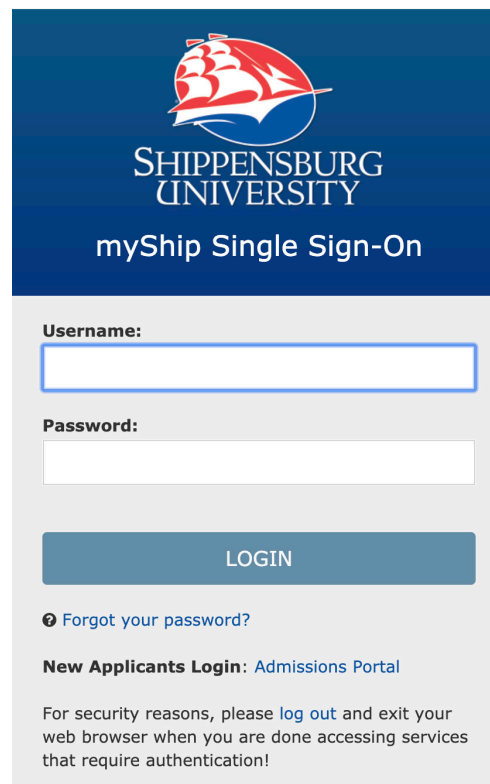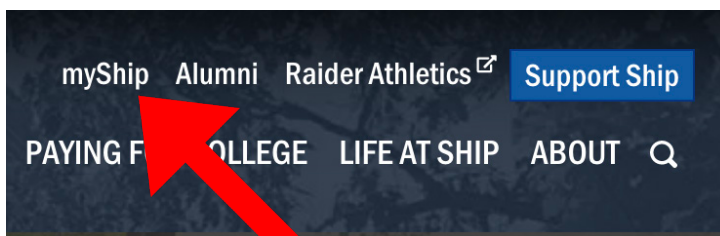# SHIPPENSBURG UNIVERSITY
Learning Center
How to schedule appointments

For video or audio instructions, please visit **ship.edu/learning**

1. Visit your MyShip portal by clicking the **myShip** link on the Shippensburg University home page. Then, log in.

myShip   Alumni   Raider Athletics ⤴   Support Ship

PAYING FOR COLLEGE   LIFE AT SHIP   ABOUT   🔍

SHIPPENSBURG UNIVERSITY

myShip Single Sign-On

Username:

Password:

LOGIN

❓ Forgot your password?

New Applicants Login: Admissions Portal

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

2. Click the **Student** tab, and select **My Academics** from the drop down menu.

STUDENT

My Academics

Paying for College

Ship Life

Ship Services

Student Employee
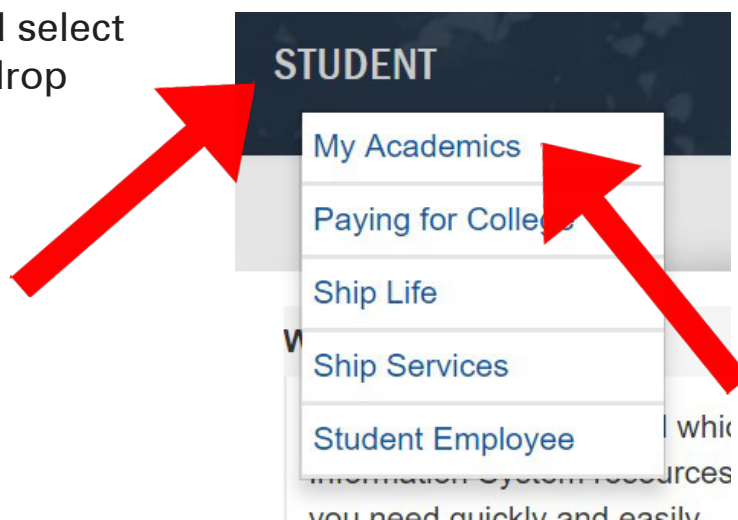
3. In the box titled **My Student Resources**, click the link titled **Make tutoring and other appointments** at the top of the list.

My Student Resources

Make tutoring and other appointments
My Profile
My Class Schedule

4. You will be redirected to **SSC Navigate**, our scheduling system. Click the blue box on the right of the screen that says **Make Tutoring and Other Appointments**.
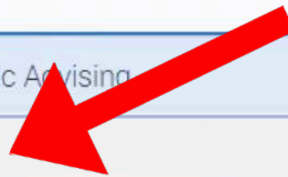
Make Tutoring and Other Appointments

5. Click **Tutoring** when asked what type of appointment you would like to schedule.

*What type of appointment would you like to schedule?

○ Academic Advising

○ Tutoring

6. When selecting the service, click **Course-Based tutoring** for support in a specific course, **Writing Tutoring** for support with writing in any course, or **Learning Specialist** for support with general study skills and strategies.

*Service
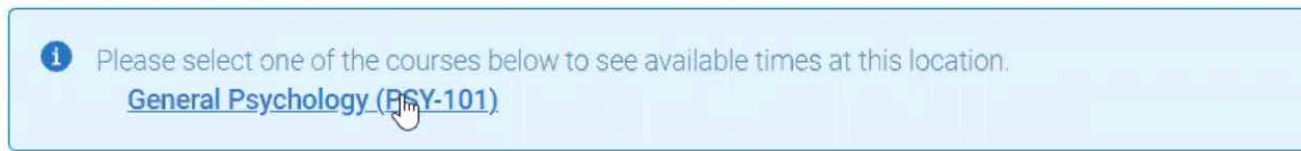
○ Course-based Tutoring

○ Learning Specialist

○ Writing Tutoring

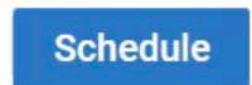7. Select your desired date, and click "Find Available Times." All dates and times will appear on the next page

Pick a Date ⓘ

Tuesday, August 17th 2021

Find Available Time

8. If scheduling course-based tutoring, select the course.

ⓘ Please select one of the courses below to see available times at this location.
General Psychology (PSY-101)

9. Select a day and time that works for you.

Sun, Sep 5th

5:00 - 6:00 PM   6:00 - 7:00 PM   7:00 - 8:00 PM

10. Check to make sure the appointment information is correct. You have the option to add comments to your tutor and a phone number for automated reminders. If all is correct, select **Schedule**.

Schedule

11. You will receive a confirmation email to your Ship email address. Please attend your appointment **in person** on the first floor of Mowrey Hall, if able. If not, use the Zoom link in the confirmation email.

If you need to **cancel** for any reason, you can call the Learning Center at 717-477-1420, stop by the reception desk, or visit your "Appointments" in SSC, open appointment details, and cancel.

Please note that **excessive no-shows and cancellations** could 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.