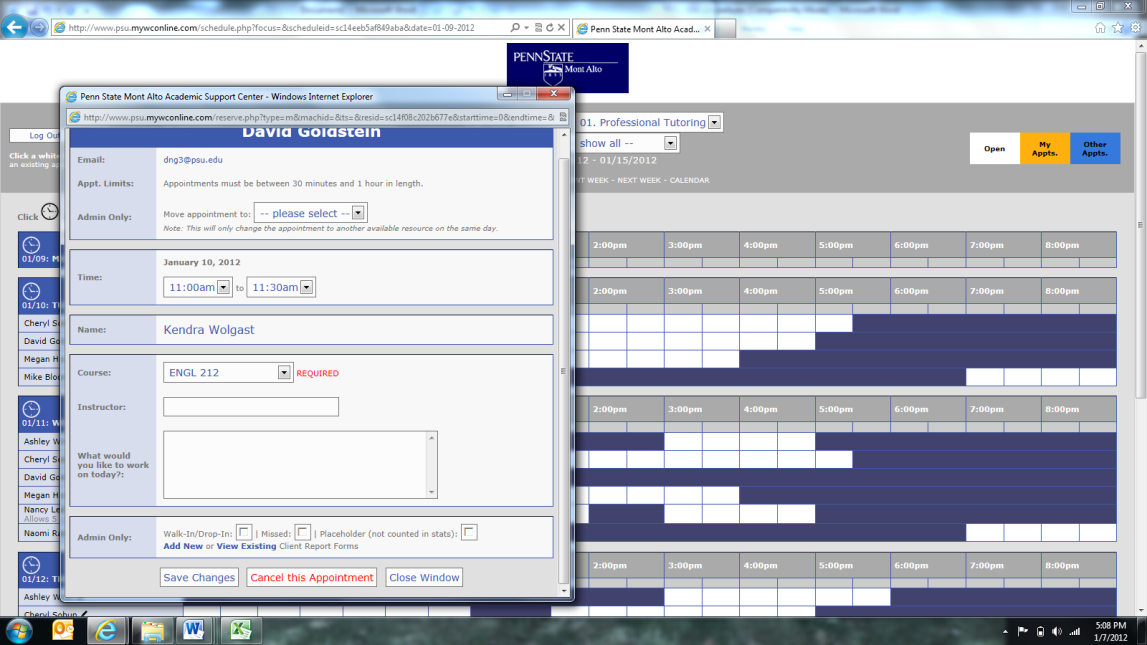
ASC Appointment Cancellation Procedure

If you find you need to cancel your tutoring appointment PRIOR to the day of the appointment, you can click on the appointment and click on CANCEL this APPOINTMENT.

If you find you need to make changes to your appointment he DAY OF your appointment, you MUST contact the tutor directly. (contact information is available at the top of the appointment box)

**Failure to show up for your appointment or cancel prior to the day of the appointment will result in you receiving a "no-show".**

NO SHOW POLICY

Failure to show for your appointment will result in you receiving a "no-show".

If you are over 10 minutes late for a thirty minute appointment or over 15 minutes for an hour appointment, it counts as a no-show.

If you no-show two of your scheduled appointments you will have your user account disabled. Your account can be reactivated by scheduling a no-show appointment with the ASC Director.

You can only have your appointment unlocked ONCE during the semester. If you get locked out of the system twice, you will only be permitted to do walk-in appointments thereafter.

Accounts will not be unlocked during the last 2 weeks of the semester.