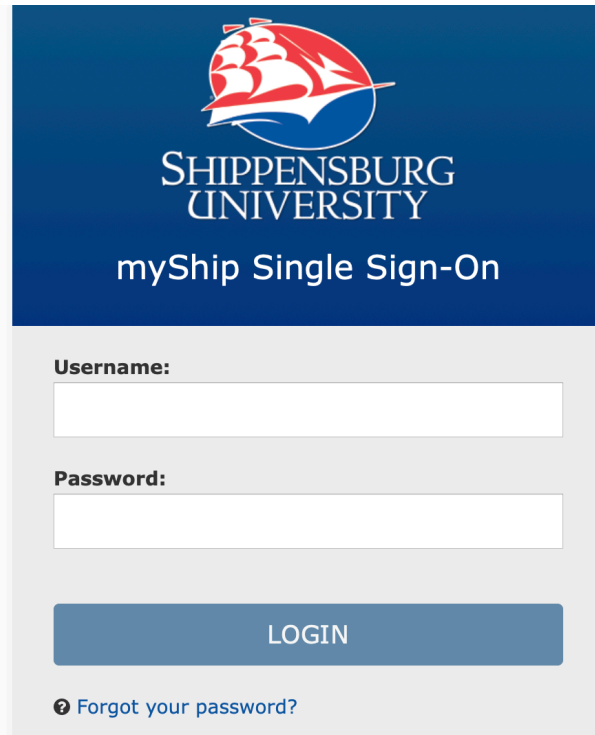
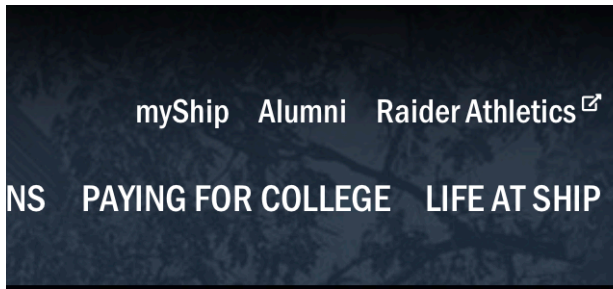
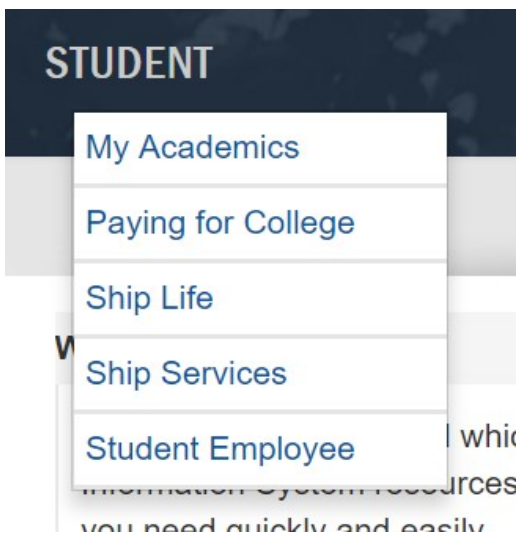


How to Schedule Tutoring with the Learning Center

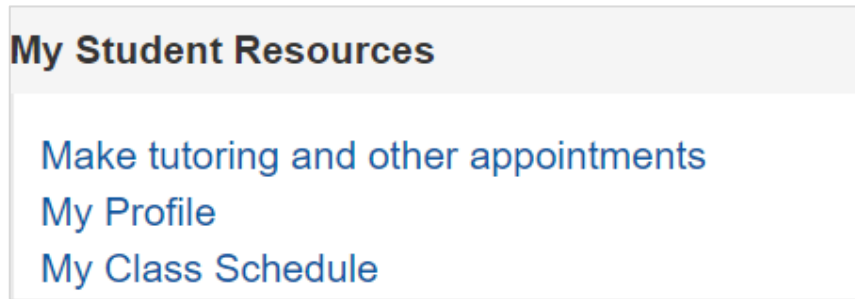
1. Click the **Myship** link on the Shippensburg University home page and log in.



2. Click the **Student** tab and select **My Academics**.



3. Under **My Student Resources**, click **Make tutoring and other appointments** at the top of the list.



4. You will be redirected to **SSC Navigate**. Click the blue box on the right that says **Make Tutoring and Other Appointments**.

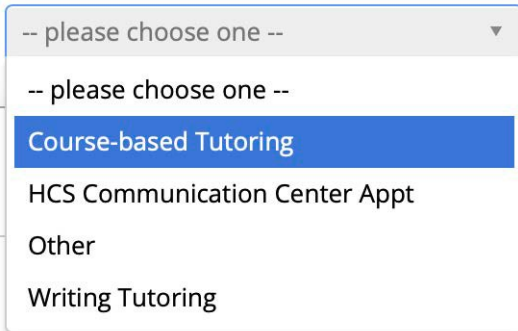


5. Click **Tutoring** for the appointment type.



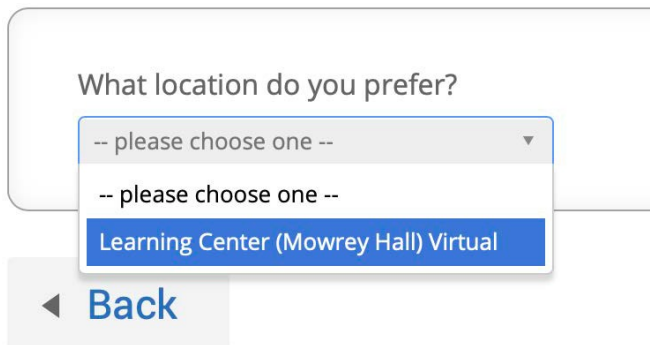
6. Choose **Course-Based Tutoring** for a specific course or **Writing Tutoring** for help with writing assignments.

Choose from the following options and click Next.



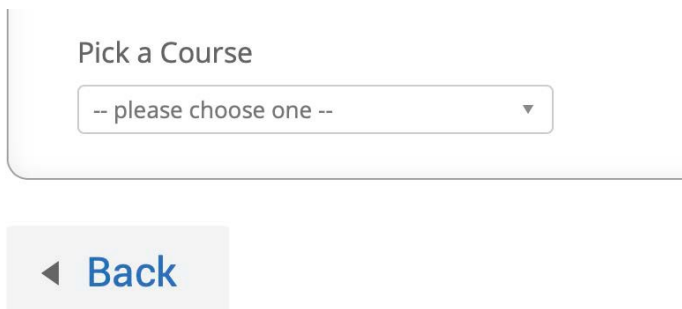
A screenshot of a web form showing a dropdown menu. The menu is open, displaying several options. The option 'Course-based Tutoring' is highlighted in blue. The other options are: '-- please choose one --', 'HCS Communication Center Appt', 'Other', and 'Writing Tutoring'. The dropdown menu is positioned over a light gray background.

7. Choose **Learning Center (Mowrey Hall) Virtual** for location.



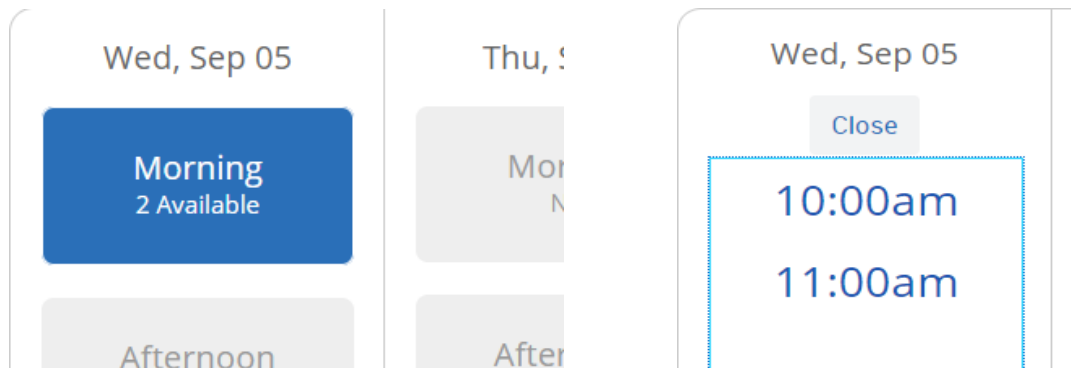
A screenshot of a web form titled 'What location do you prefer?'. Below the title is a dropdown menu with 'Learning Center (Mowrey Hall) Virtual' selected and highlighted in blue. The dropdown menu also shows two other options: '-- please choose one --'. Below the dropdown menu is a 'Back' button with a left-pointing arrow.

8. If prompted, choose the **course** for which you seek tutoring.



A screenshot of a web form titled 'Pick a Course'. Below the title is a dropdown menu with the text '-- please choose one --'. Below the dropdown menu is a 'Back' button with a left-pointing arrow.

9. Find an **appointment date and time** that works for you.



11. Check to make sure the appointment information is correct, and click **Confirm Appointment**.

A screenshot of a confirmation form. At the top, it says 'Why: Course-based Tutoring' and 'Where: Learning Center (Mowrey Hall)'. Below this is a section titled 'Additional Details'. It contains a text area for 'Comments for your staff...' and a checkbox for 'Send Me an Email'. There is also a checkbox for 'Send Me a Text' and a text input field for 'Phone Number' with the label 'Please provide your mobile number'. At the bottom left is a 'Back' button and at the bottom right is a blue 'Confirm Appointment' button.

12. You will receive an **appointment confirmation** with the **ZOOM link** to your **Ship email** account.
13. If you need to cancel an appointment for any reason, you can do so from the appointment confirmation or by calling the Learning Center at **717-477-1420**.

Please keep in mind that **excessive no-shows and cancellations** will result in being **blocked** from scheduling future appointments. If you lose your scheduling privileges, you will need to meet with a Learning Center staff member to regain scheduling access.