How to Schedule Tutoring Appointments for the Learning Center

1. Go to **MyShip** on the Shippensburg University webpage and log in:
2. Click the **Student** link and select **My Academics**

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

4. Click the “**Make Tutoring and Other Appointments**” tab:
5. Click “Tutoring”:

6. Choose “Writing (Undergrad APA style)” or “Writing (Undergrad MLA style)” for help with writing assignments:

7. Choose “Learning Center, Mowrey Hall”: 
8. Pick the **course** you want:

![Course selection]

9. Next, find the **date/time** you would like to meet with a tutor:

![Date and time selection]

10. Click on the **time** that you want to meet with a tutor:
11. Check to make sure the appointment information is correct, and then click “Confirm Appointment”:

12. You will receive appointment confirmations and reminders in your Ship email account.

13. If you need to cancel an appointment for any reason, you can do so from the appointment reminder or by calling the Learning Center at 717-477-1420.

14. 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 Learning Center staff to discuss regaining access to appointment scheduling.