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 **Make tutoring and other appointments** at the top of the list.

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

5. Click **Tutoring** for the type of appointment.
6. Choose **Course-Based Tutoring** for a specific course or **Writing Tutoring** for help with writing assignments.

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

8. If prompted, choose the **course** for which you are seeking tutoring.
9. Find an appointment **date** that works for you.

10. Then, click on a **time** that works for you.

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**.

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.