STAN TUTOR

Cancel a Tutoring Appointment
Tutoring Center or Writing Center

1. Click the StanTutor link on the

Learning Commons webpage: www.csustan.edu/learning-commons/stantutor

StanTutor login page: stantutor.csustan.edu

Stan State Student Portal and select the StanTutor logo

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

3. Once logged in, the screen should look like this. Upcoming Appointments will appear here:

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4. At the top of the Main menu, you will find the appointment in your "Upcoming Appointments" list that you want to cancel. Views can be switched between "Day", "Week" and "List" which can be cycled through with the arrows.

← Wed Jan 11 2023 →	🗓 week ☰ list
👥 **Tutoring Center** Tutor: TEST Subject: MATH1070 When: at 9:00a In-Person, Library 222 One-Time	✕ ☑

← Mon Jan 09 2023 →	🗓 day ☰ list
Monday, Jan 9th You have no appointments scheduled for this date.	
Tuesday, Jan 10th You have no appointments scheduled for this date.	
Wednesday, Jan 11th	
👥 **Tutoring Center** Tutor: TEST Subject: MATH1070	✕ ☑
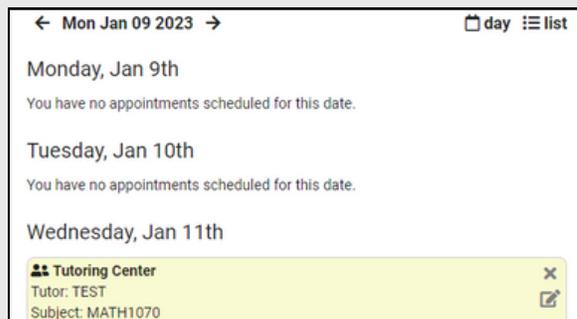
5. To cancel the appointment, press the grey " x " next to the appointment. A pop-up window will appear that looks like this:

Please confirm cancellation: ✖

ℹ️ Are you sure you want to cancel this appointment? Please provide a reason for cancelling:

> I'm sorry, I can't make it to my appointment because...

✔ Cancel Appointment   ✖ Do not Cancel
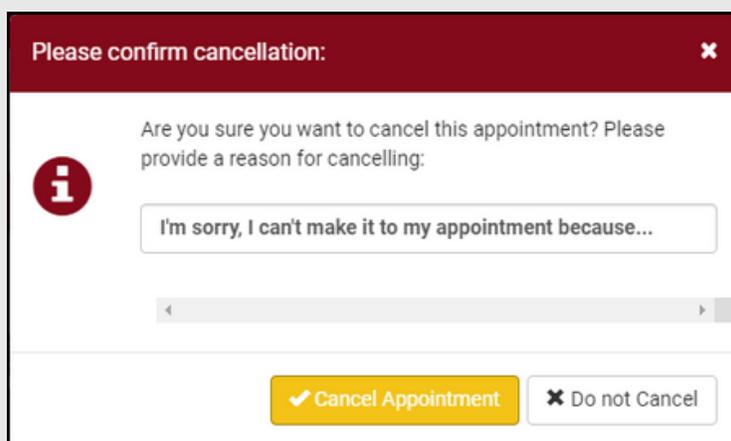
6. Confirm that this is the appointment you wish to remove and press "Cancel Appointment".

7. Once the appointment is cancelled, the appointment will disappear from your "Upcoming Appointments" list and an email will be sent to both you and your tutor.

For questions, please visit our website, or contact us by email, or phone.

www.csustan.edu/learning-commons

learningcommons@csustan.edu

(209)667-3642

Learning Commons
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FAQ

How do I view scheduled appointments?

StanTutor now shows your appointments at the top of the Main Page. If you have confirmed your bookings, you can scroll by day or week to view all of your upcoming appointments.


How do I cancel an upcoming appointment?

Log into StanTutor and find the "Upcoming Appointments" box at the bottom of the welcome page. Find the appointment you wish to cancel and select the grey X next to the appointment. Fill out the information requested on the pop-up menu and confirm cancellation. You can also call the Learning Commons for assist

How can I confirm my appointment has been cancelled?

After you cancel your appointment a cancellation email will be sent to both you and your tutor. This email will also remove the calendar meeting from your online calendar.
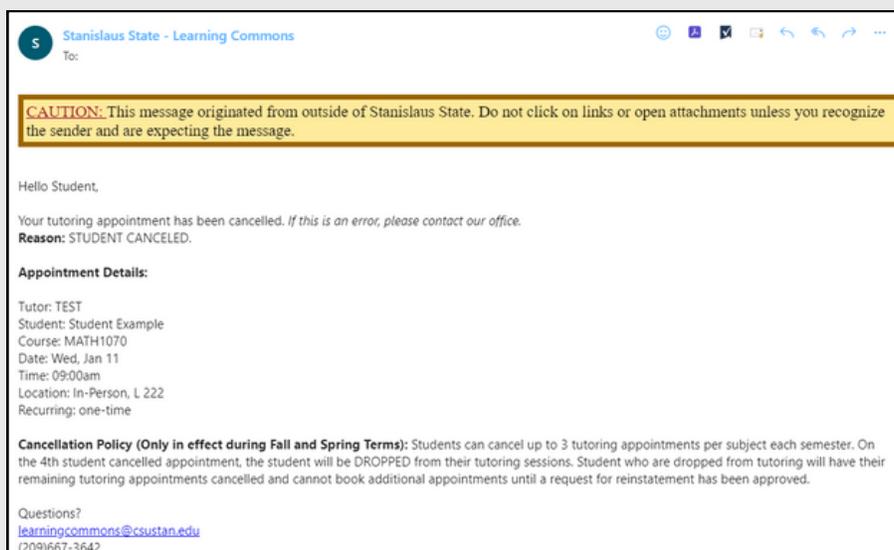
Cancellation Policies can be reviewed below:

Tutoring Center Policies

Writing Center Policies