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**.

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

- Course-based Tutoring
- HCS Communication Center Appt
- Other
- Writing Tutoring

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

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