### Student Guide: How to Cancel an Appointment

**Option 1**

1. Go to [canopy.uc.edu](http://canopy.uc.edu) and log-in with your UC username and password.
2. Under **Tools** on the left-side of the page, click **Starfish**.
3. Select the **menu icon**.
4. Select **Dashboard** from the menu.
5. Find your appointment in your **Dashboard** and click the **X**.
6. Write a message explaining the cancelation and click **Submit**.
Option 2

1. Select **Upcoming** from the main menu.
2. Select the … in the bottom right hand corner of the appointment you would like to cancel. Select **Cancel appointment**.
3. Write a message explaining the cancelation and click **Cancel It**.

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