

Cancelling a Tutoring Appointment with the Tutoring Center or Writing Center

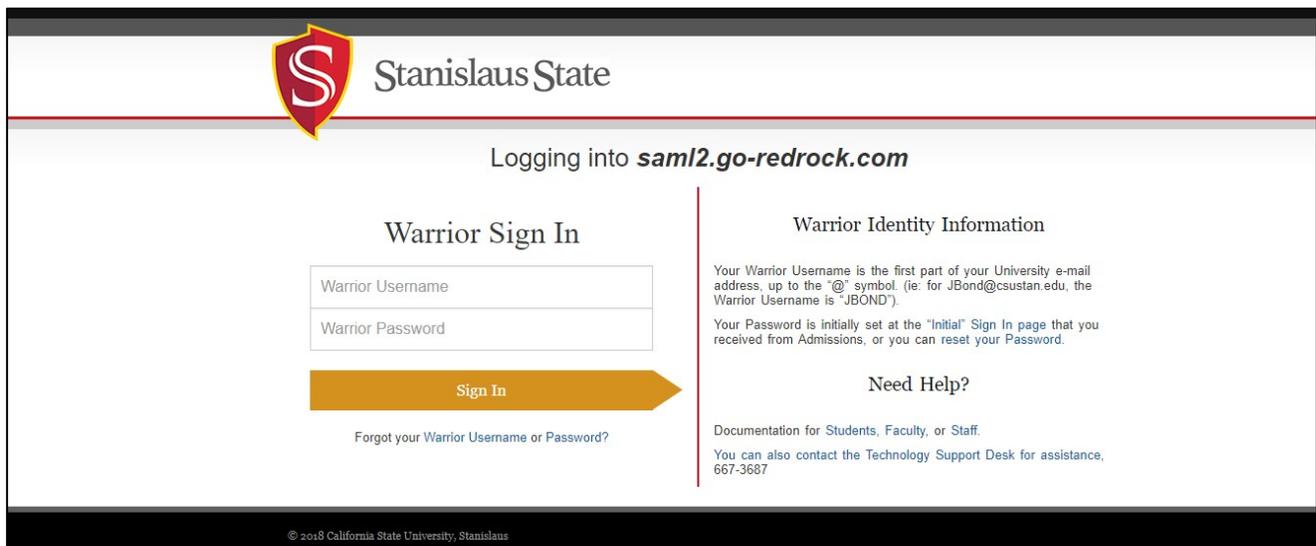
1. Click on the StanTutor ink on the

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

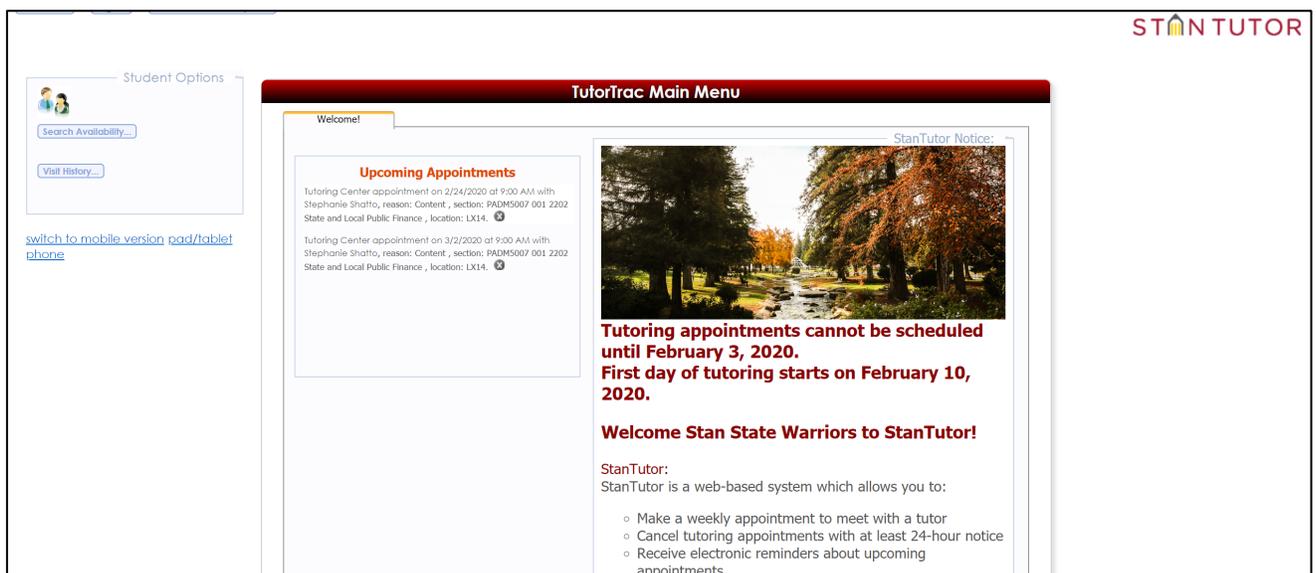
StanTutor login page: www.stantutor.csustan.edu

Stan State Student Portal and select StanTutor logo

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



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



4. 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:

Keep AppointmentConfirm Cancellation

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.

learningcommons@csustan.edu@csustan.edu; Stephanie Shatto; + 1 ▾

Mendes, Mia Shayleen Appointment Cancellation Tutoring Center

Dear Mia Mendes,

The following appointment has been cancelled:

Tutor: Shatto, Stephanie
Date: Monday, February 24, 2020
Time: 9:00 AM
Location: LX14
Subject: PADM5007 001 2202

If you cancel 2 or more appointments, then you will be unable to schedule any further appointments. Contact our office with any questions you have. (209) 667-3642

Thank you.

How do I view scheduled appointments?

When you are logged into StanTutor, 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 on 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" list.

What do I do if it is too late to cancel my appointment through StanTutor?

You cannot cancel your tutoring appointment within 2 hours of your appointment start time through StanTutor. The grey X will be removed and inform you that you are within the 2-hour limit. To be able to cancel within that 2-hour limit, you must call our main office so we can contact the tutor directly. Please try and cancel at least 24 hours in advance to your appointment.

