

# UCCS Excel Communication Center How to Cancel an Existing Appointment

**FIRST:** ONLY 20 hours before the start time of your appointment can it be canceled.

To alter an existing appointment, please navigate to: <https://communicationcenter.uccs.edu/appointments> Click on **“Change an Appointment”** and sign into your WOnline account.

**SECOND:** Click on the existing orange appointment that you wish to alter. An appointment detail box will pop up.

**THIRD:** To cancel a current appointment, scroll to the bottom of the pop-out and select **“Cancel Appointment”**.

Home / Appointments

## Appointments

It's easy to schedule an appointment. Just go to [Comm Center Online](#) register and schedule your appointment for the service you need! Send us an email at [cec@uccs.edu](mailto:cec@uccs.edu) or leave a voicemail at 719-255-4770 if you need help registering.

MAKE A VIRTUAL APPOINTMENT    CHANGE AN APPOINTMENT    JOIN THE WAITLIST    REMOVE FROM WAITLIST

Make a Virtual Appointment    Change an Appointment    Join the Waitlist    Remove From Waitlist

Apr. 13: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
(Admin) Alexandra									
(Admin) Angie									
Addie (Zoom Online)									
Amber (Zoom Online)									
Matthew (Zoom Online)									

WAITING LIST: APRIL 12, 2021

WAITING LIST: APRIL 13, 2021

Appointment Date: Tuesday, April 13, 2021  
 Appointment Time: 3:30pm to 4:00pm [MARK MISSED]  
 Staff or Resource: Amber (Zoom Online)  
 Course: COMM 2100 ONLY Day/Section/Recitation Instructor  
 Instructor:  
 Service Needed: 30-minutes (default setting) OR 60-minutes (must change end time to 30-minutes)  
 Useful Comments For Your Tutor

CLOSE WINDOW    EDIT APPOINTMENT    CANCEL APPOINTMENT