

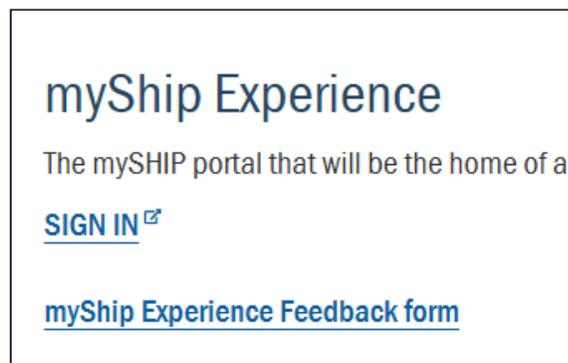
SHIPPENSBURG UNIVERSITY

Learning Center

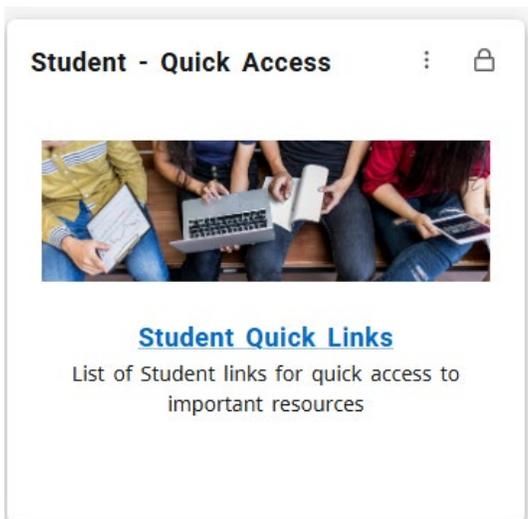
How to schedule appointments

For the drop-in tutoring schedule, visit ship.edu/learning

1. Visit your myShip portal by selecting the **myShip** link on the Shippensburg University home page. Then, sign in to the **myShip Experience** portal.



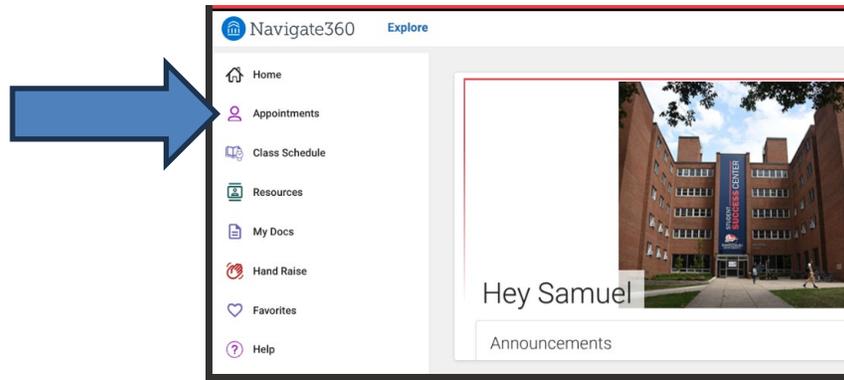
2. In the box titled **Student Quick Access**, click **Student Quick Links** and then select **Tutoring and Other Appointments** from the menu.



My Student Resources

[Tutoring and Other Appointments \(Navigate 360\)](#)
[Mv Profile](#)

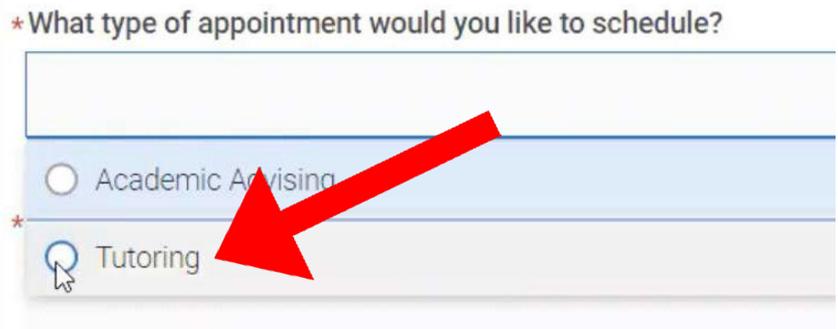
3. After logging in to Navigate 360, click the **Appointments** tab on the left side of the webpage.



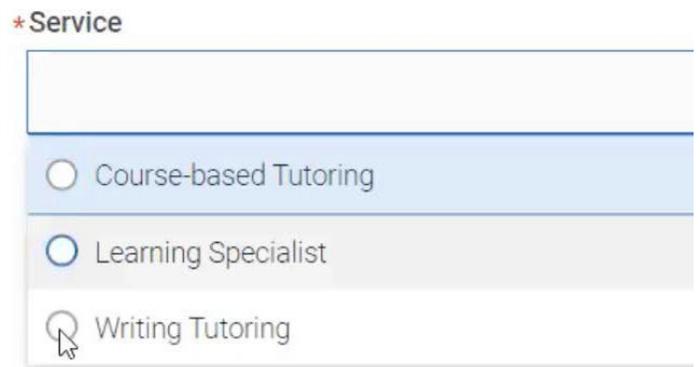
4. You will be redirected again to **Navigate 360**, our scheduling system. Select the blue box on the right side of the page that says **Schedule Appointment**.



5. When asked what type of appointment you would like to schedule, select **Tutoring**.



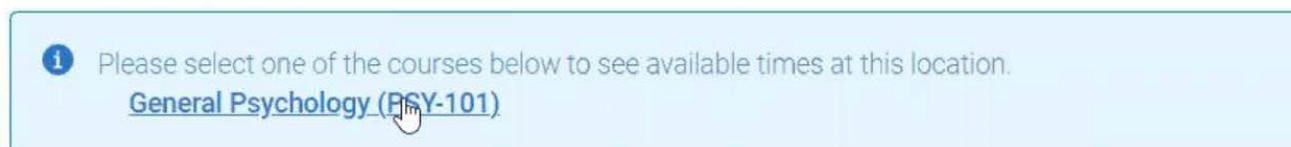
6. When selecting the service, click **Course-Based tutoring** for support in a specific course, **Writing Tutoring** for support with writing in any course, or **Learning Specialist** for support with general study skills and strategies.



7. Select the earliest date for which you would like to receive tutoring, and select **Find Available Time**.



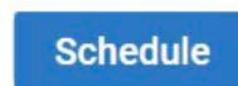
8. If scheduling course-based tutoring, select the **course**.



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



10. Check to make sure the appointment information is correct. You have the option to add comments for your tutor and a phone number for automated reminders. If all is correct, select **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 Navigate 360, 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.