

STAN TUTOR

Cancel a Tutoring Appointment Tutoring Center or Writing Center

1. Click on the StanTutor ink on the

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

StanTutor login page: stantutor.csustan.edu

Stan State Student Portal and select StanTutor logo

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

Stanislaus State

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, 667-3667

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3. Once you have logged in, the screen should look like this. SCROLL to the bottom of the page.

Main Menu Log Off

STAN TUTOR

Student Options

Search Availability...

Visit History...

Document Post...

Messages for Student Example

load earlier read messages

2/27/2020 ✓
Dear Student Example, You have missed the following appointment without notification: Tutor: Shatto, Stephanie Date: Thursday, February 27, 2020 Time: 3:30 PM Location: Subject: Test Class As a result of your appointment no show, you have been dropped from all tutoring appointments. You have 48 hours to contact the Learning Commons Director or the Writing Center Director to request reinstatement. Elynn Johnson, Learning Commons Director, (209) 667-3257 elynnjohnson14@csustan.edu Paula Barrington-Schmidt, Writing Center Director, (209) 667-3674 writtingcenter@csustan.edu

TutorTrac Main Menu

Welcome!

Welcome Stan State Warriors to StanTutor!

To access your Upcoming Appointment box, PLEASE SCROLL TO BOTTOM OF THIS PAGE.

Fall 2020 Tutoring starts Monday, August 24

StanTutor:
StanTutor is a web-based system which allows you to:

4. At the bottom of the Main menu, you will find the appointment in your “Upcoming Appointments” list that you want to cancel.

Upcoming Appointments

Tutoring Center appointment on 2/24/2020 at 9:00 AM with Stephanie Shatto, reason: Content , section: PADM5007 001 2202 State and Local Public Finance , location: LX14. 

Tutoring Center appointment on 3/2/2020 at 9:00 AM with Stephanie Shatto, reason: Content , section: PADM5007 001 2202 State and Local Public Finance , location: LX14. 

5. To cancel the appointment, press the grey X next to the appointment. A pop-up window will appear that looks like this.

Appointment Cancellation

Are you sure you want to cancel this appointment?
Enter a reason for the cancellation and click Confirm Cancellation.

Details:
Tutoring Center appointment on 2/24/2020 at 9:00 AM with Stephanie Shatto, reason: Content , section: PADM5007 001 2202 State and Local Public Finance , location: LX14

Reason:

6. Confirm that this is the appointment you wish to cancel and press “Confirm Cancellation”
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 contact us at our live chat on our website, email, or by phone.

www.csustan.edu/learning-commons

learningcommons@csustan.edu

(209) 667-3642

FAQ

How do I view scheduled appointments?

When you are logged into StanTutor, SCROLL to the bottom of the Main Menu and you will see a box on the welcome page titled "Upcoming Appointments" and this is where you can view all 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.



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. The cancelled appointment will also be removed from your "Upcoming Appointments"

