SPS TUTORING PROGRAM
How to Cancel or Reschedule a Tutoring Appointment

DESKTOP INSTRUCTIONS

1. On the homepage, look at the menu on the left-hand side and click "more."

2. After clicking more, you should see "my meetings." Click this.
3. This brings you to your upcoming meeting page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.

MOBILE PHONE INSTRUCTIONS

1. On the CampusGroups (SPS Engage) mobile app, click on the "more" tab located at the bottom right of the screen.

2. Scroll down and click "more" once again. This will open another menu list.

3. Select "my meetings."

4. This brings you to your Upcoming Meetings page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.

(Screenshots below).

We hope this helps! If you have any questions, please email sps-tutoring@columbia.edu.
My Upcoming Meetings (0)

Search My Upcoming Meeting:

Meeting date

No result found