

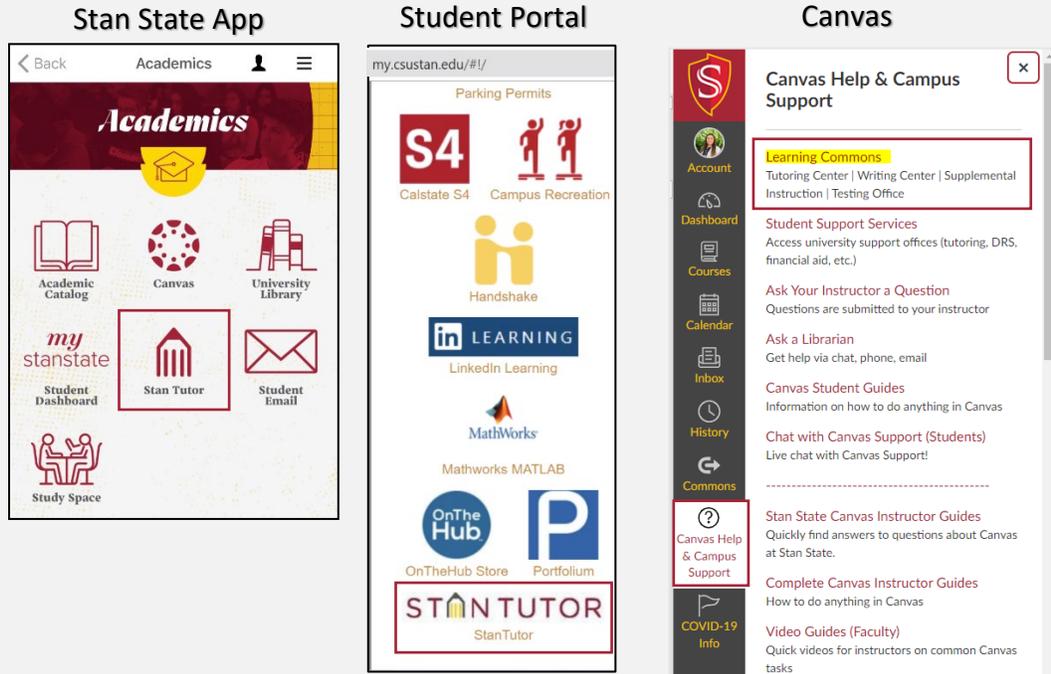
STAN TUTOR

How to Cancel Your Appointment Tutoring Center and Writing Center

1. Sign into StanTutor

Click anywhere you see our StanTutor Logo! **STAN TUTOR**

- Learning Commons website: www.csustan.edu/learning-commons
- Social Media Link Tree: <https://campsite.bio/stanstate/c/>
- Also available on Stan State App, MyStanState Student Portal, and Canvas



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

The screenshot shows the login page for Stanislaus State. At the top left is the Stanislaus State logo. The page title is "Logging into sam12.go-redrock.com".

Warrior Sign In

Warrior Username
Warrior Password

Sign In

Forgot your Warrior Username or Password?

Warrior Identity Information

Your Warrior Username is the first part of your University e-mail address, up to the "@" symbol. (ie. for JBond@csustan.edu, the Warrior Username is "JBOND").

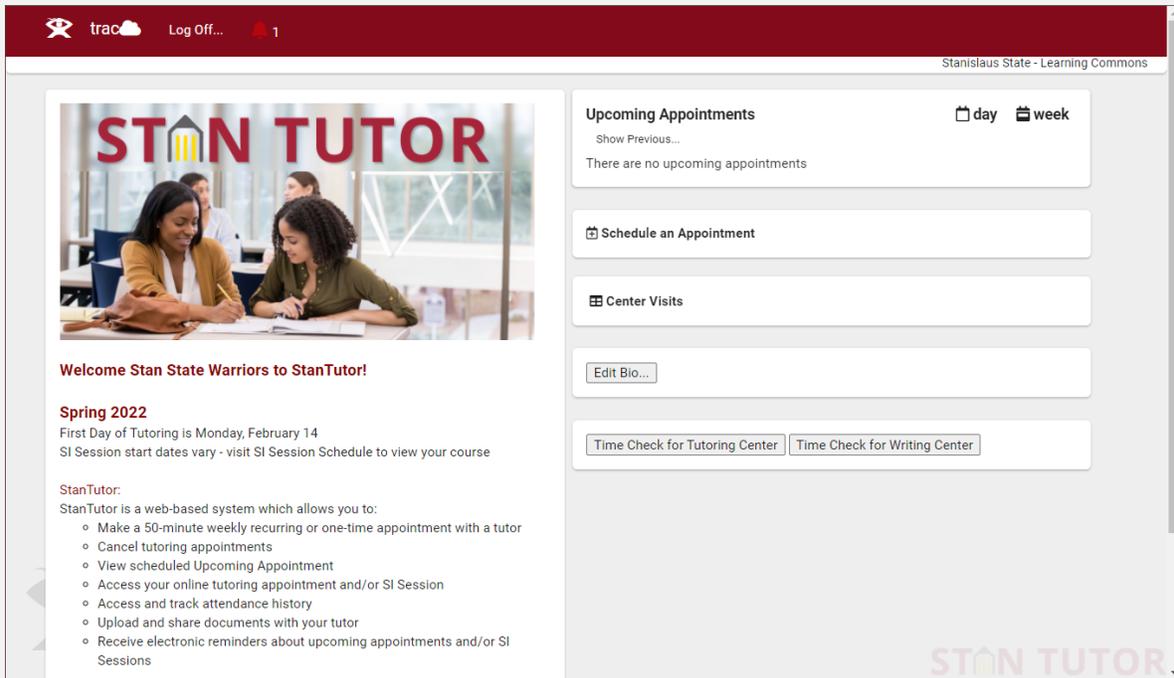
Your Password is initially set at the "Initial" Sign In page that you received from Admissions, or you can reset your Password.

Need Help?

Documentation for Students, Faculty, or Staff.
You can also contact the Technology Support Desk for assistance, 667-3687

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3. Once you have logged in, the screen should look like this.

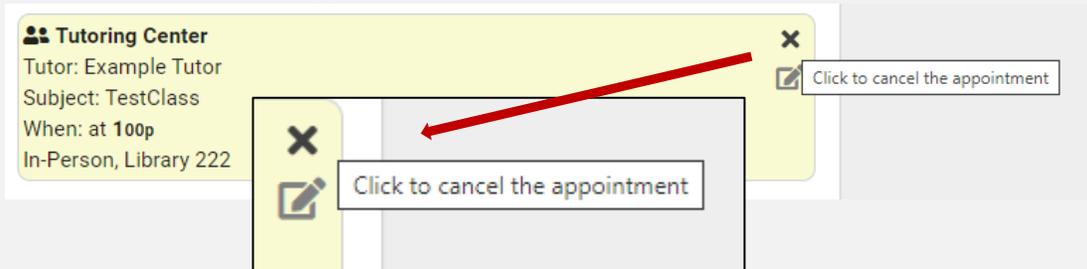


4. Go to the upcoming appointment box and search for the appointment you need to cancel.

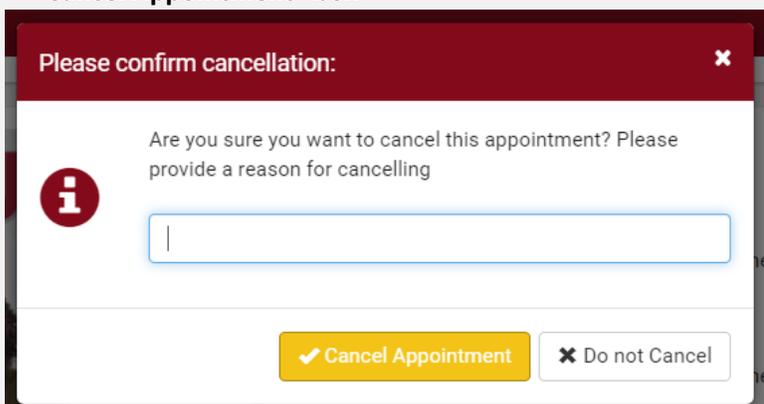
View page 4 on how to view scheduled or previous appointments.

5. Find the appointment you want to cancel

6. Click the X to cancel the appointment



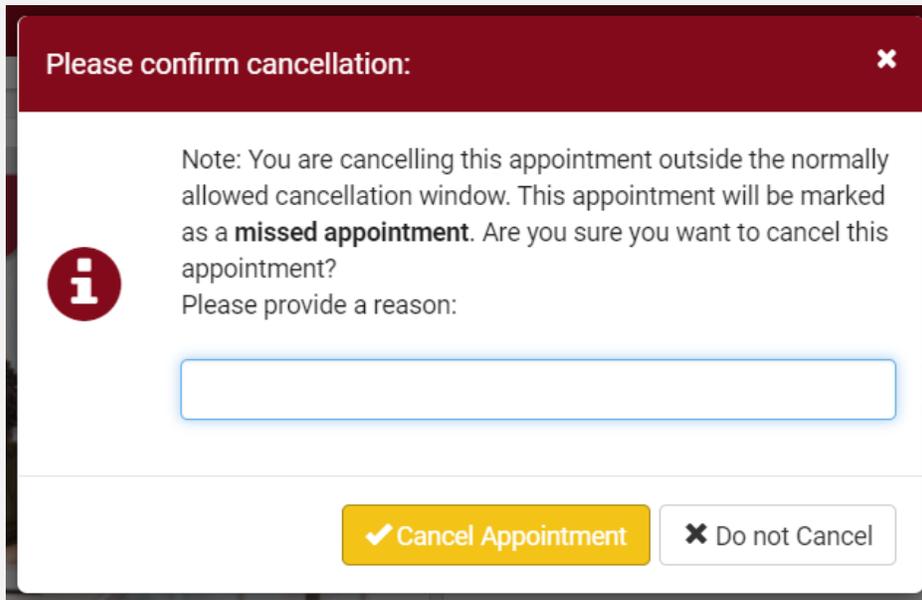
7. Provide the reason for cancelling your appointment and confirm with the yellow "Cancel Appointment" box



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.

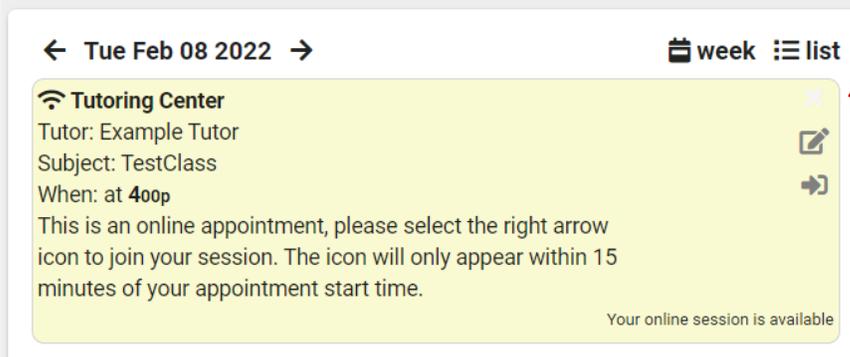
Within the 5-minutes before the start time of your appointment, if you cancel through the system the appointment will be considered a missed appointment.



A confirmation dialog box with a dark red header and a white body. The header contains the text "Please confirm cancellation:" and a close button (X). The body contains an information icon (i) on the left, followed by the text: "Note: You are cancelling this appointment outside the normally allowed cancellation window. This appointment will be marked as a **missed appointment**. Are you sure you want to cancel this appointment? Please provide a reason:". Below the text is a text input field. At the bottom, there are two buttons: a yellow button with a checkmark and the text "Cancel Appointment", and a white button with an X and the text "Do not Cancel".

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.



A screenshot of a calendar interface. At the top, it shows "Tue Feb 08 2022" with left and right navigation arrows. To the right, there are icons for "week" and "list" views. Below this is a yellow appointment card for "Tutoring Center". The card contains the following text: "Tutor: Example Tutor", "Subject: TestClass", "When: at 400p", and "This is an online appointment, please select the right arrow icon to join your session. The icon will only appear within 15 minutes of your appointment start time." At the bottom right of the card, it says "Your online session is available". On the right side of the card, there are three icons: a close button (X), an edit icon (pencil), and a right arrow icon. A red arrow points to the right arrow icon.

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 →  week  list

There are no classes / appointments scheduled for this date

Week View

← Mon Feb 07 2022 →  day  list

Monday, Feb 7th
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

 **Tutoring Center** 

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  day  week

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.

 **Tutoring Center** 

Tutor: Example Tutor 

Subject: TestClass

When: at 100p

This is an online appointment, please select the right arrow icon to join your session. The icon will only appear within 15 minutes of your appointment start time.

Click to edit the appointment

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:

Start Time	End Time	Duration (Hr:Min)
04:30pm	05:20pm	00:50

In-Person Appointment

 Student Document

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

The location for this appointment is In-Person L222