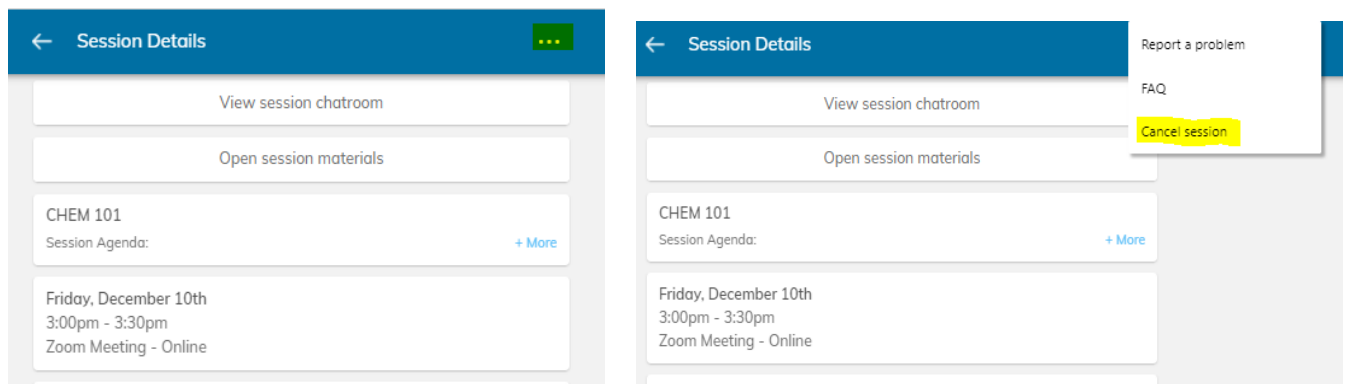


# How to Cancel a Session - For Students

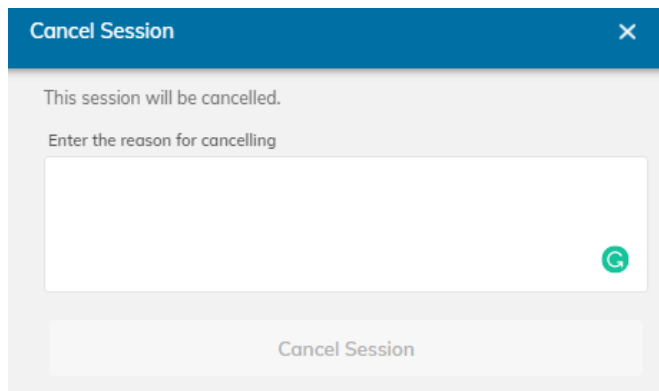
*NOTE: Canceling a weekly appointment will cancel all future weekly appointments as well.*

## How to Cancel:

1. Click the session you would like to cancel.
2. Select the three dots in the upper right-hand corner.
3. Select "Cancel Session".



4. Explain why you are canceling the session.

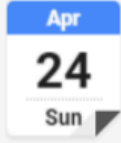
The image shows a 'Cancel Session' dialog box. At the top, it says 'Cancel Session' with a close button (X). Below that, it states 'This session will be cancelled.' followed by a text input field with the placeholder text 'Enter the reason for cancelling'. A green circular icon with a white 'G' is located in the bottom right corner of the input field. At the bottom of the dialog, there is a button labeled 'Cancel Session'.

5. Once confirmed, you will receive a notification within the Penji platform indicating that your session has been canceled. Additionally, an email notification will be sent to you confirming the cancellation. The session details will also be removed from your calendar.

## Cancelled: 04/24 8:30am Penji Session Inbox x



**Penji Advising** <no-reply@app.penjiapp.com>  
to me ▾



**Cancelled: Penji Session**  
[View on Google Calendar](#)

When Sun Apr 24, 2022 10:30am – 11am (CDT)  
Where <https://zoom.us/j/1>  
Who Penji Advising\*

The following has been canceled and removed from your calendar:

Hello,

Here are the Zoom meeting details for your upcoming session! You can also view the meeting details in the Penji app.

Advisor: Talia Koenigsberg  
Student: Talia Koenigsberg

Join Zoom Meeting:  
<https://zoom.us/j/1>

Meeting ID: 1

- Penji

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 [invite.ics](#) [Download](#)

The image above is an example of a cancellation email.