How to Cancel Your Appointment
Tutoring Center and Writing Center

1. Sign into StanTutor
   Click anywhere you see our StanTutor Logo! StanTutor
   - Learning Commons website: www.csustan.edu/learning-commons
   - Social Media Link Tree: https://campsite.bio/stanstatelc/
   - Also available on Stan State App, MyStanState Student Portal, and Canvas

2. The following screen will show up. Log in with Stan State credentials.

![Login Screen](image)
3. Once you have logged in, the screen should look like this.

4. Go the upcoming appointment box and search for the appointment you need to cancel. View page 4 on how to view scheduled or previous appointments.

5. Find the appointment you want to cancel

6. Click the X to cancel the appointment

7. Provide the reason for cancelling your appointment and confirm with the yellow “Cancel Appointment” box

You, your tutor, and the Learning Commons will receive a cancellation email.
You can cancel up to 5-minutes before the start time of your appointment.

Within the 5-minutes before the start time of your appointment, if you cancel through the system the appointment will be considered a missed appointment.

To cancel your appointment without consequences, please call our office (209) 667-3642 or email us at learningcommons@csustan.edu to prevent being marked a No Show for the appointment.

After the start time of your appointment, X will no longer be available.
View Your Upcoming or Previous Appointments:

To view your scheduled appointments, go to your main dashboard. Don’t see your appointment listed? Change the view to week or list.

**Day View**

- **Tue Feb 08 2022**
  - There are no classes/appointments scheduled for this date

**Week View**

- **Mon Feb 07 2022**
  - There are no classes/appointments scheduled for this date
- **Tuesday, Feb 8th**
  - There are no classes/appointments scheduled for this date
- **Wednesday, Feb 9th**
  - There are no classes/appointments scheduled for this date
- **Thursday, Feb 10th**
  - There are no classes/appointments scheduled for this date
- **Friday, Feb 11th**
  - Tutor: Example Tutor
  - Subject: TestClass
  - When: at 100p
  - In-Person, Library 222
- **Saturday, Feb 12th**
  - There are no classes/appointments scheduled for this date
- **Sunday, Feb 13th**
  - There are no classes/appointments scheduled for this date

**List View (this is how you can view previous appointment)**

- **Upcoming Appointments**
  - Show Previous...
  - There are no upcoming appointments

To view all appointment details or upload a document to the appointment, click the edit appointment icon on the right side.
This will give you all appointment details.

Student Example, you have an appointment in Tutoring Center with Example Tutor on Sun, January 23rd 2022 for TestClass Test Class Test Class Tutoring

Appointment at:

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration (Hr Min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04:30pm</td>
<td>05:20pm</td>
<td>00:50</td>
</tr>
</tbody>
</table>

In-Person Appointment

Sched By: 2022-01-23 16:22 49 SryAdmin Stephanie Shatto
Sched Mod By: 2022-01-23 16:22 49 SryAdmin Stephanie Shatto

The location for this appointment is In-Person L222