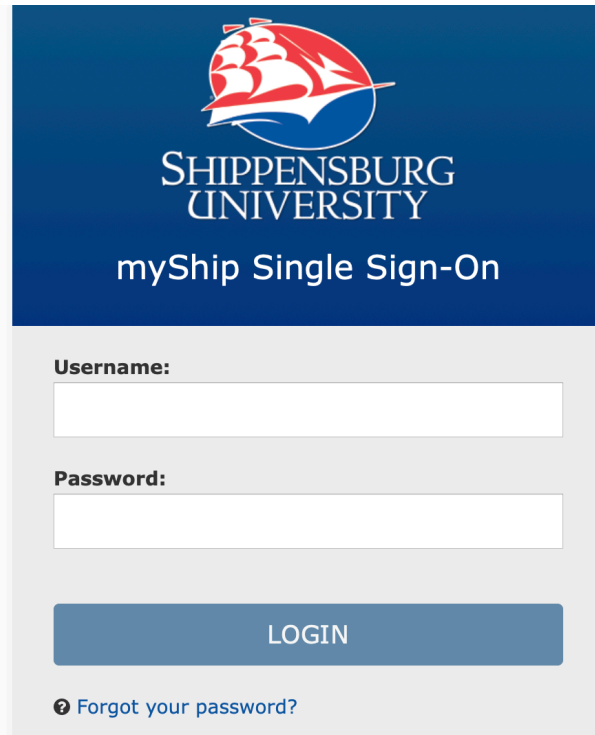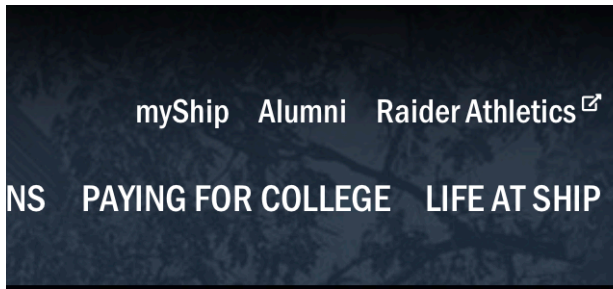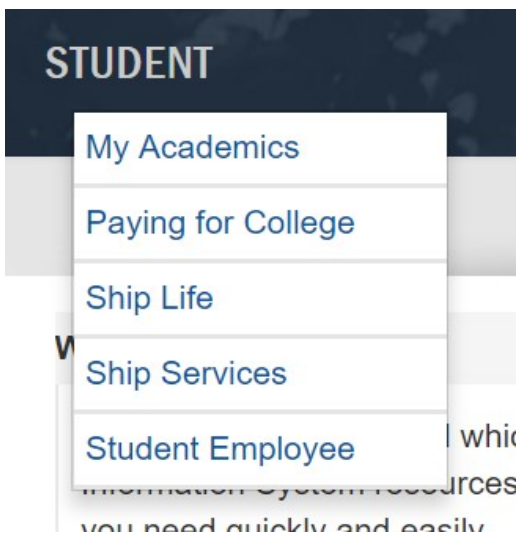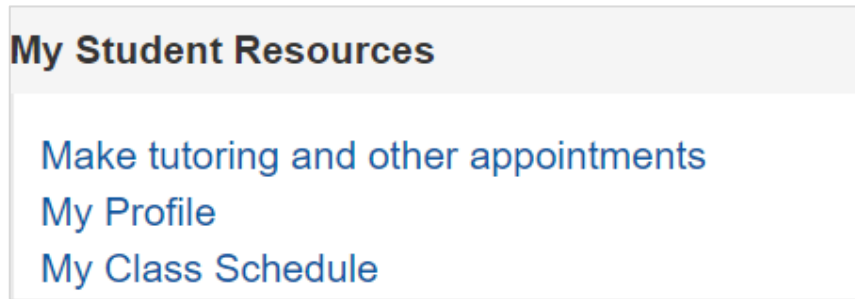# How to Schedule Tutoring
with the Learning Center

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.

My Student Resources

Make tutoring and other appointments
My Profile
My Class Schedule

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

SHIPPENSBURG
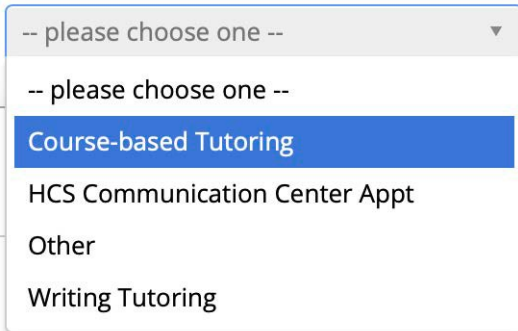UNIVERSITY

Make Tutoring and Other Appointments

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

What type of appointment would you like to schedule?

-- please choose one --
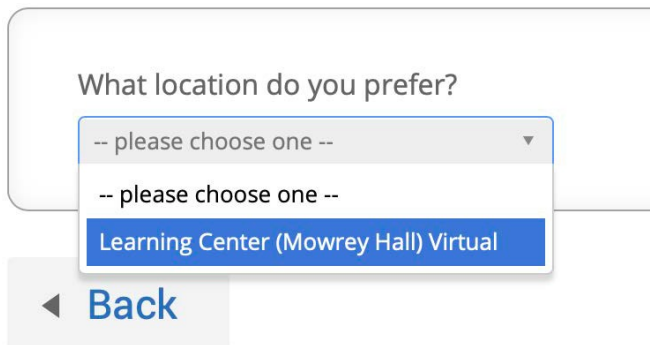
-- please choose one --

Advising

Tutoring

6. Choose **Course-Based Tutoring** for a specific course or **Writing Tutoring** for help with writing assignments.
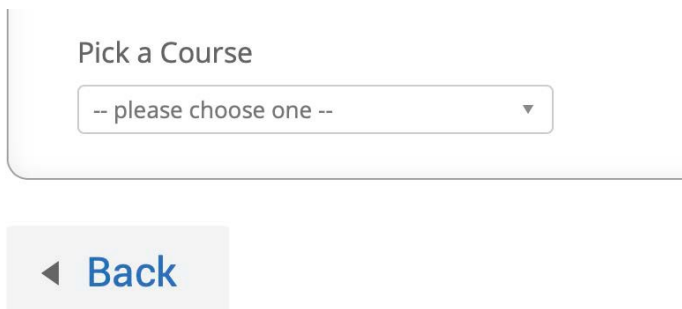
Choose from the following options and click Next.

-- 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

◄ Back

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

Pick a Course

-- please choose one -- ▼

◄ Back

9. Find an **appointment date and time** that works for you.
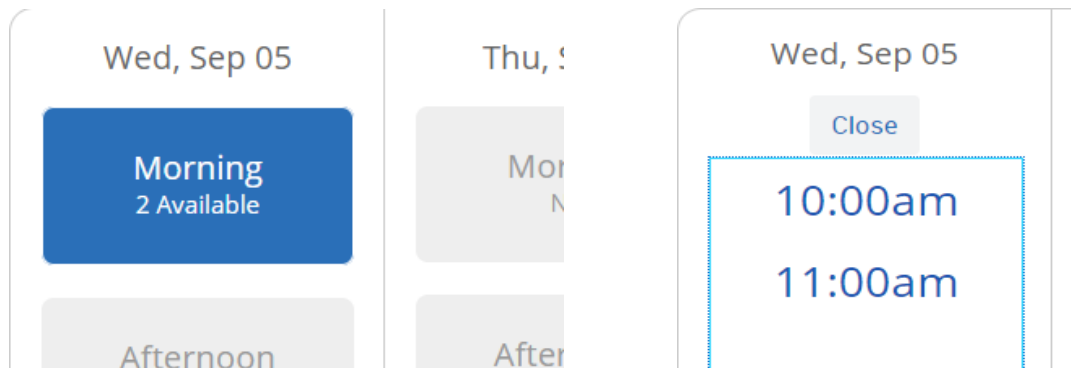
11. Check to make sure the appointment information is correct, and click **Confirm Appointment**.

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.