How to Schedule Tutoring Appointments in 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 **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. 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.

Choose from the following options and click Next.

-- please choose one --
-- please choose one --
**Course-based Tutoring**
HCS Communication Center Appt
Other
Writing Tutoring

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

What location do you prefer?

-- please choose one --
-- please choose one --
**Learning Center (Mowrey Hall) Virtual**

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

Pick a Course

-- please choose one --
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 717-477-1430.

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.