To SCHEDULE a tutoring appointment, log in to your Rowan Success Network using your network ID and password. Once logged in, click on the 🎓 **Courses** icon on the left side of the page. From the Courses page, find the course for which you are seeking tutoring. If tutoring is currently available for the course, you will see:

> Tutoring Services Schedule
> 📅 Appointment

- Click the Schedule Appointment link and use the mini calendar tool located on the top left of the page to find the day you want to schedule an appointment. Dates with available appointments will appear in **bold**.
- Click on the desired day to view the available appointment time slots.
- Click ➕ **Sign up** for the desired appointment time.

Complete the required information and click the save button. You will then see the tutor's name, day and time of the appointment. Click **Schedule >** to finalize the appointment.

Don't see the tutoring link for your course???

Email the following info to tutoring@rowan.edu

- Your Banner ID
- Course #
- Days and times you're available

We will do our best to accommodate your request!

To CANCEL a tutoring appointment, log in to your Rowan Success Network account. Upcoming appointments will be listed on your **Dashboard** in the time line view. In the upper right corner of the appointment box, click the edit icon ✏️ to modify the appointment or the cancel icon ✖️ to cancel it.

*Please note, at least **ONE HOUR** of notice is required to cancel or change an appointment.*

NO SHOWS and LATE CANCELATIONS

Students are expected to **HONOR ALL SCHEDULED APPOINTMENTS**, except in times of an emergency, and they are expected to cancel their appointment at least an hour before the start of their session, or as soon as possible.

Failure to cancel the appointment will result in the student being declared a no-show. If a student has been a no-show or has had late cancellations multiple times over the course of a semester, he/she will be restricted from using the Tutoring Center services.