HOW TO CANCEL AN APPOINTMENT WITH A TUTOR

1. Go to https://my.hofstra.edu/ and use Hofstra username and password to log in.
2. Click on the my apps icon located on the top right of your portal screen.
3. In the My Applications window, click on the TutorTrac icon.
4. On your main menu, select the appointment you wish to cancel from your list of “Upcoming Appointments”.
5. Click the  at the end of the appointment description.
6. An appointment cancellation window will appear. Enter your reason for cancelling and click “Confirm Cancellation”.

UTP Cancellation Policy

- If you wish to cancel your appointment using TutorTrac, you must do so at least 48 hours prior to your appointment.
- If you need to cancel within 48 hours, you must contact our office directly by calling (516)463-4953 between the hours of 10AM and 7PM.

“No-Shows”

Students are required to provide at least 24-hour notice when canceling an appointment. If an appointment is canceled within 24 hours, the appointment will be considered a "No-Show". Failure to arrive on-time to your scheduled appointment will also result in a "No-Show". Three "No-Shows" will result in loss of tutorial services for the remainder of the semester.

PLAN AHEAD!! Cancel any appointments as soon as you know you cannot keep it so that others may have a chance to secure the appointment time.